

City of Wolverhampton Council Non-Statutory Licensing Committee

8th July 2020

'My Driver Portal'
and Online Registers

CITY OF
WOLVERHAMPTON
COUNCIL

Our mission:
Working as one to
serve our city



The Fleet

- 17347 drivers, 11261 vehicles, and 165 Operators currently licensed by City of Wolverhampton Council.
- All changes must be reported to Licensing and the back office record needs to be maintained and kept up to date.
- Change of address, telephone number, email, motoring convictions, criminal convictions, accidents, Operator.

Technology

- Idox – back office supplier
- My Driver Portal
 - one stop online area for drivers/proprietors to upload documentation and report incidents/amendments in order to maintain up to date records

Email addresses

- An email address will identify individual drivers/proprietors.
- Operators/Hire companies will be able to view all applications they have submitted using their email address.
- Login to the driver portal will be secure



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Log In

Email

Password

Log In

[Forgot your password?](#)

My Licences

- A screen will display the licences associated with the registered email address
- A driver record will display relevant information with regards their current licence
 - Medical Expiry Date
 - DBS Expiry Date
 - Current Operator
 - Badge number
 - Licence Expiry Date
- The facility to “Notify Us” of amendments to the licence will be undertaken within the portal

CITY OF WOLVERHAMPTON COUNCIL My Licences

Private Hire Driver Licence Active

Licence number: 20/00002/TXPHDR
Expires: 30/12/2022 (1038 days) Plate no.: 1245
Driving licence no.: N/A Operator: N/A

[Notify us](#)

Licence Holder

Name	Mr Aaron Grundy	Telephone	0123 4567893	Address	10 High Street Neath!
Date Of Birth	01/01/1981	Email	aaron.grundy@idoxgroup		
Medical Expiry Date	24/01/2025	DBS Expiry Date	24/01/2022		

Notify Us

- The drivers will be able to notify Licensing from within the portal of a variety of different amendments to their current issued licence
- Each section will produce a tailored form for the desired notification
- The driver completes the required information from each form

Notify us ▾

Criminal Conviction / Caution

Motoring offence / Fixed penalty

Arrest / Charge for any offence

Change of Address

Change of Contact Details

Change of Name

Switch operator

Change in medical circumstances

Criminal Conviction/Caution

- There are mandatory fields that must be completed.
- Specific requests will require mandatory documents to be uploaded i.e. deep poll or marriage certificate – change of name.
- Multiple notifications can be made.

CITY OF WOLVERHAMPTON COUNCIL Notification of Criminal Conviction/Caution - Form

Offence Details (1) ⓘ

* Indicates a mandatory field

Date of conviction/caution *

DD/MM/YYYY

Details of Court/Magistrates, Police or Local Authority *

Details of Offence *

Penalty/Sentence *

Enter another "Offence Details"

Tick the above checkbox to enter another set of this data.

Previous Next

Declaration

Declaration

* Indicates a mandatory field

I DECLARE THAT THE REPLIES GIVEN BY ME ON THIS FORM ARE TRUE, COMPLETE AND ACCURATE. I UNDERSTAND THAT IF ANY INFORMATION GIVEN BY ME IS FALSE, I SHALL BE LIABLE TO PROSECUTION AND THAT ANY LICENCE OBTAINED AS A RESULT MAY BE REVOKED. I UNDERSTAND THAT ON THE GRANT/RECEIPT OF MY LICENCE IT IS MY RESPONSIBILITY TO ENSURE THAT I FULLY COMPLY WITH THE CONDITIONS OF LICENCE AT ALL TIMES.

Full Name *

Date *

25/02/2020

Declaration Made *

THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR COMPUTERISED FORM AND WILL BE SUBJECT TO THE PROVISIONS OF UK DATA PROTECTION LAWS.

For more information about how your personal information is used and your rights please visit the City of Wolverhampton website and search Privacy & cookies

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see

- A declaration must be completed for all amendment requests/notifications.

Reference

- Before submitting the amendment/notification they will be provided with a summary of the request and this will provide them
 - A unique reference number
 - A Preview/PDF copy of the completed form
 - The back office system will automatically be updated and all documents uploaded into the document management system (DMS)

Advertisements/News

- There will be the facility for news feeds/advertising and important announcements which can be displayed on the portal
- This has the potential to provide additional income from companies who may wish to advertise their goods and services to the trade e.g. CCTV/Tyres/Vehicle Maintenance etc

Online Registers

- Section 42 of the Town and Police Clauses Act 1847 requires local authorities to provide free public access to a register of hackney carriage licences.
- Section 51(3) of The Local Government (Miscellaneous Provisions) Act 1976 requires local authorities to provide free public access to a register of private hire licences.

Search Facility

- Each licence type will have a search facility
 - Driver: Badge Number or Name
 - Vehicle: Plate or Vehicle Registration Number
 - Operator: Name
- There will also be a “View all” option

The screenshot shows the 'Licence search' interface for the City of Wolverhampton Council. At the top, the council's name is displayed. Below it, three search categories are presented as buttons: 'Driver' (with a person icon), 'Vehicle' (with a car icon), and 'Operator' (with a keypad icon). The 'Driver' button is highlighted in dark purple. Below these buttons, a prompt asks the user to 'Enter at least one of the following:'. There are two input fields: 'Badge no.' and 'Name'. A dark purple 'Search' button is located below the input fields. At the bottom of the interface, there is a link that says 'View all drivers'.

Results

- There will be a list display of current licences which match the search details
- The information provided complies with the requirements of the Town and Police Clauses Act 1847 and Local Government (Miscellaneous Provisions) Act 1976.

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LB57 DHF			
Plate no.	Type	Granted	Renewal due
PH1098	Honda Accord	27/02/2019	09/12/2019

EJ13 DZM			
Plate no.	Type	Granted	Renewal due
PH1026	Mercedes-Benz 'E' Class	14/08/2018	13/08/2019

FD59 CZL			
Plate no.	Type	Granted	Renewal due
PH1077	Ford Mondeo	25/07/2018	24/07/2019

VO12 VWU			
Plate no.	Type	Granted	Renewal due
PH1096	Ford Focus	09/08/2018	08/08/2019

KW66 RVU			
Plate no.	Type	Granted	Renewal due
PH1066	Peugeot 5008	08/08/2018	07/08/2019

YB18 OJJ			
Plate no.	Type	Granted	Renewal due
PH1042	Renault Traffic	04/06/2018	03/06/2019

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Licensing Services

Lorraine.Jones@Wolverhampton.gov.uk

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