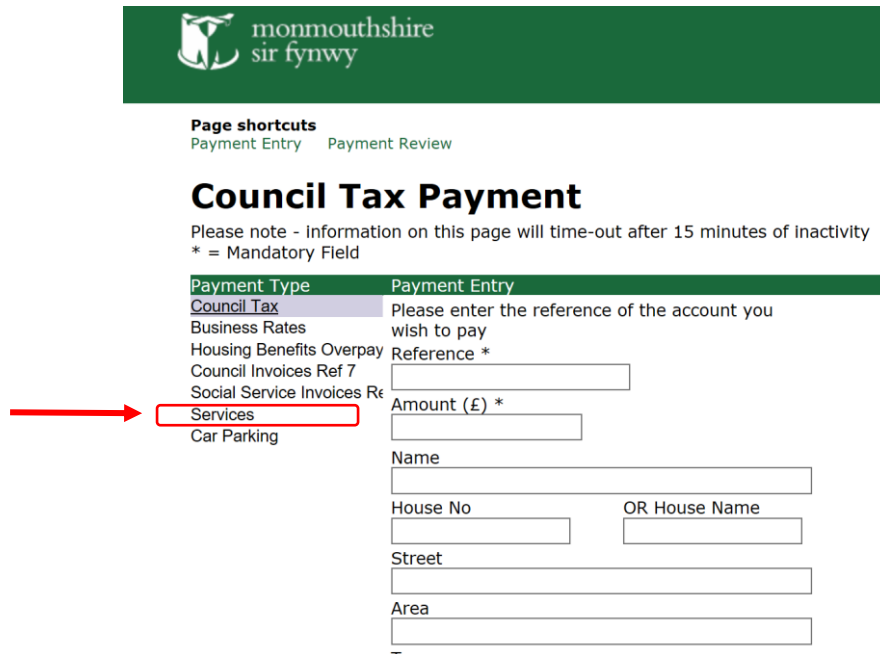


How to Pay for your Regularisation Application online

Step 1. Click "Services"



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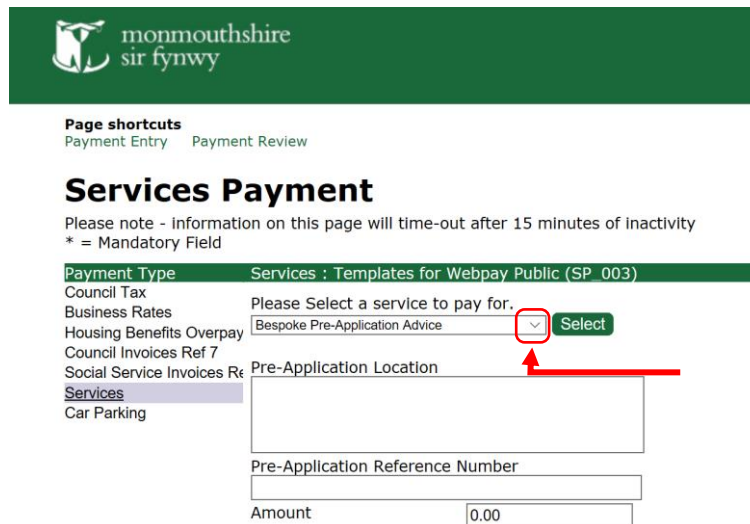
Page shortcuts
[Payment Entry](#) [Payment Review](#)

Council Tax Payment

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

Payment Type	Payment Entry
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	<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"/>
	Town <input type="text"/>

Step 2. Click down arrow



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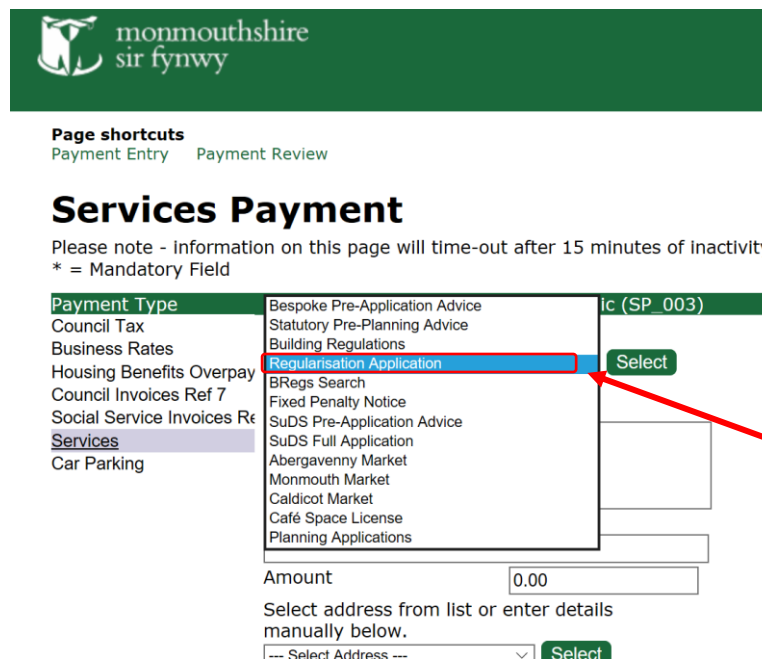
Page shortcuts
[Payment Entry](#) [Payment Review](#)

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

Step 3. Click "Regularisation Application"



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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

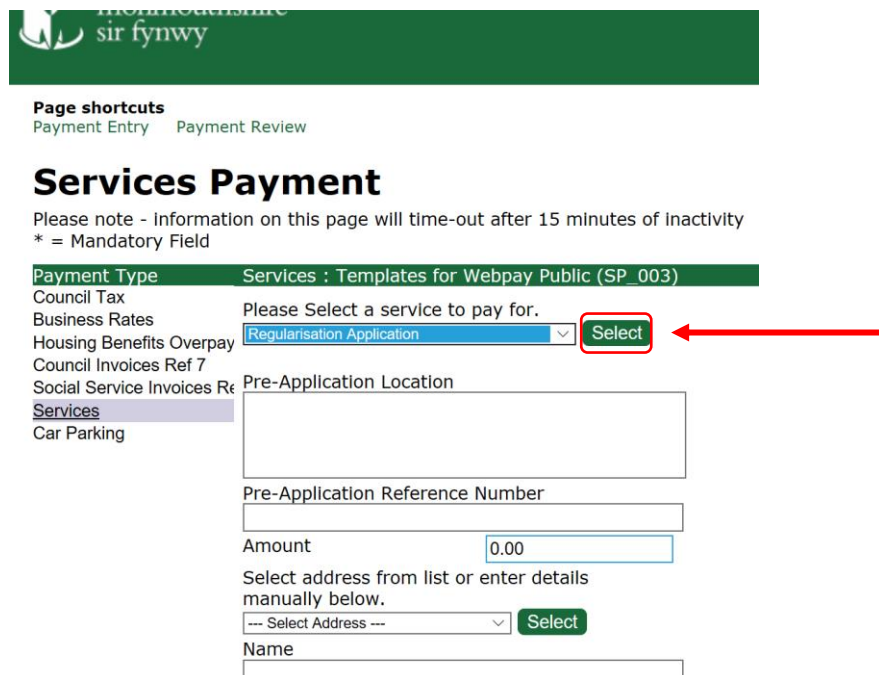
Payment Type		ic (SP_003)
Council Tax	Bespoke Pre-Application Advice	
Business Rates	Statutory Pre-Planning Advice	
Housing Benefits Overpay	Building Regulations	
Council Invoices Ref 7	Regularisation Application	Select
Social Service Invoices Ref 7	BRegs Search	
Services	Fixed Penalty Notice	
Car Parking	SuDS Pre-Application Advice	
	SuDS Full Application	
	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"



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

Pre-Application Reference Number


Amount

Select address from list or enter details manually below.

Select

Name

Step 5. Check wording has changed to Regularisation Location and Regularisation Reference

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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	Regularisation Application <input type="button" value="Select"/>
Housing Benefits Overpay	
Council Invoices Ref 7	Regularisation Location
Social Service Invoices Ref 7	
Services	
Car Parking	
	Regularisation Reference Number
	Amount <input type="text" value="0.00"/>
	Select address from list or enter details manually below.
	<input type="text" value="--- Select Address ---"/> <input type="button" value="Select"/>
	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	Regularisation Application <input type="button" value="Select"/>
Housing Benefits Overpay	
Council Invoices Ref 7	Regularisation Location
Social Service Invoices Ref 7	
Services	
Car Parking	
	Regularisation Reference Number
	Amount <input type="text" value="0.00"/>
	Select address from list or enter details manually below.
	<input type="text" value="--- Select Address ---"/> <input type="button" value="Select"/>
	Name
	House No <input type="text"/>
	OR House Name <input type="text"/>
	Street <input type="text"/>
	Area <input type="text"/>
	Town <input type="text"/>
	County <input type="text"/>
	Postcode <input type="text"/>
	Tel No. <input type="text"/>
	Email Address <input type="text"/>
	<input type="button" value="Click to pay for more items"/> <input type="button" value="Cancel"/> <input type="button" value="Back to Top"/>

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

[Back to Top](#)

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.

→ 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