

On Line Payments Procedure

ON LINE PAYMENTS

Log onto City of Sunderland website: www.sunderland.gov.uk

Local Land Charges Search Fees

To check the cost of our current Search Fees prior to commencement of the on line payment procedure:

Please click on the following link:

<http://www.sunderland.gov.uk/index.aspx?articleid=8096>

To commence the on-line payment system

Please click on the following link:

<https://ip.e->

[paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=299
&languageCode=EN&source=AIP](https://ip.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=299&languageCode=EN&source=AIP)

COMMENCE ON LINE PAYMENT

Payments on line screen

Select 'Other Payments' then 'Land Charges'

Select 'Land Charges' drop down screen 'fees in relation to properties sold'

Personal Details

Complete mandatory fields:-

Name

Address

Contact telephone number

Post Code

Amount you wish to pay

Enter land or property to be searched in message box

Check above details

Select 'continue'

Amend or remove as appropriate

Select 'continue'

Enter payment card details

Card number

Card holder name

Expiry date

Issue number *(not required for Visa cards)*

Start date

Security code

Email address *(complete if you wish to receive an automated acknowledgment)*

Confirm email address

Continue

Confirm payment

Make payment

