



## Self build housing register – how to pay

### Self build register reference number and payment date

Please:

- quote your Self Build Register reference number which is in the format SBRXXXXX so we can process the payment correctly
- note that payments may take 3 to 4 working days to be updated on your account so please choose a payment method so your payment reaches our bank by the agreed payment date

### Online

Pay by debit or credit card by:

- Visiting [Self build register online payment form](#)

### By telephone

Call 01285 623000 and pay by debit or credit card

### By cheque or postal order

Please:

- make the cheque or postal order payable to Cotswold District Council
- write the Self Build Register reference number on the back
- post it to: Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX.

Please don't send post-dated cheques or cash through the post.

### In person

Please pay by cash, cheque, debit or credit card at:

- The Council Office, Trinity Road, Cirencester or
- The Council Office, High Street, Moreton-in-Marsh

To pay at the machines please:

- Select Misc Payments then
- Scroll to the bottom of the screen and select Self Build Register
- Enter payment amount and reference number from your invoice