



Outlook

RE: Application top up payments.

From

Date [REDACTED]

To [REDACTED]

Cc [REDACTED]

Morning

Thank you for your help earlier [REDACTED]. The forms have gone to our Payables team and they've advised the payment will go through by Tuesday.

I will check in with them on Tuesday for the confirmation the payment has been made & confirm via the IPS email address.

Kind regards

[REDACTED]

[REDACTED]

|

[REDACTED]

Classification: BUSINESS

From: [REDACTED]
Sent: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: Application top up payments.

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning,

As per our telephone conversation this morning please regarding the top up payment of £1630.00 required for the following applications:

Permit ref: 200124 – Fee: £271 (Phear Park SPST) 1.3.10 minor technical variation

Permit ref: 200126 – Fee: £271 (Maer Road SPST) 1.3.10 minor technical variation

Permit ref: 201965 – Fee: £452 (Maer Lane Storm Tanks) 1.3.19 normal variation

Permit ref: 003174 – Fee: £453 (Maer Lane WWTW) 1.3.18 normal variation

Permit ref: 003174 – Fee: £183 (Maer Lane WWTW) 1.19.10 habitat assessment fee

As I explained we no longer provide invoices for permit applications we therefore confirm the payment options below and details required to make this payment.

Please note that if you are going to make the payment via BACS system, please email us at [REDACTED] and [REDACTED] once the payment is made. Please quote the payment reference number and the date of payment in your email. We will not be able to proceed with your application until this information is received.

From 2 June 2025 we will not provide invoices for permit applications unless these are subject to time and materials charges. The majority of our applicants pay their charges before or when they apply but a small number request we provide an invoice. This causes delays while we have to spend additional time preparing and sending an invoice, and then further delays while we wait for payment to be received.

Our application charges are published [online](#). If your Finance team require evidence before they can make funds available we suggest you send them a copy of your completed application form [Part F1](#), this email and a link to the charging scheme. Application charges do not attract VAT.

Please arrange immediate payment using one of the following payment methods.

-

Payment method

If you wish to pay by credit or debit card, please ring us on [REDACTED]

To pay by BACS

You will need the following information:

Our bank details:

RBS/Nat West

London Corporate Service Centre

CPB Services

2nd Floor

280 Bishopsgate

London

EC2M 4RB

Account number: [REDACTED]

Sort Code: [REDACTED]

Account Name: [REDACTED]

Reference Number

The reference number that you supply will appear on our bank statements, enabling us to check your payment. It may be necessary for you to contact your bank to ensure that the reference number is quoted correctly to ensure prompt processing. Your reference number must follow this format:

PSCAPPXXXXYYY

Where X is the first five letters of your organisation name, and Y is a four digit numerical identifier, relevant to you. For example: PSCAPPENVIR0001. This BACS reference number is unique to you as a customer.

Kind regards,

[REDACTED]

[REDACTED]

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[REDACTED]