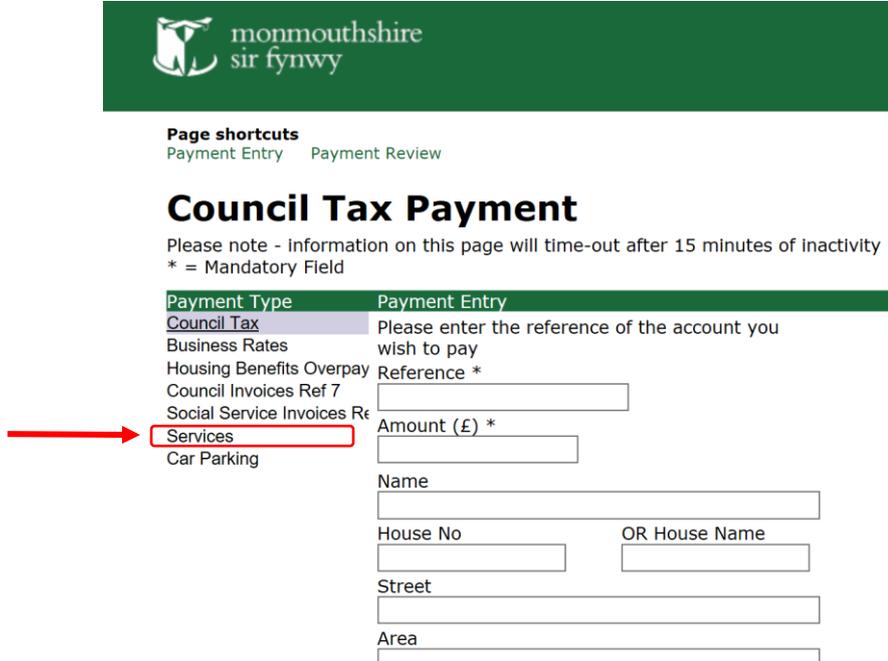


How to Pay for your Building Regulations online

Step 1. Click "Services"



monmouthshire
sir fynwy

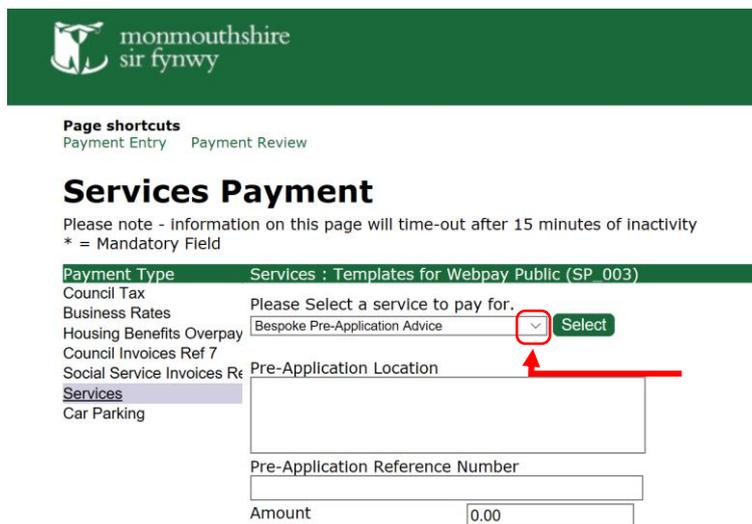
Page shortcuts
Payment Entry Payment Review

Council Tax Payment

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

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

Step 2. Click down arrow



monmouthshire
sir fynwy

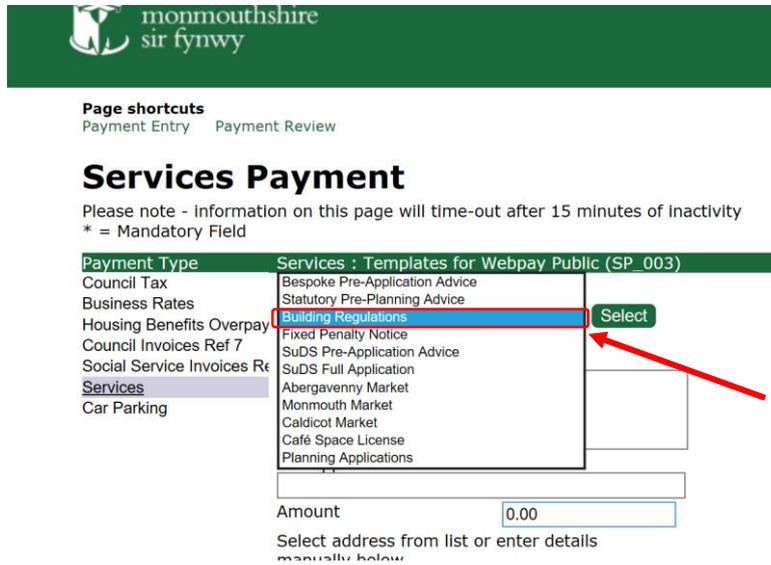
Page shortcuts
Payment Entry Payment Review

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 <input type="text"/> <input type="button" value="Select"/>
Housing Benefits Overpay	Pre-Application Location
Council Invoices Ref 7	<input type="text"/>
Social Service Invoices Ref 7	Pre-Application Reference Number
Services	<input type="text"/>
Car Parking	Amount <input type="text" value="0.00"/>

Step 3. Click "Building Regulations"



monmouthshire
sir fynwy

Page shortcuts
Payment Entry Payment Review

Services Payment

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

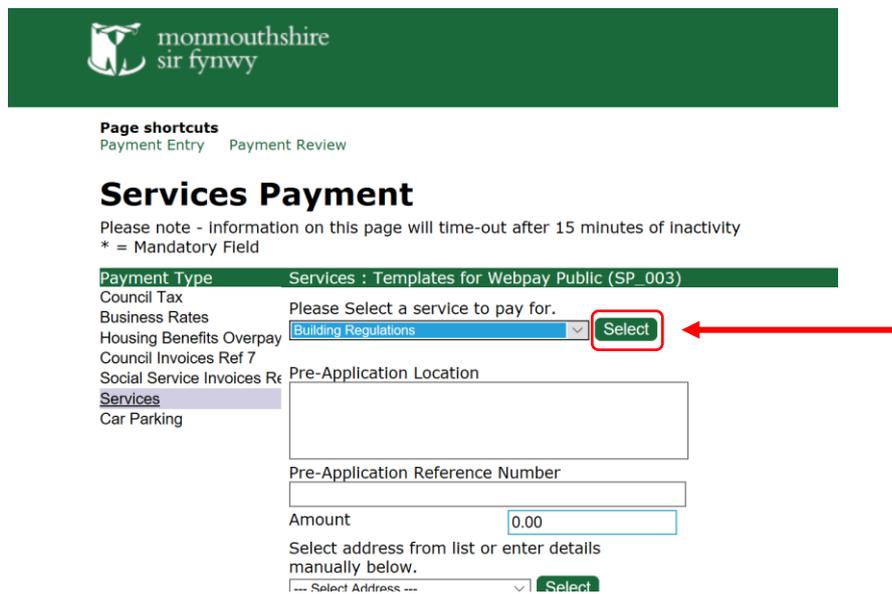
Payment Type	Services : Templates for Webpay Public (SP_003)
Council Tax	Bespoke Pre-Application Advice
Business Rates	Statutory Pre-Planning Advice
Housing Benefits Overpay	Building Regulations
Council Invoices Ref 7	Fixed Penalty Notice
Social Service Invoices Ref 7	SuDS Pre-Application Advice
Services	SuDS Full Application
Car Parking	Abergavenny Market
	Monmouth Market
	Caldicot Market
	Café Space License
	Planning Applications

Amount

Select address from list or enter details manually below

Select

Step 4. Click "Select"



monmouthshire
sir fynwy

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	Building Regulations
Housing Benefits Overpay	
Council Invoices Ref 7	
Social Service Invoices Ref 7	
Services	Pre-Application Location
Car Parking	

Pre-Application Reference Number

Amount

Select address from list or enter details manually below.

[--- Select Address ---] **Select**

Step 5. Check wording has changed to Building Regulations Location and Reference



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	Building Regulations <input type="button" value="Select"/>
Housing Benefits Overpay	
Council Invoices Ref 7	Building Regulations Location
Social Service Invoices Ref 7	
Services	
Car Parking	

Building Regulations Reference

Amount

Select address from list or enter details manually below.

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	Building Regulations <input type="button" value="Select"/>
Housing Benefits Overpay	
Council Invoices Ref 7	Building Regulations Location
Social Service Invoices Ref 7	
Services	
Car Parking	

Building Regulations Reference

Amount

Select address from list or enter details manually below.

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 ---

Name

House No OR House Name

Street

Area

Town

County

Postcode

Tel No.

Email Address

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

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



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

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
Monmouthshire

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.

 monmouthshire
sir fynwy

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.

