How to Create a Portal Account

Go to the [sign in page](#):
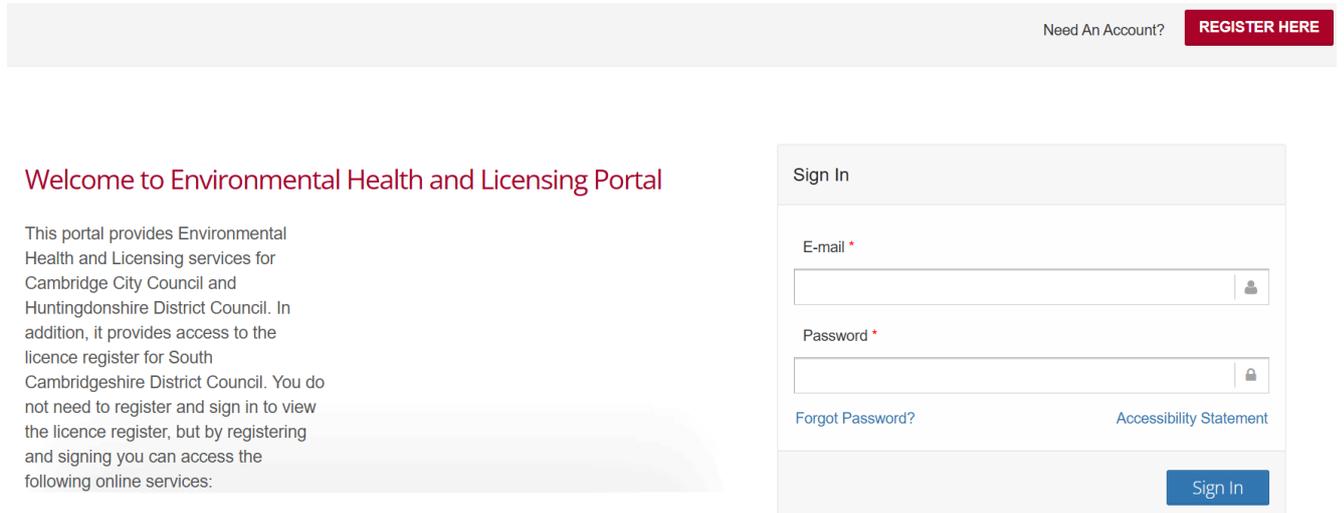
Click on the red 'REGISTER HERE' button in the top right hand corner of the page.

This will take you to the Registration page.

Registration

- Add your email address

- Create a password

- Add your name

- Add your company name, if applicable

- Add your address

Please note you can **only search for your address if it is within the Huntingdonshire district**. If your address is outside of the district you will need to enter it manually by clicking on the sentence 'Can't find your address and need to add it manually?

Address

Building Number *

Postcode *

Search

If The Location Is Outside Of The Receiving Councils Borough You Will Need To Enter Your Address Manually

Can't find your address and need to add it manually?

Before you enter your address, select 'Huntingdonshire District Council' from the 'Select your local council area' dropdown.

Then enter your address and click on the 'Submit address' button

Address

Select your local council area ⌄

Select your local council area
Cambridge City Council
Huntingdonshire District Council
South Cambridgeshire District Council

Town *

County

Postcode *

Cancel   Submit address

This will add the address to your registration page. If it doesn't look correct you can click on the 'Change address' button below the address to change it.

1 High Street
Anytown
AA1 1AA

Change address

- Add your telephone number

- Before completing your registration, click on 'Privacy Notice' to open and read it (this opens in a new window).

☐ I have read the <mark>Privacy notice.</mark>

- If you want to read the Accessibility Statement click on 'Accessibility Statement' to open it (this opens in a new window)

- Go back to the Registration page and tick the box 'I have read the Privacy Notice'

✔ I have read the Privacy notice.

- Tick the 'I'm not a robot' box, then click on the 'Register' button to complete your registration.

✔ I'm not a robot

reCAPTCHA
Privacy - Terms
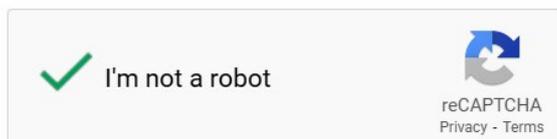
Register

You will see a message at the top of the page saying your registration was successful. You will now need to verify your registration – see below for further instructions.

✔ Congratulations. Your registration was successful. Please click on the verification link emailed to you to log in.   ✕

Verification

You will receive a verification email in the next few minutes with the subject title "**Council Direct Registration Successful**".

Very important: You will need to verify your account before you can sign it.

Click on the '[Verify My Account]' link in your email, which will take you back to the sign in page.

Sign in using your newly created account details.

Once you have signed in, you will be directed to the portal page.

Select 'Huntingdonshire District Council' from the 'Select your Local Council Area' dropdown, then click on 'Licensing'.
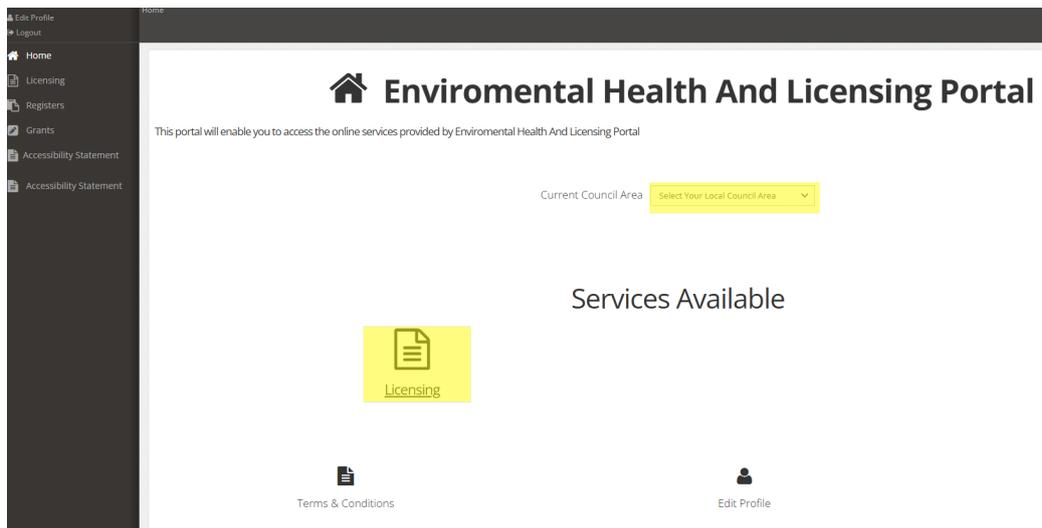
A menu should open on the left-hand side or scroll across to see this.

Select your required application from the menu.

Please refer to the guidance notes on the relevant web page to complete your application.

Please note: payment will be requested on completion of your application and it make take a few minutes to refresh. We require payment to be made as part of the application process, so if you have any issues, please email at licensing@huntingdonshire.gov.uk with images of the error for us to investigate.