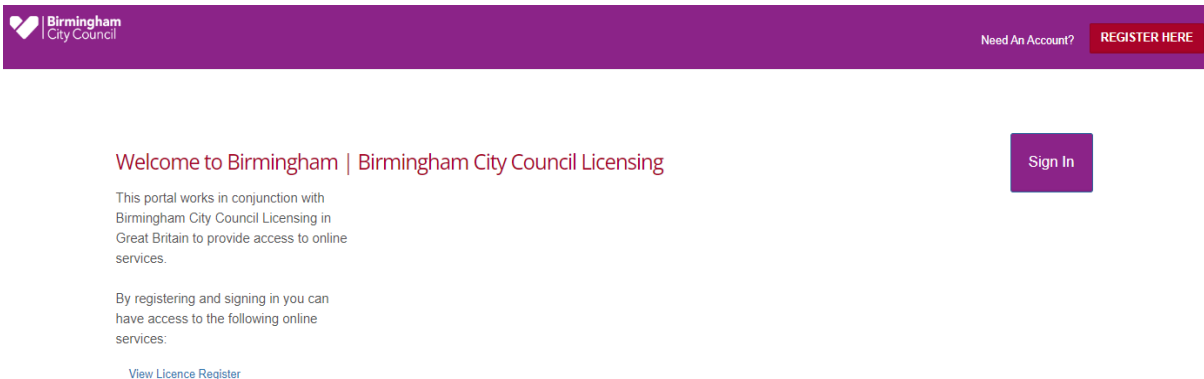


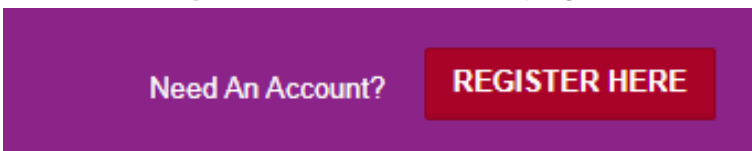
## User Guide to Navigating the Licensing Portal

1. Visit the [Licensing Portal](#) page:



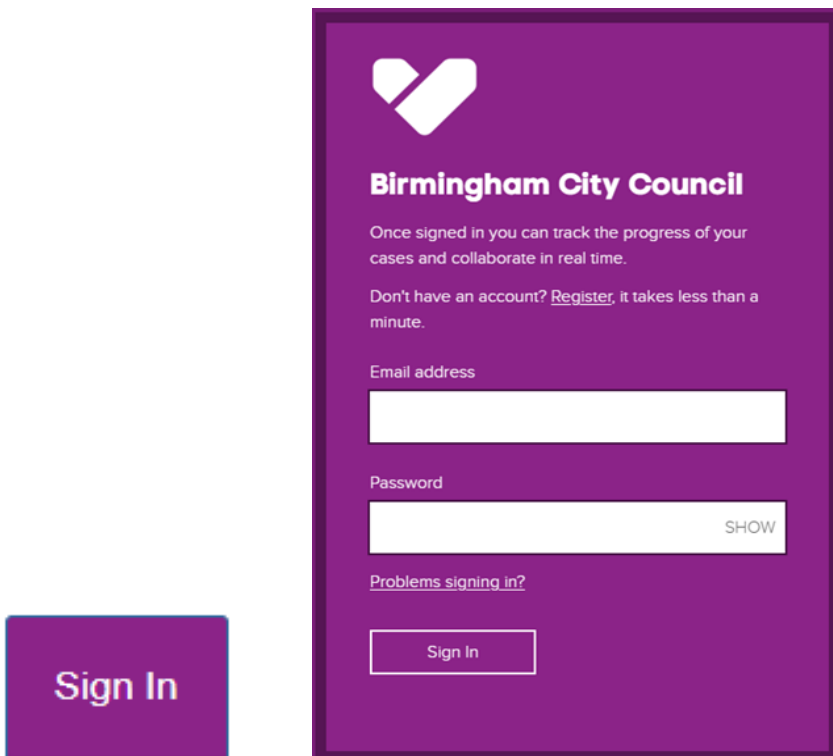
The screenshot shows the Birmingham City Council Licensing Portal homepage. At the top left is the Birmingham City Council logo. At the top right, there is a navigation bar with the text "Need An Account?" and a red button labeled "REGISTER HERE". Below the navigation bar, the main heading reads "Welcome to Birmingham | Birmingham City Council Licensing". To the right of this heading is a purple button labeled "Sign In". Below the heading, there is a paragraph of text: "This portal works in conjunction with Birmingham City Council Licensing in Great Britain to provide access to online services." Below this is another paragraph: "By registering and signing in you can have access to the following online services:" followed by a blue link "View Licence Register".

2. You will need a [BRUM Account](#) to be able to use the licensing portal. If you do not have one you can use the [Register Here](#) button in the top right corner of the page:



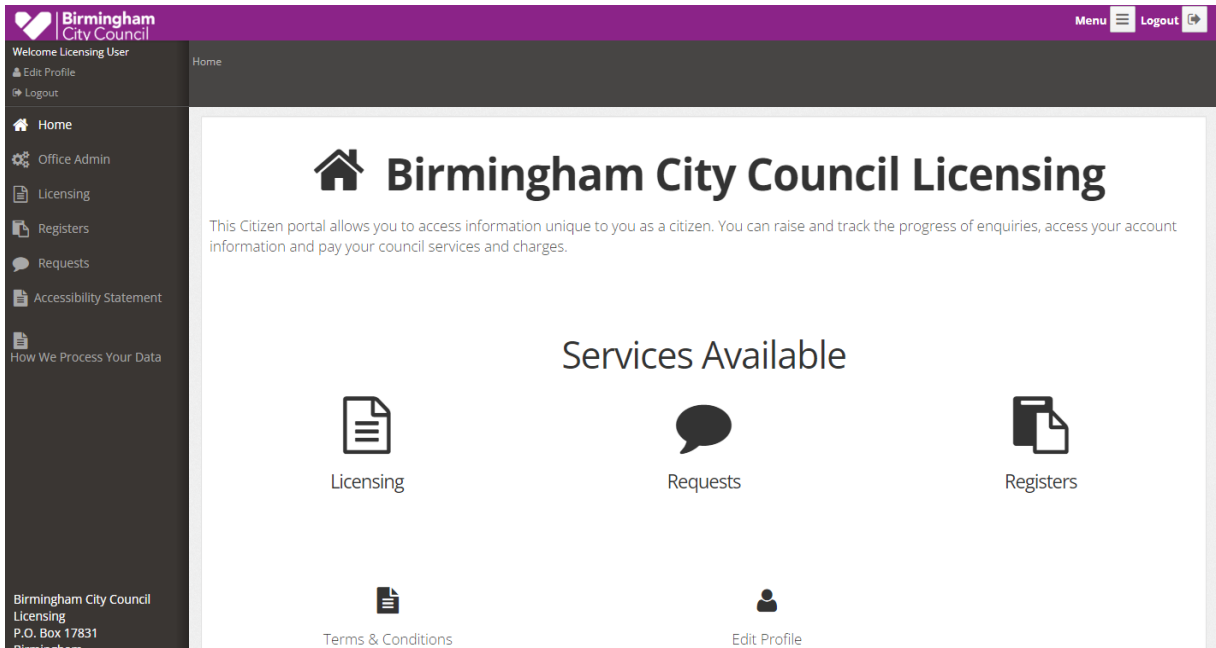
This image shows a close-up of the navigation bar from the screenshot above. It features the text "Need An Account?" in white on a purple background, followed by a red button with the text "REGISTER HERE" in white.

3. To login you will need to ensure you return to the [Licensing Portal](#) homepage and use the [Sign In](#) button:



The screenshot shows the Birmingham City Council Sign In page. At the top left is the Birmingham City Council logo. Below the logo is the heading "Birmingham City Council". The main text reads: "Once signed in you can track the progress of your cases and collaborate in real time." Below this is a link: "Don't have an account? [Register](#), it takes less than a minute." Below the text are two input fields: "Email address" and "Password". The "Password" field has a "SHOW" button next to it. Below the input fields is a link: "Problems signing in?". At the bottom is a white button labeled "Sign In". To the left of the main sign-in form is a purple button labeled "Sign In".

4. Once signed in you will be taken to the home page of the licensing portal:



5. Depending on your device, if the menu on the left-hand side of the screen is not visible click the menu icon button next to the logout button in the top right-hand corner:



6. To make an application you will need to click 'Licensing' on the left-hand menu:



7. From the menu you can either select 'Apply For A Licence' option which will list all application forms available on the portal and you then click on the hyperlink for the application you want to complete and submit:

The screenshot shows the Birmingham City Council Licensing portal. On the left is a dark sidebar menu with the following items: Home, Office Admin, Licensing (with sub-items: Licensing Home, Apply For A Licence, Gambling Act 2005, Film Classification, Licensing Act 2003), Registers, Requests, Accessibility Statement, and How We Process Your Data. The 'Apply For A Licence' item is highlighted with a red box. The main content area is titled 'Apply for a licence' and includes the text: 'If you know which licence type you need to apply for, you can select it from the options below to apply online.' There are three main sections: 'Gambling Act 2005' with a list of permit and fee options; 'Film Classification' with a red arrow pointing to the 'Request to Exhibit a Film with no BBFC Certificate' option; and 'Licensing Act 2003' with a list of licence and certificate options. At the bottom left of the sidebar, contact information for Birmingham City Council Licensing is provided.

OR

You can select the relevant licence type option from the menu, and this will take you directly to the Licence Application form:

The screenshot shows the 'Submit a Licence Application' form. The left sidebar menu is the same as in the previous screenshot, but 'Film Classification' is highlighted with a red box. The main content area shows a progress bar with 'Step 1' and 'Confirmation' stages. Below the progress bar is a 'General Details' section with a 'Licence Types' dropdown menu that currently displays 'Please select a Licence Type'. There are 'Prev' and 'Next' buttons on the right side of the form.

8. Please ensure you read carefully the help text provided within the form to ensure that you enter the correct information in the right places:

Contact Details

**The Address of the Premises where it is intended to exhibit the film**

This is the address of the premises where it is intended to exhibit the film.

Do not use the 'Copy from User Profile' button unless your home address is the same as the premises address.

Council House  
Victoria Square  
Birmingham  
B1 1BB

Trading Name

9. Mandatory fields are marked with a red asterisk and where there are fields marked with two green asterisks that means one of them must be completed. The system will prevent you progressing should any mandatory fields not be complete and advise what the errors are:

Submit a Licence Application

Step 1 > **2** Step 2 > **3** Step 3 > **4** Step 4 > File Uploads > Confirmation

Film details

**Title of Film \***

**Duration of Film \***

**Proposed date of screening \***

If to be screened on multiple dates please specify additional dates

**Suggested Film Classification \***

**Error..**

Please complete Title of Film.  
Please complete Duration of Film.  
Please complete Proposed date of screening.  
Please complete Suggested Film Classification.  
Please complete Please give brief description of the film content (or attach short synopsis).  
Please check Copy of Film (upload/link).  
Please complete What is the intended audience profile? (please also indicate if there a specific reason for the film screening).  
Please complete Has an application been made to the BBFC for certification?  
Please complete Has the film been exhibited at other venues?

✕

10. Where applicable, you will have the opportunity to upload any supporting documents. Please note the maximum file size is 8MB. For some applications some uploads will be a mandatory requirement:

Submit a Licence Application

Step 3 > **4 Step 4** > File Uploads > Confirmation

Save Prev Next

### Uploads

Please ensure you have uploaded/attached:

- Short synopsis;
- Copy of film or link to view film with relevant access details such as passwords

Drop files here or click to upload.

Max File Size of 8MB

Step 3 > **4 Step 4** > File Uploads > Confirmation

Save Prev Next

11. The final step before finishing and submitting your application will provide you with a summary of the information you have provided. At the very bottom of the page is a declaration that everyone needs to confirm prior to submission. This is a mandatory requirement.

Step 4 > File Uploads > **Confirmation**

Save Prev Finish

### Confirm Details STEP

| General Details         |   |        |        |       |        |                         |        |  |
|-------------------------|---|--------|--------|-------|--------|-------------------------|--------|--|
| Licence Type            | Film Classification   |        |        |       |        |                         |        |  |
| Application Type        | Request to Exhibit a Film with no BBFC Certificate  |        |        |       |        |                         |        |  |
| Fees                    | <table border="1"> <thead> <tr> <th>Type</th> <th>Detail</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Film *</td> <td>First film (any length)</td> <td>180.00</td> </tr> </tbody> </table> | Type   | Detail | Total | Film * | First film (any length) | 180.00 |  |
| Type                    | Detail  | Total  |        |       |        |                         |        |  |
| Film *                  | First film (any length)   | 180.00 |        |       |        |                         |        |  |
| Total Fee(s)            | £180.00   |        |        |       |        |                         |        |  |
| Location to be Licenced | Council House<br>Victoria Square<br>Birmingham<br>B1 1BB  |        |        |       |        |                         |        |  |
| Trading Name            | Council House   |        |        |       |        |                         |        |  |
| I am the                | Proposed Licence Holder   |        |        |       |        |                         |        |  |

Customer Comments

You must read and approve the disclaimer before you proceed

No

Please ensure you have read and understand the following before proceeding with your application:

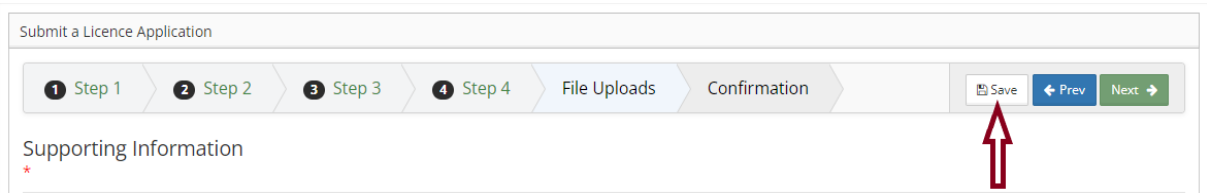
Please read the following declaration carefully. DO NOT submit this form if any part of the following declaration is not true.

By submitting this application form I confirm the information I have supplied and, in any attachments, or additional documents supplied in support of this application, is true to the best of my knowledge and belief. I understand I may be prosecuted if I make a false statement or omit any relevant information in the completion of this application. I am the person named above and I have either completed the application myself or have satisfied myself the information submitted on my behalf is accurate.

Step 4 > File Uploads > **Confirmation**

Save Prev **Finish**

12. Throughout the form you will see that you have the option to save progress of your application if you are not able to or ready to submit your application:



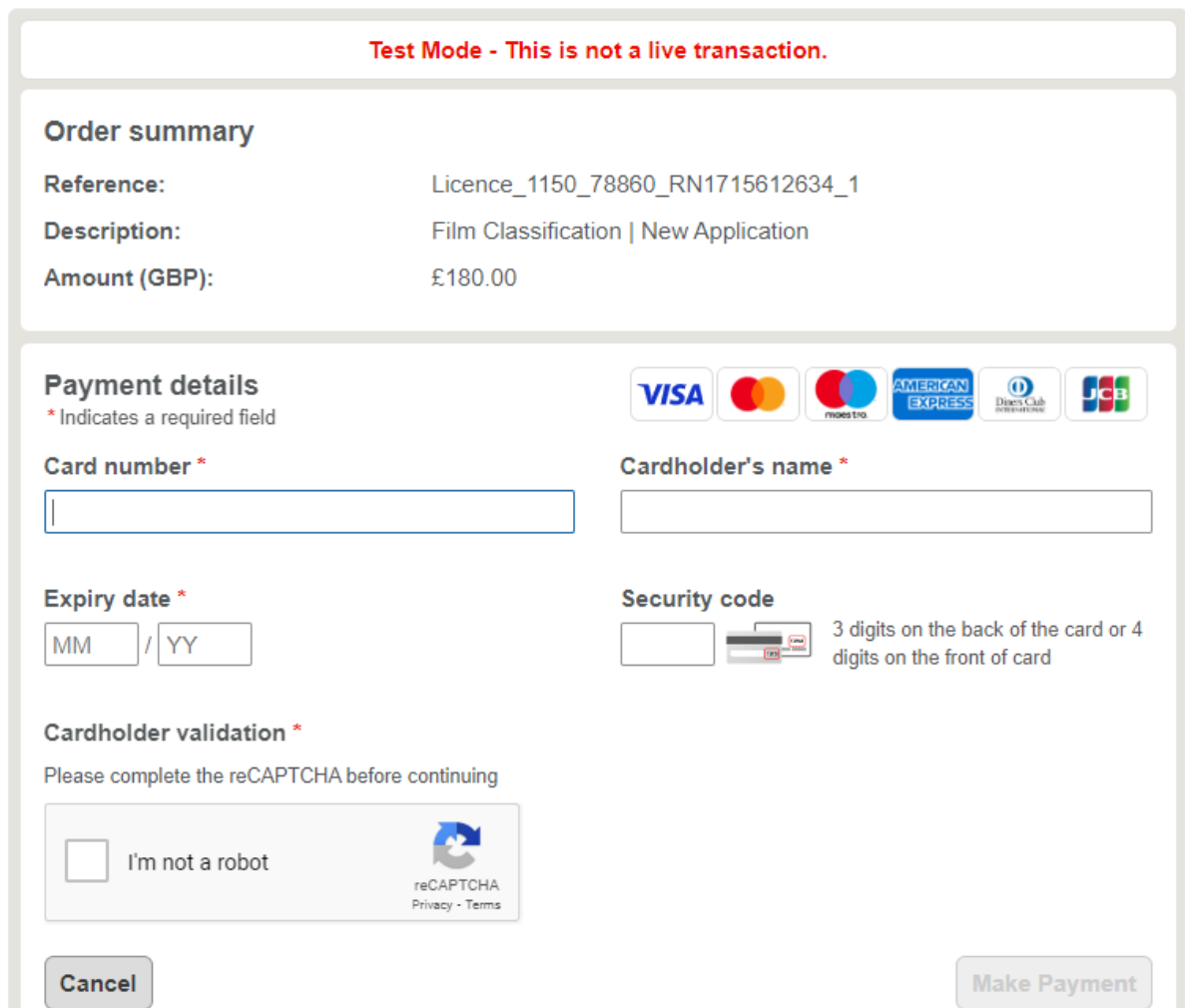
Submit a Licence Application

1 Step 1 2 Step 2 3 Step 3 4 Step 4 File Uploads Confirmation Save Prev Next

Supporting Information \*

13. When you click 'Finish' (where a fee is payable) there will be a short pause whilst the system transfers you to the WorldPay screen (please remain on this screen until transferred). You will be automatically transferred to the payment screen where you can enter your card details:

**worldpay**



**Test Mode - This is not a live transaction.**

**Order summary**

Reference: Licence\_1150\_78860\_RN1715612634\_1

Description: Film Classification | New Application

Amount (GBP): £180.00


**Payment details**  
\* Indicates a required field

VISA Mastercard maestro AMERICAN EXPRESS Direct Club International JCB


Card number \*

Cardholder's name \*

Expiry date \*  /

Security code   3 digits on the back of the card or 4 digits on the front of card

**Cardholder validation \***  
Please complete the reCAPTCHA before continuing

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Cancel

14. Once you complete the payment details and make payment you will get a transaction summary from WorldPay that will tell you if the payment was successful. We recommend that you take a screenshot of this page as proof of payment as it contains the amount paid and the transaction reference number:

Payment Successful

**Online Submission Summary**  
 Online Submission Reference :: 1150  
 Rateable Value :: First film (any length)

**Payment Details**  
 Payment status :: SUCCESS  
 Amount Paid :: £180.00  
 Transaction Reference :: RN1715612634

[Return to site](#)

The 'Return to site' button will take you back to the licensing portal.

- If you wish to view your submissions, saved (draft) applications, pay for submitted applications (where payment was not made or successful), view the status of your submissions and/or view any comments that we may have sent you then you will need to click the 'Licensing Home' option:

- The first table details licence invoices i.e. all transactions you have submitted with the payment status. If payment was successful then the line will be green, however if it was unsuccessful, it will be highlighted pink and there will be a pay button in the right-hand column. Selecting this will direct you straight to WorldPay where you will be able to make the payment:

| Online Ref | Licence Number | Application Number | Licence Type         | Application Type             | Licence Area                                  | Submitted  | Description                 | Cost (£) | Status | Pay                 |
|------------|----------------|--------------------|----------------------|------------------------------|---|------------|-----------------------------|----------|--------|---------------------|
| 1150       |                |                    | Film Classification  | New Application              |   | 13-05-2024 | Initial Application Invoice | 180.00   | Paid   |                     |
| 1148       | 9369           | 179029             | Private Hire Driver  | Driver Renewal (3 Year)      |   | 09-05-2024 | Initial Application Invoice | 225.00   | Paid   |                     |
| 1147       |                | 179028             | Film Classification  | Classification of Film       | 39 Albert Road, Harborne, Birmingham, B17 0AP | 09-05-2024 | Initial Application Invoice | 180.00   | Paid   |                     |
| 1144       |                |                    | Dual Driver          | Driver New (3 Year)          |   | 07-05-2024 | Initial Application Invoice | 277.00   | Paid   |                     |
| 1137       |                |                    | Premises Licence     | Annual Fee                   |   | 07-05-2024 | Initial Application Invoice | 180.00   | Paid   |                     |
| 1131       | 35290          | 179019             | Private Hire Vehicle | Private Hire Vehicle Renewal |   | 24-04-2024 | Initial Application Invoice | 179.00   | Unpaid | <a href="#">Pay</a> |
| 1130       |                |                    | Private Hire Vehicle | Private Hire Vehicle New     |   | 24-04-2024 | Initial Application Invoice | 196.00   | Unpaid | <a href="#">Pay</a> |



17. The second table lists your online licence submissions. This will show any comments we have made regarding your submission and also will indicate the status of your application:

| Online Licence Submissions          |                      |                              |              |            |          |   |             |                                  |
|-------------------------------------|----------------------|------------------------------|--------------|------------|----------|---|-------------|----------------------------------|
| <input type="text" value="Filter"/> |                      |                              |              |            |          |   |             | 10                               |
| Online Ref                          | Licence Type         | Application Type             | Licence Area | Submitted  | Cost (£) | Council Comments  | Status      | Additional Actions               |
| 2                                   | Electrolysis         | New (Personal)               |              | 02-05-2023 | 41.00    | Test transaction for testing online transactions/WorldPay account.        | Declined    | <input type="button" value="v"/> |
| 1150                                | Film Classification  | New Application              |              | 13-05-2024 | 180.00   |   | Submitted   | <input type="button" value="v"/> |
| 1148                                | Private Hire Driver  | Driver Renewal (3 Year)      |              | 09-05-2024 | 225.00   |   | In Progress | <input type="button" value="v"/> |
| 1147                                | Film Classification  | Classification of Film       |              | 09-05-2024 | 180.00   | Application received we'll be in touch once we have classified your film. | In Progress | <input type="button" value="v"/> |
| 1144                                | Dual Driver          | Driver New (3 Year)          |              | 07-05-2024 | 277.00   |   | Submitted   | <input type="button" value="v"/> |
| 1137                                | Premises Licence     | Annual Fee                   |              | 07-05-2024 | 180.00   |   | Submitted   | <input type="button" value="v"/> |
| 1131                                | Private Hire Vehicle | Private Hire Vehicle Renewal |              | 24-04-2024 | 179.00   |   | In Progress | <input type="button" value="v"/> |

18. The next section will list any of your draft online submissions. This is where you can retrieve your saved applications to complete and submit:

| Draft Online Submissions            |                                  |              |                    |              |
|-------------------------------------|----------------------------------|--------------|--------------------|--------------|
| <input type="text" value="Filter"/> |                                  |              |                    | 10           |
| Licence Type                        | Application Type                 | Licence Area | Submission Started | Last Updated |
| Premises Licence                    | Premises Licence New Application |              | 22-04-2024         | 22-04-2024   |

Showing 1 To Text 1 Of Text 1 Entries

First Previous 1 Next Last

19. You can update your profile from within the portal by selecting the 'Edit Profile' option in the left-hand menu and/or the icon on the main home page:

The screenshot shows the Birmingham City Council Licensing portal. On the left-hand menu, the 'Edit Profile' option is highlighted with a red arrow. On the main home page, the 'Edit Profile' icon is highlighted with a red box. The main content area displays 'Services Available' with icons for Licensing, Requests, Registers, and Terms & Conditions.