

# How to Pay for your Property Search online

## Step 1. Click "Services"



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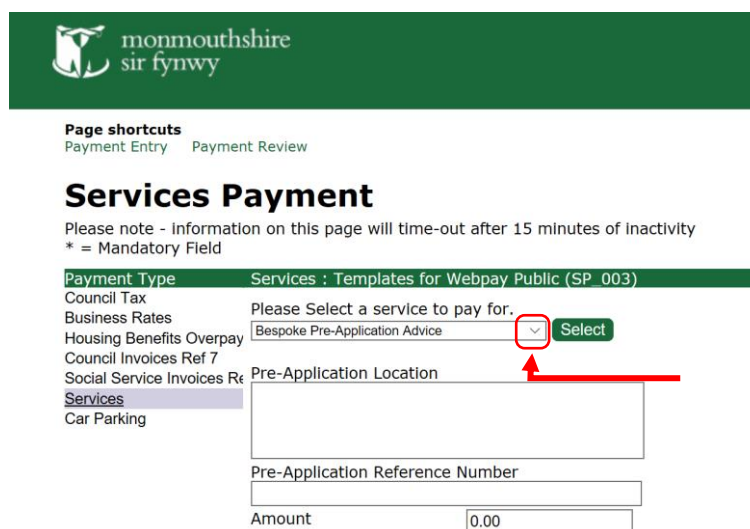
**Page shortcuts**  
[Payment Entry](#) [Payment Review](#)

### Council Tax Payment

Please note - Information on this page will time-out after 15 minutes of inactivity  
\* = Mandatory Field

Payment Type	Payment Entry
<b>Council Tax</b>	Please enter the reference of the account you wish to pay
Business Rates	Reference *
Housing Benefits Overpay	
Council Invoices Ref 7	Amount (£) *
Social Service Invoices Ref	
<b>Services</b>	Name
Car Parking	House No OR House Name
	Street
	Area

## Step 2. Click down arrow



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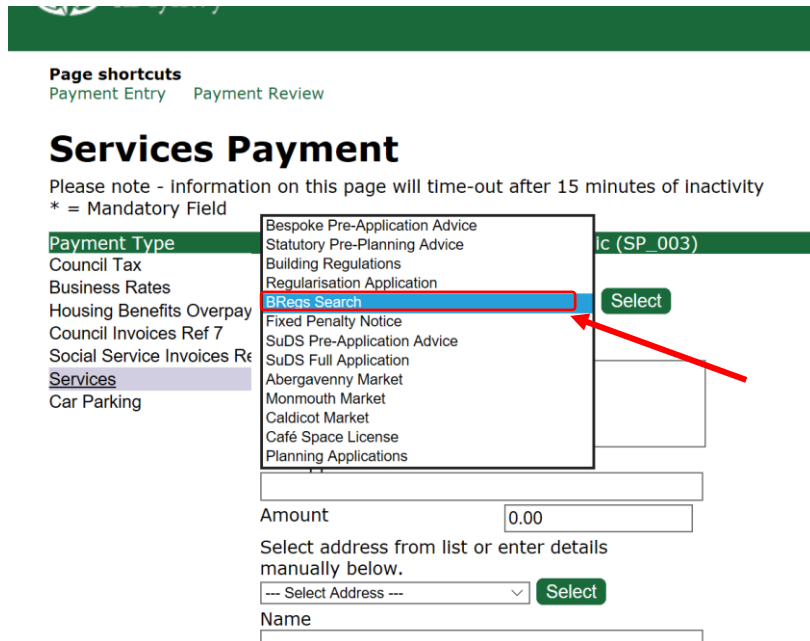
**Page shortcuts**  
[Payment Entry](#) [Payment Review](#)

### Services Payment

Please note - Information on this page will time-out after 15 minutes of inactivity  
\* = Mandatory Field

Payment Type	Services : Templates for Webpay Public (SP_003)
Council Tax	Please Select a service to pay for.
Business Rates	Bespoke Pre-Application Advice <span>▼</span> <span>Select</span>
Housing Benefits Overpay	Pre-Application Location
Council Invoices Ref 7	
Social Service Invoices Ref	Pre-Application Reference Number
<b>Services</b>	Amount 0.00
Car Parking	

### Step 3. Click "BRegs Search"



**Page shortcuts**  
Payment Entry Payment Review

## Services Payment

Please note - Information on this page will time-out after 15 minutes of inactivity  
\* = Mandatory Field

Payment Type	
Council Tax	
Business Rates	
Housing Benefits Overpay	
Council Invoices Ref 7	
Social Service Invoices Ref 7	
<b>Services</b>	
Car Parking	

Bespoke Pre-Application Advice  
Statutory Pre-Planning Advice  
Building Regulations  
Regularisation Application  
**BRegs Search**  
Fixed Penalty Notice  
SuDS Pre-Application Advice  
SuDS Full Application  
Abergavenny Market  
Monmouth Market  
Caldicot Market  
Café Space License  
Planning Applications

Select

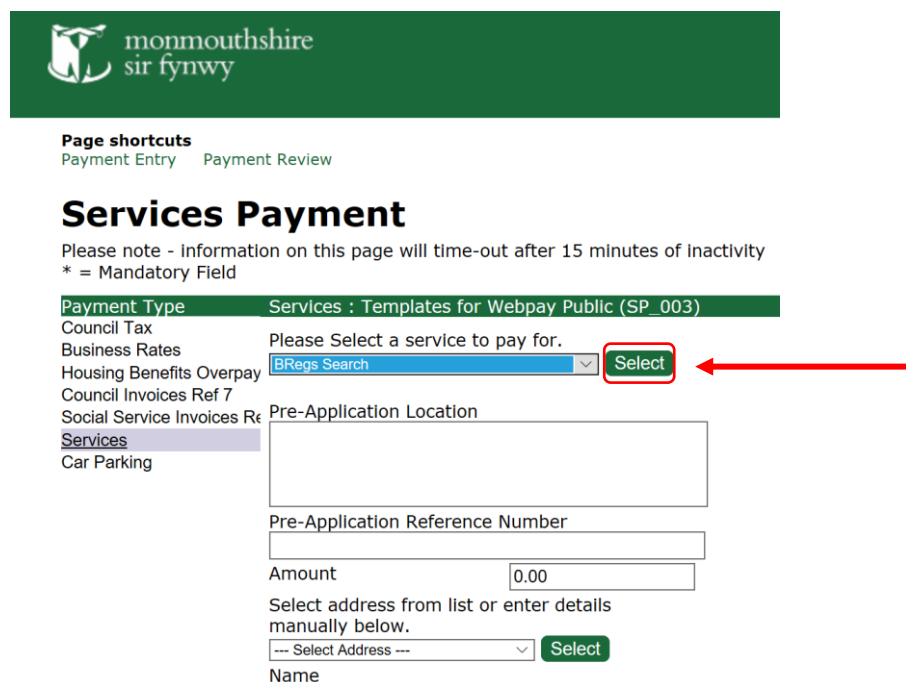
Amount 0.00

Select address from list or enter details manually below.

--- Select Address --- Select

Name

### Step 4. Click "Select"



**Page shortcuts**  
Payment Entry Payment Review

## Services Payment

Please note - Information on this page will time-out after 15 minutes of inactivity  
\* = Mandatory Field

Payment Type	Services : Templates for Webpay Public (SP_003)
Council Tax	
Business Rates	
Housing Benefits Overpay	
Council Invoices Ref 7	
Social Service Invoices Ref 7	
<b>Services</b>	
Car Parking	

Please Select a service to pay for.

BRegs Search

Select

Pre-Application Location

Pre-Application Reference Number


Amount 0.00

Select address from list or enter details manually below.

--- Select Address --- Select

Name

## Step 5. Check wording has changed to Property Search Address and Search Reference

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### Services Payment

Please note - information on this page will time-out after 15 minutes of inactivity  
\* = Mandatory Field

Payment Type	Services : Templates for Webpay Public (SP_003)
Council Tax	Please Select a service to pay for.
Business Rates	BRegs Search <input type="button" value="Select"/>
Housing Benefits Overpay	
Council Invoices Ref 7	
Social Service Invoices Ref 7	Property Search Address
Services	
Car Parking	

Search reference

Amount 0.00

Select address from list or enter details manually below.

--- Select Address ---

Name

House No OR House Name

## Step 6. Fill in the boxes

### Services Payment

Please note - Information on this page will time-out after 15 minutes of inactivity  
\* = Mandatory Field

Payment Type	Services : Templates for Webpay Public (SP_003)
Council Tax	Please Select a service to pay for.
Business Rates	BRegs Search <input type="button" value="Select"/>
Housing Benefits Overpay	
Council Invoices Ref 7	
Social Service Invoices Ref 7	Property Search Address
Services	
Car Parking	

Search reference

Amount 0.00

Select address from list or enter details manually below.

--- Select Address ---

Name

House No OR House Name

Street

Area

Town

County

Postcode

Tel No.

Email Address

## Step 7. Scroll down the page and click “Pay”

Select address from list or enter details manually below.

--- Select Address --- [Select](#)

Name

House No OR House Name

Street

Area

Town

County

Postcode

Tel No.

Email Address

[Click to pay for more items](#) [Cancel](#) [Back to Top](#)


### Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link. To make a payment, click Pay. You will be redirected to a holding page while your request is processed. You will then be directed to the next step in the payment process

Account Type	Amount (£)	Description	Reference	VAT

[Pay](#) [Back to Top](#)

## Step 8. Fill in your card details and card account details

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**Page shortcuts**  
[Card Details](#) [Card Account Details](#)

### Make a Payment

Please note - information on this page will time-out after 15 minutes of inactivity  
\* =Mandatory Field  
Payment Amount: £244.00

**Card Details**

Enter card number without spaces

Expiry date (month, year)

Issue Number (Switch/Maestro Cards only)

Security Code

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**Card Account Details**

Enter cardholder name and address details:

Name appearing on card \*

Select address from list, and click 'Select' button. Or enter details

**Step 9.** Click “Submit


Town \*

County

Postcode \*

[Back](#) [Submit](#) [Cancel Payment](#) [Back to Top](#)

**Step 10.** Check information is correct. Please note, this is **NOT** confirmation that it has been paid.

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**Page shortcuts**  
Confirmation

## Payment Confirmation

Please note - information on this page will time-out after 15 minutes of inactivity  
Payment Amount: £244.00

**Payment Details**

Card Number: \*\*\*\*\* Card type

Account Type	Amount (£)	Charge (£)	Address
	244.00	0.00	
Payment Amount	244.00		

**Confirmation**

After pressing Confirm, you will be re-posted to a holding page while your request is processed. When your request is completed you will be redirected to the next step in the process.

Please confirm the payment for the items listed above.

[Back To Payment Details](#) [Confirm](#) [Cancel](#) [Back to Top](#)

**Step 11.** Click “Confirm”

### Confirmation

After pressing Confirm, you will be re-posted to a holding page while your request is processed. When your request is completed you will be redirected to the next step in the process.

Please confirm the payment for the items listed above.

[Back To Payment Details](#) [Confirm](#) [Cancel](#) [Back to Top](#)

**Step 12.** Authorise payment. Follow on screen details from your bank.

**Step 13.** Optional extras:

- i. Add email address and click “Email” to send yourself a copy of the receipt
- ii. Click “Print” to print a copy
- iii. Click “VAT receipt” to see a VAT receipt



## Payment Successful

Please note - information on this page will time-out after 15 minutes of inactivity



**Thank you. Your payment for £244.00 has been accepted**

**This is NOT a VAT receipt.**

**Please make a copy of this receipt for your records**

To email the receipt, enter the full email address and click on the 'Email' button

→

→  To print this page, click the Print button

→  To display a VAT receipt, click the VAT button

To finish this payment, and start another task, click Finish

**Receipt Details**

**Step 14.** Click “Finish”. Your payment is all done.

