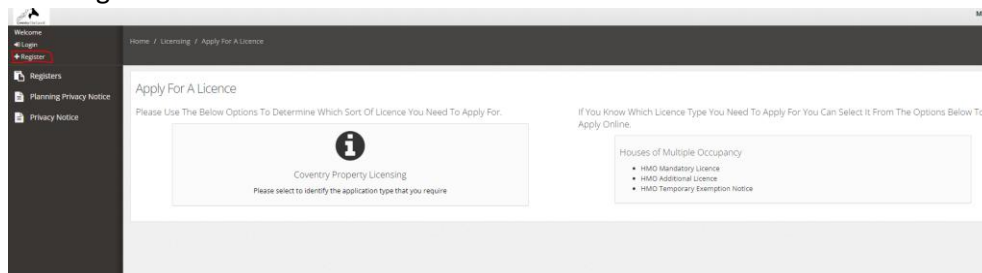


## How to Register for our New Software

1. Go to the following webpage:

<https://planandregulatory.coventry.gov.uk/licences/apply.html>

Click register.



2. This should open the below screen.

Registration	
Email *	Confirm Email *
<input type="text" value="example@gmail.com"/>	<input type="text"/>
Password *	Confirm Password *
<input type="password" value="*****"/>	<input type="password"/>
Your password should be longer than 7 characters and must contain one uppercase letter, one number and a special character.	
Select a title	
<input type="text" value="Select a Title"/>	
First Name *	
<input type="text"/>	
Last Name *	
<input type="text"/>	
Company Name	
<input type="text"/>	
<b>Address</b>	
Building Number *	
<input type="text"/>	
Postcode *	
<input type="text"/>	
<b>Search</b>	
If The Location Is Outside Of The Receiving Councils Borough You Will Need To Enter Your Address Manually	
<a href="#">Can't find your address and need to add it manually?</a>	
Telephone **	Mobile **
<input type="text"/>	<input type="text"/>

3. You will be asked to provide an email and create a password. After this please input your personal information. We expect that you will use your full name as it appears on any identification (drivers' licence / passport).
4. Next you will need to provide your personal or business address. Please select 'Can't find your address and need to add it manually?'. Here you will need to input your personal or business address. Please do not input the address of the HMO to be licenced here, you will be asked for this on the application form.
5. **Please note**, if you are applying on behalf of someone else, please register **your** details and not those of the person you are applying for.
6. Read the terms and conditions and if you are happy, please tick that you agree to the terms and conditions. Next, confirm that you are not a robot and then finally click register.


We want you to know exactly how our service works and why we need your registration details. The data that you submit will only be used for the services provided by this portal. Your personal details will be treated with the upmost care and your local Authority will not use this information for any other scenario.

If you wish for your details to be removed, please login to your account and navigate to your User Profile screen. Once on your User Profile screen you can click on the 'Remove My Details' button to have your details removed from the portal.

Please state that you have read and agreed to the terms before you continue.

I agree to the [Terms & Conditions](#)

I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

7. You have now successfully registered for the new software. From here you will be able to make HMO applications and service requests.