1. Go to the Council’s website www.wrexham.gov.uk
   Select English or Cymraeg pages to view.
   \textit{This will take you to the Council’s Home Page}

2. Select \textbf{Pay a Bill} from the quick link boxes at the top of the page.
   \textit{This will take you to the payment options page}

3. Select \textbf{Pay Online} using the green link button.
   \textit{This will take you to the welcome page for the e-Store payment facility}
4. If you think you will pay other bills using e-store or are a regular user of planning services you can choose to **Register**. This will remember your profile for future use.

If this is likely to be a one-off payment, select **Shop Directory**

*This will take you to the welcome page for the shop directory*

5. Use the **Shop** selection to refine your options

Select **Planning Services** from the drop-down menu

*This will take you to the page showing the Planning Services*

5. Select the **Planning Service** to which you wish to make a payment: Planning Application, Pre Application Advice or the Fast Track Service.

Enter details as required and **Add to Basket**.

The following screens will ask for your contact and card payment details.

At the end of the process a **receipt** for the successful transaction will be sent to your e-mail address for your records and sent to the Planning Department so that they can start processing your application.

---

**Thank you for using our e-store payment facility.**

We hope you found this an efficient way of paying for Planning Services.

Contact **planning_admin@wrexham.gov.uk** if you have any queries about this transaction