

## **Instructions for completing an online application**

To apply online go to <https://idoxpa.coventry.gov.uk>

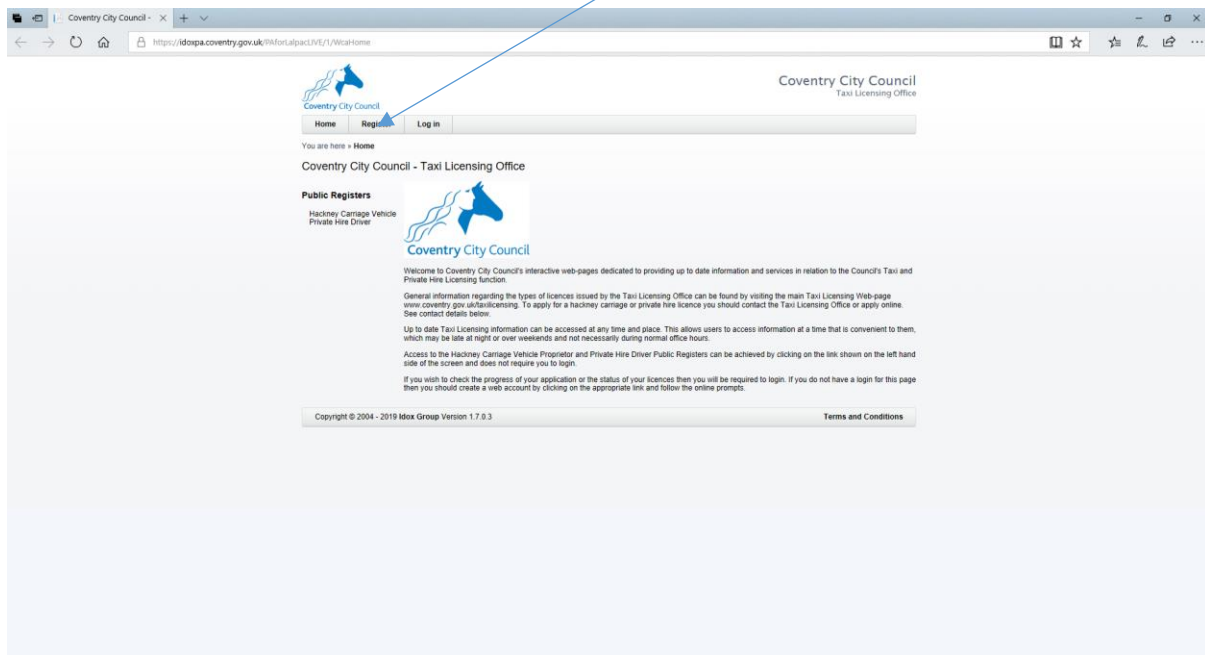
### **1. INITIAL SCREEN**

On this page you can;

- Access **Public Registers**
- Register – **ONLY** when applying for a Coventry licence for the very first time
- Log in – if you have previously registered you can log in using your email and password

**N.B.** You may be asked for an Activation Key. If so email [Taxi.Licensing@coventry.gov.uk](mailto:Taxi.Licensing@coventry.gov.uk) and once you have your key you register as **“Existing Client/Licence Holder (I have an activation key)”**

**Register**



**Registering** - You will be asked to tick a box to say you agree with the Data Protection Statement and then a password and you will be sent an email with a link to follow to complete your activation.

## 2. MAIN HOME PAGE SCREEN

The main home page of the system allows you to;

- Access **Public Registers**
- **Update** your information
- **Apply on line**

To start an application you need to click “New online application” towards the bottom of the page on the left.

The screenshot shows the Coventry City Council Taxi Licensing Office web application. The browser address bar displays <https://idoxpa.coventry.gov.uk/PA/portal/pac/LIVE/1/Wca/Home>. The page header includes the Coventry City Council logo and navigation links: Home, My Profile, and Log off. The main content area is titled "Coventry City Council - Taxi Licensing Office" and contains several sections:

- Public Registers**: Includes links for Hackney Carriage Vehicle and Private Hire Driver registers.
- Licence Validation**: A section for validating licences, with a text input field for the licence number and a "Go" button. Below the input field, it says "e.g. STC0001".
- Client Account**: Includes links for "Update user details" and "Change Password".
- Applications Online**: A section with a link for "New online application".
- Application Status**: A section for checking application status, with a text input field for the application number and a "Go" button. Below the input field, it says "e.g. 22544".

The right-hand side of the page features a "My Portfolio" section with three sub-sections:

- My Saved Applications**: A table showing applications that have been started but not submitted to the licensing office. The table has columns for App Number, Type, Reason, Continue, and Cancel.
- My Submitted Applications**: A table showing applications that have been submitted to the licensing office. The table has columns for App Number, Type, Reason, Licence Number, Target, View, and Print.
- My Current Licences/Notices/Permits and Registrations**: A table showing current licences, notices, permits, and registrations. The table has columns for Licence Number, Licence Type, From, To, and View.

### 3. LICENCE APPLICATION TYPE SCREEN

Next Screen gives options to select the Licence Application Type;

Licence Module; Choose “Vehicle Module”

Licence Group; Choose “Taxi and Private Hire”

Licence Type; Choose which licence you are applying for

Click “Next” at bottom left

The screenshot displays the 'Online Application Type Selection' screen for Coventry City Council. The page header includes the council's logo and navigation links: Home, My Profile, and Log off. The main content area is titled 'Online Application' and contains a section for selecting the licence application type. This section includes four dropdown menus: 'Licence Module' (set to 'Vehicle Module'), 'Licence Group' (set to 'Taxi and Private Hire'), 'Licence Type' (set to 'Select Type'), and 'Licence Reason' (set to '—'). A blue arrow points from the text 'Choose “Vehicle Module”' to the 'Licence Module' dropdown. Below the form is a 'Next' button. The footer contains the copyright notice 'Copyright © 2004 - 2019 Mox Group Version 1.7.0.3' and a link to 'Terms and Conditions'.

Instructions – If blank just click “Next”

Coventry City Council  
Taxi Licensing Office

Home My Profile Log off

You are here » Home » Online Application Type Selection » Online Application Wizard

Online - New Application for Private Hire Driver

by Mr Mick Cogges

Back Next

**Instructions**

Step 1 of 7

**Instructions** ☒ Before starting the application you should have read the guidance notes available this Council's main Licensing webpage at [www.coventry.gov.uk/taxilicensing](http://www.coventry.gov.uk/taxilicensing)

**Data Protection Act 1998** ☐

**Applicants** ☐

**Additional Questions** ☐

**Declaration** ☐

**Validation** ☐

**Submit Application** ☐

Cancel Save

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