Alcohol/Entertainment/Late Night Refreshment – (Premises Licences non annual fee payments)

How to pay at the kiosk in reception at the Council House:

1. Select the “service (Barcode)” button
2. Scan the barcode – under the red scanner at the bottom of the kiosk
3. Enter your name and address house number/name and postcode)
4. Enter the amount you need to pay
5. Pay with either card or cash
6. Collect your receipt and bring back to the booth

How to pay online:

You can pay by debit or credit card by visiting our secure and dedicated website at http://www.derby.gov.uk/ proceed to the ‘£ Pay it’ button towards the top of the page, click on it, then scroll down until you find a button called ‘all other payments’ and click on the word ‘pay’ next to it, it now takes you to a page called ‘Welcome to Derby City Council Estore’ click on the button that says ‘browse catalogue’ and in the second drop down box called ‘All Categories’, select ‘Licensing’ and find the correct ‘product and services’ heading for the transaction that you would like to pay for. You will be advised of any transaction fee before the end of the process.

How to pay by BACS

Bank Name: Lloyds Bank Plc
Sort code: 30-92-59
Account name: 00006306

Please send a confirmation emails to income.team@derby.gov.uk and licensing@derby.gov.uk with your payment details.
Alcohol/Entertainment/Late Night Refreshment – (Premises Licences annual fee payments-if you have been invoiced)

How to pay at the kiosk in reception at the Council House:

You can pay by debit card or cash at the self-service kiosks in the reception area of The Council House. Take your invoice along, select invoices and follow the instructions.

How to pay online:

You can pay by debit or credit card by visting our secure and dedicated website at http://www.derby.gov.uk/pay-it/ Select Invoices. You will be advised of any transaction fee before the end of the process.

How to pay by BACS

Bank Name: Lloyds Bank Plc
Sort code: 30-92-59
Account name: 00006004

Please send a confirmation emails to income.team@derby.gov.uk and licensing@derby.gov.uk with your payment details and quote your invoice number.

How to pay by phone:

By telephoning 0345 600 1982 you can pay by debit or credit card, select invoices. You will need to quote the invoice number and you will be advised of any transaction fee before the end of the process.

How to pay by paypoint:

You can pay by cash at any Paypoint outlet. Payment by debit card depends on the outlet.