

Instructions for completing a Taxi application on Line

If you already have a taxi/private hire license before starting the application contact the office for an activation key this will allow you to view all your current licenses and will save you entering all your details.

Go to - <https://wam.westdorset-dc.gov.uk/PAforLalpacLIVE/2/WcaHome>

Choose your zone before continuing

| |
|--|
| Change Authority ▼ |
| Change Authority |
| Dorset Council, West Dorset Area |
| Dorset Council, Weymouth and Portland Area |
| Dorset Council, North Dorset Area |

Choose the “Register” option, Or log in



You will need to tick a box for Data Protection.

The information provided is correct to the best of my knowledge and belief. I understand that the giving of misinformation may lead to my account being terminated.

Account Type

Select the type of account you require:

If you do not have any existing Licences or an account with this Licensing Authority, please select

New Client/Licence Holder

If you do currently have/had existing Licences or an Activation Key from this Licensing Authority, please select Existing Client/Licence Holder (I have an activation key) by contacting the Licensing Authority prior to registering.

Existing Client/Licence Holder (I have an activation key)

Pick either “New Client/License holder” if you are new to Dorset District Council Licensing or “Existing

Client/License Holder (I have an activation key” and put in the long number you have been sent in the 6 boxes provided.

You will be asked to create a password. The system will then send you an email with a link to follow to complete your activation.

Registration Successful

You have successfully registered a new user. You will be receiving an email soon with details on how to activate your account.

Once activated return to login page and proceed to your options

The main home page of the system allows you to access public registers, update your user details and apply on line.

To start an application you need to click “New online application”

Licence Validation

Licence no.:

Go

e.g. STC0001

Client Account

[Update user details](#)

[Change Password](#)

Applications Online

[New online application](#)

Application Status

Application no.:

Go

e.g. 22644

The next screen gives you options to “select the License Application Type” you need;-

License Module: Select “Vehicle Module”

License Group: Select “Taxi and Private Hire”

License Type: Select which license you are applying for

License Reason: select whether it is a new application or a renewal

Select the Licence Application Type

As Licence Applications widely vary, this selection process will help you to select the right Licence Application which will then setup the Application Process based on your selection.

If you are unsure of the Application to complete, please call **01305 838028** for assistance.

Online Application

| | |
|-----------------|--------------------------------|
| Licence Module: | Vehicle Module ▼ |
| Licence Group: | Taxi and Private Hire ▼ |
| Licence Type: | Private Hire Vehicle ▼ |
| Licence Reason: | Online - Renewal Application ▼ |

Example

You will then be given a screen with all your currently licensed vehicles – select the one you want to renew. If your license has passed its expiry date it will not show and you need to contact the licensing team.

Data Protection Act 1998;

You will need to read and agree by ticking the box for the Data Protection statement before continuing.

Applicants

Check your details and make any changes or add any missing details

Correspondence

You will be added automatically but if you want any correspondence to go to an agent or solicitor add their details.

Vehicle

Check your vehicle details and make any amendments or additions

Additional Questions

Tell us where and when your vehicle is being inspected.

Declaration

This has the same effect as signing a paper form

Validation

Allows you to check the details you have entered.

Submit

This is where you make the payment

When you hit the submit button the application will be transmitted directly to the licensing team.