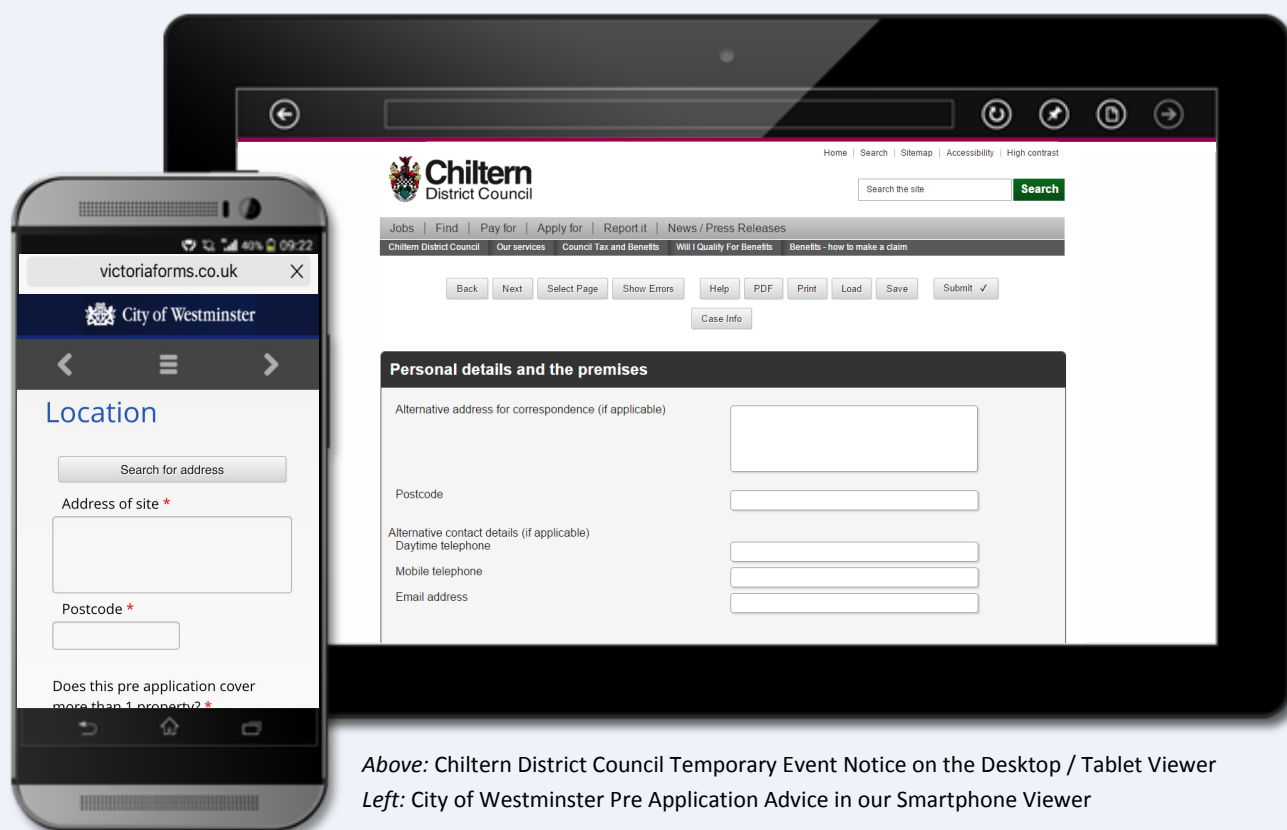# Victoria Forms
Online Licence Application Solution

Victoria Forms is enhancing the processing efficiencies for UK Local Authorities with our unique integrated electronic forms solution. The eForms System for Licensing includes a library of 75 ready-to-use template eForms branded to your Authority, giving you an immediate return on investment and maximising customer self-service for legally prescribed Licensing applications and notifications.

This proven system is already in use at The Licensing Partnership (Sevenoaks, Tunbridge Wells and Maidstone Councils), Wycombe, Chiltern, Ashford, Westminster City Council and Uttlesford Councils.

Above: Chiltern District Council Temporary Event Notice on the Desktop / Tablet Viewer

Left: City of Westminster Pre Application Advice in our Smartphone Viewer

For more information, do not hesitate to contact our Sales team:

Telephone: 01284 752000
Email: VicFormsSales@VictoriaForms.co.uk

www.victoriaforms.co.uk

Easy, User-Friendly and Reliable EForms

- Unique eForms technology; intelligent in-form guidance and validations on fields such as email address and National Insurance number
- 100% up-time of eForms during completion, for full reliability
- Licensing eForms exactly match nationally prescribed designs where necessary
- Multiform data-switching - pre-populating customer data into other eForms
- eForms load in any standard web browser (no add-ons required). Definitely no Adobe Reader required!
- In-built Help at question (below), page and form level, including customisable information

Dimensions of private forecourt (if any) from building line (in metric)

Width [?] If the premises does not have private forecourt please leave blank. Please note that sometimes title deeds or leases will indicate

Keeping Control, Automatically

- eForms management, including workflow, eForm routing and Audit Trail
- Integral eForm error checking, providing error-free eForm submissions
- Management interface with individual staff user/ group login configuration
- E-Signature, checkbox signature or print and sign declaration options
- Straightforward configuration settings for each eForm

Advanced Processing Add-On - Integration with Back-Office System Integration and more

- Removal of the time-intensive re-keying of customer data, with 100% data accuracy
- Integration with IDOX UNIFORM Back Office System (20 processes integrated), Civica Flare, Northgate M3
- Integrated payment processing with your Back-Office payment system
- Integration with Council CRMs and Customer Portals
- Bank account, address (below), and previous licence finders; SMS and other external data connections

Address Lookup ✖

Address Lookup

Please enter address to search for (eg. street, town, postcode)

[   ] [Search]

Other Features

- eForm saving, forwarding, printing, PDF and TIFF output
- Offline / Mobile eForms module, auto-syncing when reconnected
- Evidence attachment to eForms for scanned or photographed documents
- Detailed reporting with the Statistics module at eForm and question levels
- eForms and Viewer styled to your preference, in line with your website

Chiltern District Council

Home | Search | Sitemap | Accessibility | High contrast

Search the site [Search]

Jobs | Find | Pay for | Apply for | Report it | News / Press Releases

Chiltern District Council | Our services | Council Tax and Benefits | Will I Qualify For Benefits | Benefits - how to make a claim

Back | Next | Select Page | Show Errors | Help | PDF | Print | Submit ✓

Further eForm Libraries / Technologies

- Corporate eForms for Authority-wide functions
- Custom design of any eForms; eForms design software also available for your use

WESTMINSTER CITY COUNCIL

KEY FACTS

- Live in September 2015
- Planned staggered go live with numerous forms throughout the coming months
- Payments through Xpay
- Integration into Idox Uniform, including DocLoader
- Developed a wide range of new forms with Victoria Forms including Street Trading and Marriage Venue Licences

Please contact us for reference details

City of Westminster

Business Proposal

Back | Next | Select Page | Show Errors | Help | PDF | Print | Load Saved Forms | Save | Submit ✓

Case Info | Forward

Upload & Attach File | 0 file(s) attached | Show / Hide Attachments List

Applicant's Details

Is this business proposal for food or non food?
Food [ ]
Non-Food [ ]

Applicant's Details

Surname / Family Name [   ]
First Name [   ]
Title [   ]

Advanced Payment Integration

Victoria Forms offers payment integration with a range of third party systems - including Xpay, Capita, Worldpay, Civica and proprietary software. The user is guided through the payment process directly from the form. All forms that require payment automatically calculate the amount required, dependent on the data entered into the form.

The user is then required to submit payment through an online payment page, which is opened automatically when the user reaches the end of the form. The form transfers the user's name, email address, the licence type, and the amount of payment required straight into the payment page, saving time and effort for the user.

On completion of the payment, the user is transferred back to the form, with the transaction confirmation details integrated into the form data. Forms can be configured so that a user cannot submit their application without providing payment.

Payment integration cuts down on the amount of time it takes for a user to fully submit an application, by linking directly to the payment page and prefilling information. It also saves staff time, by ensuring that payment is captured before an application can be submitted, removing the costly re-keying of data by your team.
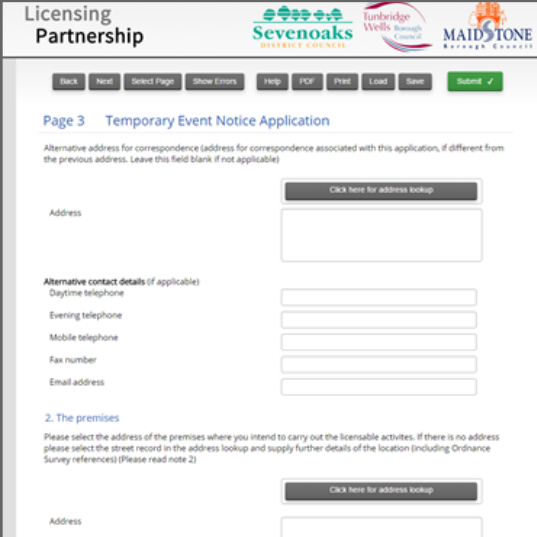
Online applications are submitted error-free and with 100% reliability during completion, reducing your administration costs and providing a secure, reliable solution that will deliver proven efficiencies to your Authority.

Process	Date/Time		Description	Reference	Action
CAPS	02/11/2015 15:07:44	✓			---Please Select--- / Change Status / Start this / Start all
Refresh	02/11/2015 15:07:45	✓			
PDF	02/11/2015 15:07:46	✓	PDF Created		---Please Select---
Export	02/11/2015 15:07:46	✓	Export File Created		---Please Select---
Email	02/11/2015 15:07:46	✓	Email Sent		---Please Select---
SubmissionResponse	02/11/2015 15:07:46	✓	Response Sent		

[Close]

The Licensing Partnership – Key Facts

- Live in February 2014
- 1097 Temporary Event Notice eForms submitted between Nov 2014 and Oct 2015
- 86% of the Temporary Event Notices received are submitted using our online application form
- Live with 20 Forms, including Taxi Licences
- Integrated directly into Idox Uniform with 16 forms
- Payments through own proprietary software
- Developed a wide range of new forms with Victoria Forms including Boating Licences and Taxi Driver Licences

Above: Sevenoaks Temporary Event Notice

"Victoria Forms have been a key part in the transformation of the processes for the Licensing Partnership. Not only has it provided customers with an improved service that is available 24 hours a day, 7 days a week but it has been instrumental in reducing our processing times."

Claire Perry
Licensing Partnership Manager

Please contact us for reference details

Licensing Template eForms

- Return Relating to a Small Society Lottery
- Small Lotteries
- Private Hire Taxi – Drivers Licence (x2)
- Private Hire Taxi – Operators Licence (x2)
- Private Hire Taxi – Operators Licence and Review
- Private Hire Taxi – Vehicle Licence (x2)
- Private Hire Taxi – Renewal Application
- Joint Drivers Licence
- Joint Vehicle Licence
- Hackney Carriage Drivers Licence
- Hackney Carriage Vehicle Licence
- Intent to Operate Gaming Machines Notification
- Permit to Operate Gaming Machines
- Club Gaming Permit or Club Machine Permit
- Application for a Personal Licence
- Application to Renew a Personal Licence
- Personal Licence - Change of name / address
- Application for a Premises Licence
- Interim Authority Notice
- Application for a Provisional Statement
- Application to Vary a Premises Licence
- Designated Premises Supervisor Consent Form
- Application to Vary a Premises Licence and Specify Supervisor
- Premises Licence - Change of name / address
- Transfer of a Premises Licence (including Consent)
- Transfer of a Premises Licence
- Surrender of Premises Licence
- Minor Variation to a Premises Licence
- Notice of Interest in Premises under 718
- Disapply DPS for Community Premises
- Request to be Removed as DPS
- Application for a Club Premises Certificate
- Application for a Club Premises Certificate Declaration
- Application to Vary a Club Premises Certificate
- Notice of Change of Name or Rules for Club
- Application Temporary Event Notice (x3)
- Scrap Metal Dealer
- Scrap Metal Collectors Licence
- Scrap Metal Site Licence
- Scrap Metal Site Licence
- Application for Breeding Establishment for Dogs Licence
- Application for Animal Boarding Establishment Licence
- Riding Establishment Licence
- Dangerous and Wild Animals Licence
- Pet Shop Licence
- Street Trading Licence
- Temporary Street Trading Licence
- Casual Street Trading Licence
- Exhibitions Street Trading Licence
- Temporary and Street Trading Licence Variation
- Casual Street Trading Licence Renewal
- Temporary Street Trading Licence to Trade from Tables and Chairs on the Street Application and Renewal
- Temporary Street Trading Licence to Trade from Tables and Chairs on the Street Variation
- Street Trading Hawkers
- Street Collections Permit
- Static and Short Term Trading Consent
- In Charge of / Navigating Pleasure Boats
- Pleasure Boats and Vessels Public Health Acts Amendment Act 1907 (Section 94)
- Temporary Structure Licence (Highways Act 1980) Application and Renewal
- Crane and Arial Platform Operations and Temporary Traffic Orders
- Application for Skin Piercing and Special Treatments Licence
- Application for Skin Piercing and Special Treatments Licence (London Authorities)
- Hairdressing Registration
- Sexual Entertainment Venue
- Disclosure of Convictions and Declarations
- Training Course Registration
- House to House Collection
- Application for Use of Council Land For Charitable Purposes
- Secular Premises (Non-Religious Premises) Marriage Licence
- Pre Application Advice

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Licensing Forms

Victoria Forms