# Guidance note on the NSTA's fees and charges regime

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# Introduction

The NSTA provides a range of services to specific licence holders. These services include issuing licences to search and bore for and get petroleum, as well as consents issued under the petroleum licences (both onshore and offshore), offshore gas storage licences and carbon dioxide storage licences and for pipeline works authorisations.

In accordance with Managing Public Money, our costs of these services are recovered via direct fees rather than via the levy to ensure that only those benefiting from a service will bear its costs.

The charges, introduced by the Gas and Petroleum (Consents) Charges Regulations 2013 and now enshrined in The Oil and Gas Authority (Fees) Regulations 2016 as amended.

These Regulations can be viewed here:

http://www.legislation.gov.uk/uksi/2016/904/contents/made

These Regulations have been amended by The Oil and Gas Authority (Fees and Petroleum Licensing) (Amendment) Regulations 2017 which can be viewed here:

http://www.legislation.gov.uk/uksi/2017/426/made , The Oil and Gas Authority (Levy and Fees) and Pollution Prevention and Control (Fees) (Miscellaneous Amendments) Regulations 2020, which can be viewed here: <a href="http://www.legislation.gov.uk/uksi/2020/208/contents/made">http://www.legislation.gov.uk/uksi/2020/208/contents/made</a>, The Oil and Gas Authority (Levy and Fees) Regulations 2021, which can be viewed here:

https://www.legislation.gov.uk/uksi/2021/206/contents/made, The Oil and Gas Authority (Levy and Fees) Regulations 2022, which can be viewed here:

https://www.legislation.gov.uk/uksi/2022/204/contents/made and The Oil and Gas Authority (Levy and Fees) Regulations 2023, which can be viewed here:

https://www.legislation.gov.uk/uksi/2023/228/contents/made and The Oil and Gas Authority (Levy and Fees) Regulations 2024, which can be viewed here:

https://www.legislation.gov.uk/uksi/2024/241/contents/made

# What services will we charge for?

# Category A Services

- Approval of an onshore or offshore Field Development Plan (referred to in the Regulations as a development and production programme), including approval to revisions and addenda
- Approval of an offshore Gas Storage Development Plan (referred to in the Regulations as "a development plan") including approval to revisions and addenda
- Approval of an offshore carbon dioxide Storage Permit (referred to in the Regulations as "a carbon dioxide storage proposal") including approval revisions and addenda
- Amend a carbon dioxide storage permit
- Review and amend a carbon dioxide storage monitoring plan
- Amend a carbon dioxide storage work programme
- "Complex" Pipeline Works Authorisations (those the NSTA estimate will require more than four days for an officer to determine) and variations thereto
- "Complex" production and flaring and venting consents (those the NSTA estimate will require more than two days for an officer to determine)

The charge for the above services is determined by a formula set out in the Regulation which is £610 per day times the number of days; and the number of officers involved in the approval.

An invoice for payment will be issued by email/post after a calculation of the above has been made using time sheets that Consenting Teams will maintain whilst progressing such consents and authorisations.

For information on how the payment will be requested from you for Category A services please refer to **Annex A** of this Guidance.

# Category B Services

This category of consents has pre-calculated "off the shelf" charges set in Regulations and is payable at the point of application via the Energy Portal using a credit card or by opting to make a BACS or CHAPS payment transfer.

## **Drilling consents**

The Wells Operations and Notifications System (WONS) allows petroleum licence operators to apply to NSTA for consent to drill both onshore and offshore wells and conduct nominated operations on these wells. The WONS system also allows the operator to notify the NSTA of various events during the drilling of the well.

Charges will be levied on the following applications:

- Full Initial Drilling (Exploration or Appraisal Well) (not provisional applications)
- Full Initial Drilling (Development Well) (not provisional applications)
- Geological Sidetrack
- Completion
- Re-Completion
- Suspend Well Long Term
- Continue Long Term Suspensions
- Re-Enter Long Term Suspended Well
- Abandonments

#### **WONS Fees**

Consent type	One off fee
To drill a new well	£930
To drill a sidetrack	£840
To complete a well / fit or refit equipment in a well	£370
To suspend a well	£780
To re-enter a well subject to a well suspension	£350
To abandon a well	£1,080

# Licence changes

Each category of change attracts a specified charge rate and each instance of the change included in an application will attract the nominated charge.

The changes and the related fees are:

Consent type	One off fee
Change of licensee	£1,450
Change of the beneficiary of a petroleum field or subarea	£1,450
Change of the operator of a petroleum field or subarea	£1,270

A straightforward application requiring minimal review and IT processing functions will attract a lower charge than a more complex application with a substantial number of changes that requires greater scrutiny and IT processing functions.

Certain changes are currently exempt from charges:

- relinquishments/surrenders
- licence ends
- sub area shape changes
- adding / removing a field
- licence administrator change
- data confirmations
- data corrections

A fixed charge will apply for a re-issue of consent regardless of the number of operations involved.

Charges for applications that are subsequently withdrawn will not be refunded as the NSTA will have already used staff time and IT costs involved in processing the original application.

If an application is returned to industry by the NSTA for amendment, the following charges will apply:

- any new added operations will be charged for
- any deleted operations will not be refunded

# **Production/Flaring/Venting consents**

Charges will be made for the following submissions to obtain a new consent (i.e. attracting a new consent reference number):

- Production consents (including well tests)
- Flare consents
- Vent consents

In addition a charge will be made for an application by the operator to vary/revise a consent already issued.

A consent re-issue initiated by the NSTA will not incur a charge, even if the application is subsequently passed to industry for modification.

Consent type	One off fee
Get petroleum from a licensed area	£1,200
(Production consent)	
Variation of a consent to get petroleum	£1,200
from a licensed area	
Drill stem test	£280
Extended well test	£930

Flare or vent petroleum	£940
Variation of a consent to flare or vent	£940
petroleum	

If the NSTA estimates an application for a flare or vent consent or a production consent will require more than two days for an officer to determine, the fee will be classed as "complex" and treated as a Category A fee.

# **Pipeline Works Authorisations and Deposit Consents**

Charges will be made for the following:

- A Pipeline Works Authorisation and variations thereto (including Holder, User, Operator or Owner)
- A deposit consent (referred to in the Regulations as "a pipeline deposit proposal")

Application for consent to or authorisation for activity or matter	Fee Payable
Pipeline works authorisation	£3,330
Category 1 pipeline works authorisation variation	£3,330
Category 2 pipeline works authorisation variation	£2,030
Variation of holder, user, owner or Operator of a pipeline under a pipeline works authorisation	£2,030
Consent to a pipeline deposit proposal	£1,730
Category 2 pipeline works authorisation options variation	£2,030
Pipeline works authorisation and deposit consents granted following cessation of production from a petroleum field	£2,030

If the NSTA estimates an application will require more than four days for an officer to determine, the fee will be classed as "complex" and treated as a Category A fee.

Applicants can ask for their applications may be fast tracked. If this is requested and agreed, the fee payable is doubled.

If an application is fast tracked, it will be processed within the time shown below:

Application type	Processing time
Pipeline works authorisation	4 months
Category 1 pipeline works authorisation	4 months
Category 2 pipeline works authorisation	6 weeks
Variation of holder, user, owner or Operator of a pipeline under a pipeline works authorisation	6 weeks
Consent to a pipeline deposit proposal	6 weeks

Category 2 pipeline works authorisation variation with the option for applicant to undertake a number of possible future actions	6 weeks
Pipeline works authorisation and deposit consents granted following cessation of production from a petroleum field	6 months

For information on the screen shots that you will be taken through when being requested to pay, please refer to **Annex B** of this Guidance.

# Category C Service

Consent type	One off fee		
Methodology proposed for the measurement of petroleum (PON6 approval)	£1,330		
Extended Well Tests (These are not applied for though the Energy Portal)	£930		
Extension of the initial, second or final term of a petroleum licence	£5,660		
Extension of the final phase of the initial term of a petroleum licence	£5,660		
Amendment of a work programme	£5,660		
Consent to retention or development area proposals	£1,250		
Determination of an oil field under Schedule 1 to the Oil Taxation Act 1975	£5,340		
Metering examination under a seaward area production licence	£3,080		
Metering examination under a petroleum exploration and development licence	£3,740		
Attendance at a meter flow calibration	£2,030		
Consent to flare or vent natural gas from a relevant oil processing facility or a relevant gas processing facility	£350		
Change of licensee of a carbon dioxide appraisal and storage licence	£1,400		
Change of the beneficiary of rights granted by a carbon dioxide appraisal and storage licence	£1,400		
Appointment of an exploration operator under a carbon dioxide appraisal and storage licence	£1,210		
Appointment of a storage operator under a carbon dioxide appraisal and storage licence appointment of storage operator in a CS licence	£1,210		
Extension of the initial or appraisal term of a carbon dioxide appraisal and storage licence	£5,670		
Measurement of carbon dioxide injection flow rate	£3,740		
Approval of well or installation operators	The sum of the fees charged by the competent authority. "Competent authority" being the Health and Safety Executive and the Secretary of State for DESNZ, acting jointly.		
Application for landward petroleum exploration licence	£2,460		

Application for seaward petroleum exploration licence	£2,460
Application for methane drainage licence	£200
Application for petroleum exploration and development licence	£6,570
Application for seaward area production licence	£10,030
Application for gas storage licence	£9,860
Application for carbon dioxide storage licence	£19,710

These approvals have a pre calculated "off the shelf" charge set in the Regulations and are charged for by an invoice issued in the post or by email.

For information on how the payment will be requested from you for this category of services, please refer to **Annex C** of this Guidance.

# ANNEX A

# For Category A services, how is the payment requested and how will the company pay?

When the NSTA is ready to issue a consent or authorisation they will ask you to request (an email will suffice) that the NSTA determines the charge you will be required to pay. Additionally, the same process will be followed if a Field Development Plan is withdrawn or if the consent process takes more than 6 months.

The NSTA, from their time sheet records, will calculate that fee at £610 per day times the number of days; and the number of officers involved in the approval process.

Once this charge calculation has been made, the NSTA's Finance Unit will issue (by post or by email) an invoice for settlement.

The invoice will contain:

- Amount of the charge, in pounds sterling
- How the amount was calculated e.g. days spent and number of officers involved
- Basic description of the purpose of the payment, e.g. "FDP approval of the xxx Field"
- Bank details for the NSTA where settlement can be made
- An invoice reference number for you to quote when making your payment which will be essential for the NSTA matching against the consent/authorisation you have requested

## Repayments to you

If for any reason the NSTA decides to make a refund in part or in full, then the following will apply:

- If you have not already paid the invoice, a credit note will be issued to your company against the invoice issued in error.
- If you have already paid the invoice, a BACS payment will be made. You will be asked by NSTA to provide details of the bank account into which the payment should be made, as follows:
- Name of bank
- Sort code
- Branch of bank
- Account name
- Account number

It is important that these bank details are provided on your company letter headed paper as our Finance Unit will not make payment otherwise. For questions on an invoice, or credit note you have received, please email: accounts receivable@nstauthority.co.uk

# **ANNEX B**

## For Category B services, how is the payment requested and how will my company pay?

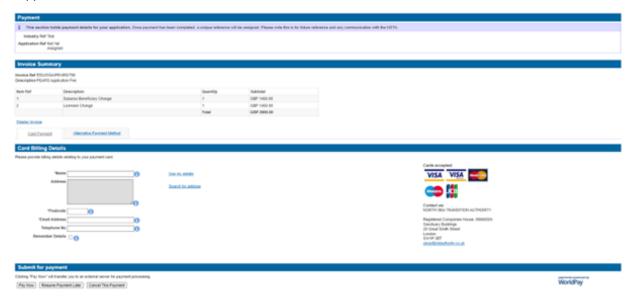
# 1. Energy Portal Payments

The charges for these services have been pre-calculated and are contained in the Regulations, and many have been incorporated in the Energy Portal payment facility. Payment will be requested when an application is made. You can elect to pay immediately by credit card using the "World-Pay" system or make payment at a later date using CHAPS or BACS.

Payments for production, flare and vent consent applications and payments on the PWA Portal System are covered in sections 2 and 3 below.

The NSTA would prefer payment is made using the "World-Pay" method - this reduces our administration effort, but a consent will not be held up pending payment or NSTA receiving confirmation of a BACS or CHAPS payment.

Once application on the Energy Portal (including PEARS) is made the following payment screens will appear:



If you need to view/print the Payment Request (Invoice), you can click on the 'Display Invoice' link). This will display the Payment Request in a PDF format.



# Request for Payment



Request for Payment Number Request for Payment Date Payment Terms EDU/OGA/PEARS/781 22nd March 2024 Immediate

For the attention of the Licensee:		From: (Charging	From: (Charging Point)	
Company	DUMMY OIL COMPANY (U.K.) LIMITED	Contact	NORTH SEA TRANSITION AUTHORITY	
Address	Sanctuary Buildings 20 Great Smith Street London SW1P 3BT	Address	Sanctuary Buildings 20 Great Smith Street London SW1P 3BT	
		Telephone Fax	0300 067 1689	
Registered Num	ber	Email	ukop@nstauthority.co.uk	

Receiving credits in GBP in the UK		Receiving credits from Overseas	
BACS & CHAPS (GBP Bank Address:	10,000+) RBS London Corporate Service, 2nd Floor Bishopsgate, London, EC2M 4RB.	Swift BIC: IBAN: Beneficiary Reference:	Oil and Gas Authority
Sort Code: Account No: Account Name:	Oil and Gas Authority		

Please provide payment for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 1450.00	GBP 0.00	GBP 1450.00
2	Licensee Change	GBP 1450.00	GBP 0.00	GBP 1450.00
			TOTAL CHARGE:	GBP 2900.00

Vat registration no. N/A - Out of Scope

When you are ready to pay for your application you will need to select a Payment Method. You can choose either 'Card Payment' which allows you to pay using a credit card through our 'WorldPay' system or you can select 'Alternative Payment Method' which allows you to arrange a 'BACS or CHAPS' payment.

Card Payment	Alternative Payment Method
Odid F difficill	Atomativo i aymont motroa

# 1.1 WorldPay Payments

If you are using WorldPay as your payment method you will need to enter your card billing details. If you click on 'Use my details' it will import the details that are held against your Portal Account. When searching for your company address click on the 'Search for address' link.



Once you have entered your post code click on the 'Search' button).



Once your search results have returned, you need to click on the relevant address link.

## **Search Results**

#### Addresses found (7):

Arts Council England 21 Bloomsbury Street London

Bellrock Group 21 Bloomsbury Street London

Cafcass 21 Bloomsbury Street London

Office Of The Immigration Services Commissioner 21 Bloomsbury Street London

Oil & Gas Authority 21 Bloomsbury Street London

Sport England 21 Bloomsbury Street London

Uk Sport 21 Bloomsbury Street London

Once all your details have been entered you need to click on the 'Pay Now' button.

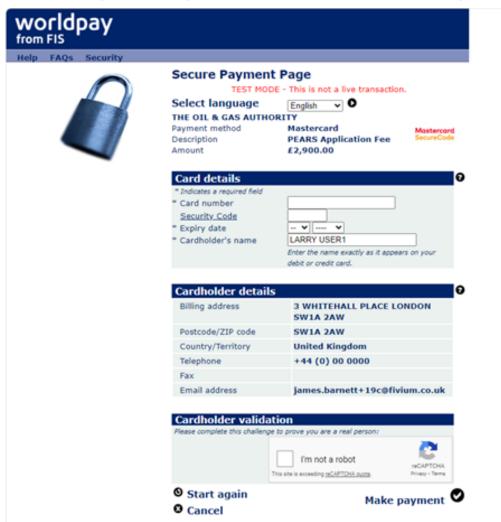


You will now be directed to the WorldPay system.

You will now need to select your Card Type by clicking on the relevant card icon.



You are now required to enter your card details and then click on the 'Make Payment' tick icon



You will now receive a message stating that your payment has been submitted for processing.

# **WorldPay** Help FAQs Security



## Secure Payment Page

Your payment has been submitted for processing. Please wait for the result. If you do not receive a result in a few moments, please select continue.

Continue •



You will now receive a payment status informing you if your payment has been successful or not. You now need to click on the 'Return to the portal' button.

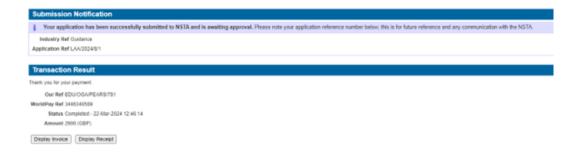
# Payment received, thank you

This was not a live transaction. No money has changed hands. Thank you, your payment was successful.

Merchant's reference: EDU/OGA/PEARS/781/1 WorldPay Transaction ID: 3446340589

Return to the portal

You can now see the payment details as well as being able to view both the 'Payment Request (Invoice)' and 'Receipt' by clicking on the relevant button.



An example of a receipt is shown below.

# Payment Receipt



Request for Payment Number
Request for Payment Date
Paid/Received Date

EDU/OGA/PEARS/781
22nd March 2024
22nd March 2024

For the attention of the Licensee:		From: (Charging	From: (Charging Point)		
Company	DUMMY OIL COMPANY (U.K.) LIMITED	Contact	NORTH SEA TRANSITION AUTHORITY		
Address	Sanctuary Buildings 20 Great Smith Street London SW1P 3BT	Address	Sanctuary Buildings 20 Great Smith Street London SW1P 3BT		
Registered Num	ber	Telephone Fax Email	0300 067 1689 ukop@nstauthority.co.uk		

## Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Subarea Beneficiary Change	GBP 1450.00	GBP 0.00	GBP 1450.00
2	Licensee Change	GBP 1450.00	GBP 0.00	GBP 1450.00
			TOTAL CHARGE:	GBP 2900.00

Vat registration no. N/A - Out of Scope

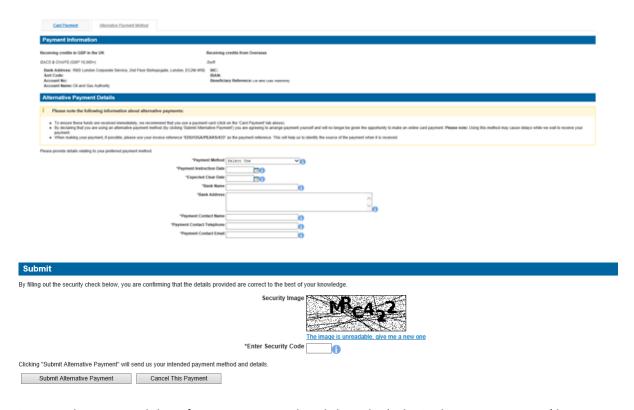
# **Payment Details**

Payment Method(s):	Electronic payment via WorldPay
Payment Reference:	3446340589
Amount Received:	GBP 2900.00
Date Paid/Received:	22nd March 2024

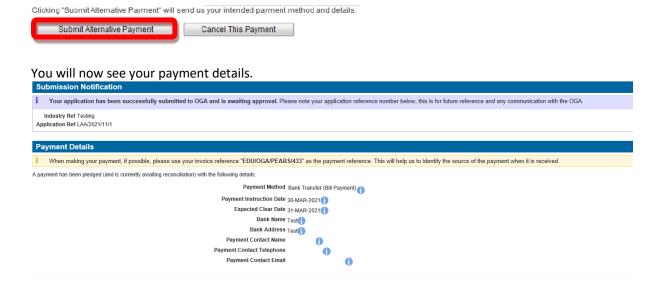
# Payment received, with thanks

# 1.2 BACS/CHAPS Payments

If you are using an alternative payment method, you will need to enter 'Payment' and 'Bank' details. You will also be required to enter a 'Security Code' from the 'Security Image' provided.



Once you have entered this information you need to click on the 'Submit Alternative Payment' button.



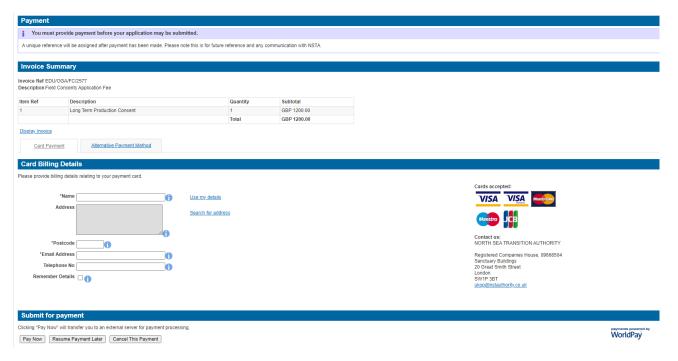
# What additional help can I get when making payment through the Energy Portal?

For technical issues in processing payments (i.e. not policy or consent issues) please call the Energy Portal help desk on 0300 067 1682.

# 2. Payment of Production/Flare/Vent Consent Applications

# 2.1 WorldPay Payments

Once application on the Energy Portal is made, the following payment screens will appear. If you are using WorldPay as your payment method you will need to enter your card billing details. If you click on 'Use my details' it will import the details that are held against your Portal Account. When searching for your company address click on the 'Search for address' link.



Once you have entered your post code click on the 'Search' button).



Once your search results have returned, you need to click on the relevant address link.

## Search Results

#### Addresses found (7):

Arts Council England 21 Bloomsbury Street London

Bellrock Group 21 Bloomsbury Street London

Cafcass 21 Bloomsbury Street London

Office Of The Immigration Services Commissioner 21 Bloomsbury Street London

Oil & Gas Authority 21 Bloomsbury Street London

Sport England 21 Bloomsbury Street London

Uk Sport 21 Bloomsbury Street London

Once all your details have been entered you need to click on the 'Pay Now' button.



You will now be directed to the WorldPay system.

You will now need to select your Card Type by clicking on the relevant card icon.



You will now receive a message stating that your payment has been submitted for processing.

# **WorldPay**



#### Secure Payment Page

Your payment has been submitted for processing. Please wait for the result. If you do not receive a result in a few moments, please select continue.

Continue **○** 

You will now receive a payment status informing you if your payment has been successful or not. You now need to click on the 'Return to the portal' button.

# Payment received, thank you

This was not a live transaction. No money has changed hands. Thank you, your payment was successful.

Merchant's reference: EDU/OGA/FC/2577/3 WorldPay Transaction ID: 3446175576

Return to the portal

You can now see the payment details as well as being able to view both the 'Payment Request (Invoice)' and 'Receipt' by clicking on the relevant button.

# **Transaction Result**

Thank you for your payment.

Our Ref EDU/OGA/FC/2577

WorldPay Ref 3446175576

Status Completed - 21-Mar-2024 14:07:40

Amount 1200 (GBP)

Display Invoice

Display Receipt

An example of a receipt is shown below.

# Payment Receipt



Request for Payment Number EDU/OGA/FC/2577
Request for Payment Date 21st March 2024
Paid/Received Date 21st March 2024

For the attention of the Licensee:		From: (Charging	From: (Charging Point)		
Company Address	OIL AND GAS AUTHORITY SANCTUARY BUILDINGS	Contact	NORTH SEA TRANSITION AUTHORITY		
	20 GREAT SMITH STREET LONDON SW1P 3BT	Address	Sanctuary Buildings 20 Great Smith Street London		
Registered Number	09666504		SW1P 3BT		
		Telephone Fax	0300 067 1689		
		Email	ukop@nstauthority.co.uk		

Payment has been provided for the following items:

Item Ref.	Description	Unit Price	VAT Amount	Total Cost
1	Long Term Production Consent	GBP 1200.00	GBP 0.00	GBP 1200.00
			TOTAL CHARGE:	GBP 1200.00

Vat registration no. N/A - Out of Scope

## **Payment Details**

	Electronic payment via WorldPay
Payment Reference:	3446175576
Amount Received:	GBP 1200.00
Date Paid/Received:	21st March 2024

## Payment received, with thanks

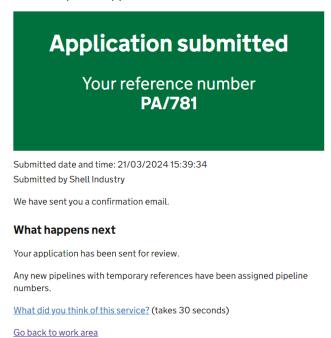
# 2.2 BACS/CHAPS Payments for Production Consents

If you are using an alternative payment method, you will need to enter 'Payment' and 'Bank' details. You will also be required to enter a 'Security Code' from the 'Security Image' provided.

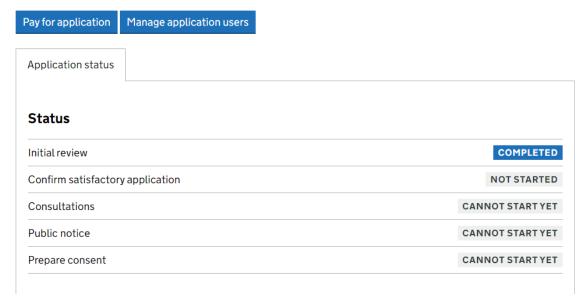
Payment									
	payment before your application may be submitted.								
A unique reference will be	e assigned after payment has been made. Please note this is for futur	e reterence and any comm	unication with NSTA.						
Invoice Summary	<i>1</i>								
Invoice Ref EDU/OGA/FC Description Field Consent									
Item Ref De	escription	Quantity	Subtotal						
1 Lo	ing Term Production Consent	1 Total	GBP 1200.00 GBP 1200.00						
Display Invoice		1000	GD1 120000						
Card Payment	Alternative Payment Method								
Payment Informa									
Receiving credits in GBP		Receiving credits from C	lvorsoas						
BACS & CHAPS (GBP 10)		Swift	71013043						
	ndon Corporate Service, 2nd Floor Bishopsgate, London, EC2M 4RB 39	BIC:	NWBKGB2L GB76NWBK60708010023739 : Oil and Gas Authority						
Alternative Paym	ent Details								
Please note the fo	llowing information about alternative payments:								
<ul> <li>By declaring that y payment.</li> </ul>	nds are received immediately, we recommend that you use a paymen ou are using an alternative payment method (by clicking 'Submit Alter payment, if possible, please use your invoice reference "EDU/OGA/F	native Payment') you are a	greeing to arrange payment yoursel			online card payment. Pleas	se note: Using this method m	ay cause delays while we wait to receive	ł your
Please provide details relat	ling to your preferred payment method.								
		Method Select One	v <sub>1</sub>						
	*Payment Instruc		<b>i</b>						
	*Expected C		<b>i</b>						
		Address							
	Dunk	Address							
					Ð				
	*Payment Conta		O						
	*Payment Contact To *Payment Cont		O						
Submit									
By filling out the security on	neck below, you are confirming that the details provided are correct to	ne best of your knowledge ty Image							
	30001	FC	6254						
	45-4		readable, give me a new one						
	*Enter Secu	ity Code							
Submit Alternative Paym	e Payment" will send us your intended payment method and details.								
Submit/steriouse i dyn	Guice His Lymen.								
Invoice Sumn	nary								
nvoice Ref EDU/OG Description Field Co	A/FC/2578 nsents Application Fee								
Hom Def	Description		Overtibe	Published					
Item Ref	Long Term Production Consent		Quantity 1	Subtotal GBP 1200.00					
	Long Territ Touchart Garloun		Total	GBP 1200.00					
Display Invoice									
Payment Deta	ails								
	your payment, if possible, please use your invoice	o reference "EDIN	OGA/EC/2578" as the pa	umant reference. This	will halo us to id	antifu the course of	the navment when it	is second 4	
				yment reference. This	will freip us to ro	enary are source or	are payment emen s	is received.	
payment has been	pledged (and is currently awaiting reconciliation) wi								
		Payr	ment Method Bank Trans	fer (Bill Payment)					
		Payment Inst	truction Date 31-MAY-202	24					
		Expects	ed Clear Date 15-JUN-202	24					
			Bank Name A Bank	_					
		В	lank Address A Town						
			ontact Name A N Other						
			ct Telephone 0800 123 4						
		. ayon come							

# 3. Payment on the PWA Portal System

When an application has been submitted on the PWA Portal System, the below acknowledgement screen will come up. The application is then sent to the Consents & Authorisations Manager for review.



When the application has been accepted, you will receive notification that payment is required. When opening your application in your work area, there will be a request that payment is made by clicking on the Pay for application tab.



Please read through the information to ensure that it is correct and then click on 'Start Payment'. If a colleague in the organisation and/or a Finance Team handle payments on your behalf, please send the application to them by clicking on the 'Share this page for someone else to pay' link.

# Pay for application

Please note that by starting the payment, any other person currently completing a payment for the application will have their attempt cancelled.

► Share this page for someone else to pay

# New PWA application PA/782 submission

Item	Cost
Charge for submitting an initial PWA application	£3330.00
Total charge	£3330.00
Start payment Back	

Please include card details in the following screen.



Please double check details before confirming payment.

# Confirm your payment

# Payment summary

New PWA application PA/782 submission

Total amount:

£3330.00

Card number	•••••••4444
Expiry date	07/28
Name on card	A N Other
Billing address	A Street, A Town, AZ19 OBU, United Kingdom
Confirmation email	

Confirm payment

#### Cancel payment

When you have confirmed payment, an acknowledgement for the payment of your application will appear.

# Application PA/782 payment completed

## What happens next

Your application will be processed by the assigned case officer.

- You can view your application
- You can work on another application from the work area

An email acknowledgement will also be sent to the Inbox of whoever made the payment.

Applicants can ask for their applications to be fast tracked. If this is requested and agreed, the fee payable is doubled.

# **ANNEX C**

# For Category C services, how is the payment requested and how will my company pay?

The relevant Team will ask for the NSTA's Finance Unit to arrange for our finance service provider to issue you with an invoice (by post or email) for settlement.

The invoice will contain:

- Amount of the charge, in pounds sterling
- Basic description of the purpose of the payment, e.g. "PON 6 approval for the xxx field
- Bank details for the NSTA where settlement can be made
- An invoice reference number for you to quote when making your payment which will be essential for the NSTA matching against the consent/authorisation you have requested

#### Repayments to you

If for some reason it is decided to make a refund to you the following will apply:

- If you have not already paid the invoice, a credit note will be issued to your company against the invoice issued in error
- If you have already paid the invoice, a BACS payment will be made to your company and you will be asked by the NSTA to provide the bank account into which the payment should be made, as follows:
- -Name of bank
- -Sort code
- -Branch of bank
- -Account name
- -Account number

It is important that these bank details are provided on your company letter headed paper as our finance service provider will not make payment otherwise. For questions on an invoice, or credit note you have received, please email: accounts receivable@nstauthority.co.uk