

Session Booklet – Public Services Gov.UK

The internet is full of really interesting, weird and wonderful things. It is also there for the mundane but to make your life easier.

What is www.gov.uk?

www.gov.uk is the best place to find government services and information in a simple, clear, and fast way. The websites of all government departments and many other agencies and public bodies have been merged into GOV.UK. Here you can see all policies, announcements, publications, statistics and consultations. You can find out how government services are performing and how satisfied users are, as well as applying for a passport, searching for jobs or completing tax self assessment forms.

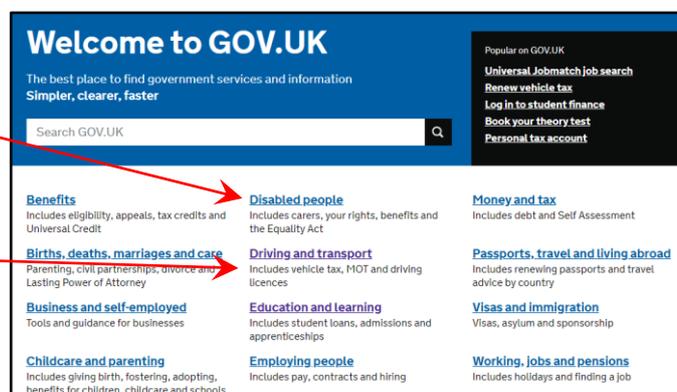
In the below steps we will use vehicle information to see how to gain information about tax and MOT due dates. The demonstration will show you how easy it is to gain information just simply typing in the relevant, for example your car registration number and make.

1. From your web browser type **www.gov.uk** into the address bar and press **Enter** on your keyboard



Knowledge check – If using a Laptop or desktop what happens if you click on the house image on your address bar?

2. From the homepage you will see a selection of the **links**. You can click on any of these to gain more information, for example how to apply for a blue badge by selecting **Disabled people** or **Driving and transport**. Both will give you access to this:

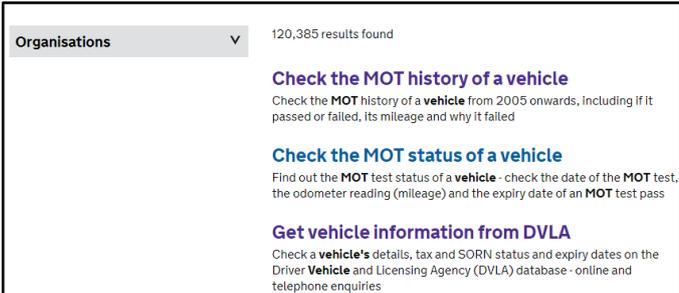
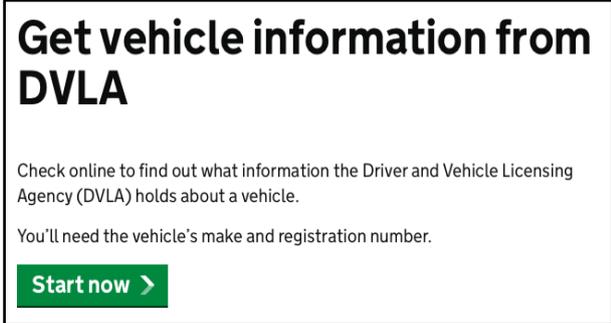
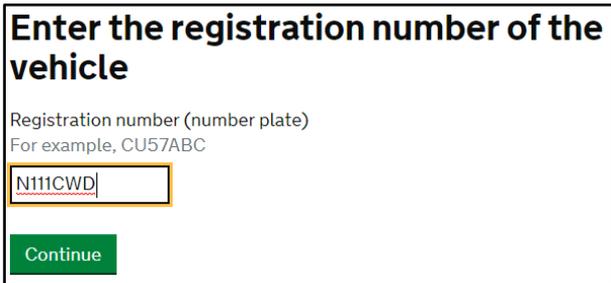


Welcome to GOV.UK
The best place to find government services and information
Simpler, clearer, faster

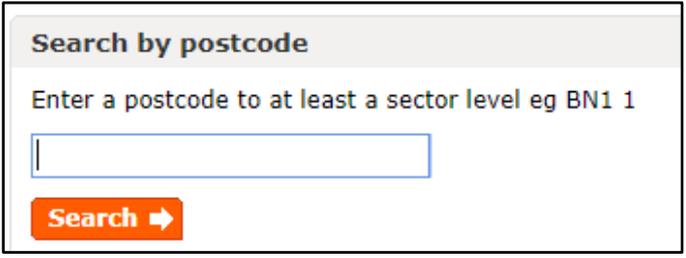
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[Personal tax account](#)

<p>Benefits Includes eligibility, appeals, tax credits and Universal Credit</p> <p>Births, deaths, marriages and care Parenting, civil partnerships, divorce and Lasting Power of Attorney</p> <p>Business and self-employed Tools and guidance for businesses</p> <p>Childcare and parenting Includes giving birth, fostering, adopting, benefits for children, childcare and schools</p>	<p>Disabled people Includes carers, your rights, benefits and the Equality Act</p> <p>Driving and transport Includes vehicle tax, MOT and driving licences</p> <p>Education and learning Includes student loans, admissions and apprenticeships</p> <p>Employing people Includes pay, contracts and hiring</p>	<p>Money and tax Includes debt and Self Assessment</p> <p>Passports, travel and living abroad Includes renewing passports and travel advice by country</p> <p>Visas and immigration Visas, asylum and sponsorship</p> <p>Working, jobs and pensions Includes holidays and finding a job</p>
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3.	<p>For our example however we are going to use the search facility above the links: In the search box type in MOT car information and click the magnifying glass to search:</p>	
<p>Knowledge check. In addition to selecting the magnifying glass you can use the enter key on a laptop or if using a tablet select search or go.</p>		
4.	<p>From the search results select Get vehicle information from DVLA</p>	
5.	<p>On this new page, you will need the vehicles make and registration number. Once you have this information select the Start now > button</p>	
<p>Knowledge check. How would you get back to the GOV.UK home page quickly?</p>		
6	<p>Click into the registration number field, and for this example, type in the car Registration number - N111CWD now Select continue.</p>	

7.	The car we are looking for is a Black volvo. Select the yes radio button then Select continue.	<div data-bbox="810 257 1337 600"> <p>Is this the vehicle you are looking for?</p> <p>Registration number N111 CWD</p> <p>Make VOLVO</p> <p>Colour BLACK</p> <p><input type="radio"/> Yes <input type="radio"/> No, search again</p> <p>Incorrect vehicle details?</p> <p>Continue</p> </div>		
8.	The tax status & MOT status will be detailed.	<div data-bbox="810 631 1374 1236"> <p>N111 CWD</p> <p>✓ Taxed Tax due: 01 January 2019</p> <p>✓ MOT Expires: 30 June 2018</p> <p>Incorrect tax status? Incorrect MOT status?</p> <p>! If you've just bought this vehicle the tax or SORN doesn't come with it. You'll need to tax it before driving it.</p> <table border="0"> <tr> <td> <p>Vehicle details</p> <p>Vehicle make: VOLVO</p> <p>Date of first registration: April 2010</p> <p>Year of manufacture: 2010</p> <p>Cylinder capacity (cc): 1997 cc</p> <p>CO₂ Emissions: 153 g/km</p> <p>Fuel type: DIESEL</p> <p>Export marker: No</p> <p>Vehicle status: Tax not due</p> <p>Vehicle colour: BLACK</p> <p>Vehicle type approval: M1</p> <p>Wheelplan: 2-AXLE-RIGID BODY</p> <p>Revenue weight: Not available</p> <p>Tax rates: View tax rates</p> </td> <td> <p>DVLA services</p> <p>Tax your vehicle</p> <p>Register your vehicle as off the road (SORN)</p> <p>Tell DVLA you've sold, transferred or bought a vehicle</p> <p>Report an untaxed vehicle</p> <p>Check you're not buying a stolen vehicle</p> <p>DVSA services</p> <p>Check the MOT history of a vehicle</p> <p>Report a vehicle with no MOT</p> <p>MOTs for vehicles registered in Northern Ireland</p> </td> </tr> </table> </div>	<p>Vehicle details</p> <p>Vehicle make: VOLVO</p> <p>Date of first registration: April 2010</p> <p>Year of manufacture: 2010</p> <p>Cylinder capacity (cc): 1997 cc</p> <p>CO₂ Emissions: 153 g/km</p> <p>Fuel type: DIESEL</p> <p>Export marker: No</p> <p>Vehicle status: Tax not due</p> <p>Vehicle colour: BLACK</p> <p>Vehicle type approval: M1</p> <p>Wheelplan: 2-AXLE-RIGID BODY</p> <p>Revenue weight: Not available</p> <p>Tax rates: View tax rates</p>	<p>DVLA services</p> <p>Tax your vehicle</p> <p>Register your vehicle as off the road (SORN)</p> <p>Tell DVLA you've sold, transferred or bought a vehicle</p> <p>Report an untaxed vehicle</p> <p>Check you're not buying a stolen vehicle</p> <p>DVSA services</p> <p>Check the MOT history of a vehicle</p> <p>Report a vehicle with no MOT</p> <p>MOTs for vehicles registered in Northern Ireland</p>
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9.	Click on the GOV.UK logo to go back to the home page.			
10	Once on the home page Select Housing and local services	<div data-bbox="786 1413 1366 1525"> <p>Housing and local services</p> <p>Owning or renting and council services</p> </div>		
11	Now Select council tax, then select check your Council Tax band.	<div data-bbox="858 1594 1294 1809"> <p>Council Tax</p> <p>Includes council tax appeals, bands, discounts and reductions</p> </div> <div data-bbox="837 1832 1321 1912"> <p>Check your Council Tax band</p> </div>		

<p>12</p>	<p>Enter your postcode to check what Council Tax band you are. To go back to the GOV.UK home page you will need to use your   arrows.</p>	 <p>Search by postcode</p> <p>Enter a postcode to at least a sector level eg BN1 1</p> <input type="text"/> <p>Search →</p>
<p>Knowledge check. When you enter your postcode make sure you include a space. ie SK2 6AX not SK26AX. It doesn't matter if you use capitals or lowercase letters</p>		
<p>13</p>	<p>From the GOV.UK home page Select passports, travel and living abroad. Now Select passports and apply online for a UK passport. Select Start now.</p> <p>You can complete the first question are you applying from the UK as a training exercise. Using the GOV.UK logo return to the home page.</p>	 <p>Passports, travel and living abroad</p> <p>Includes renewing passports and travel advice by country</p> <p>Passports</p> <p>Eligibility, fees, applying, renewing and updating</p>
<p>14</p>	<p>From the home page Scroll down the page. Here you will see links to lots of information, government policies, announcements and statistics.</p>	 <p>25 Ministerial departments</p> <p>385 Other agencies and public bodies</p> <p>The websites of all government departments and many other agencies and public bodies have been merged into GOV.UK.</p> <p>Here you can see all policies, announcements, publications, statistics and consultations.</p> <p>Find out how government services are performing and how satisfied users are.</p>
<p>Homework. Have a look at all the other links on the GOV.UK website and see if you can find any other pages that are useful to you.</p>		