



## **Payment of Contributions**

Where financial contributions are required prior to the approval of a planning application or require to be paid as part of a Section 75 Agreement, this document provides guidance on the procedure for payment.

Contributions can be paid via **Bank Transfer** by online banking or telephone.

In each case prior to payment, a covering letter/email should be provided setting out the following:

- Planning application reference number
- The appropriate Ledger Code (see below)
- The payment total for each type of financial contribution
- Whether the payment is in relation to a S75 Agreement

The covering email should be sent to: [Developmentmanagement@pkc.gov.uk](mailto:Developmentmanagement@pkc.gov.uk)

## **Methods of Payment**

### **Online Banking/ BACS**

All Bank Transfers should use the following account details;

**Perth & Kinross Council**  
**Sort Code:** 83-47-00  
**Account Number:** 11571138

The planning application reference number should be used as the payment reference.

### **Telephone**

The Council operate an electronic payment system whereby payments may be made over the phone. To make such a payment please call 01738 475300 in the first instance.

When calling, please remember to have to hand:

- Your card details.
- Whether it is a Debit or Credit card.
- The full amount due.
- The planning application to which the payment relates.
- The appropriate Ledger Code
- If you are the applicant, or paying on behalf of the applicant.
- Your e-mail address so that a receipt may be issued directly.

On no account should cash or cheques be remitted.



## **Ledger Codes**

### Affordable Housing

For Affordable Housing contributions please quote the following ledger code:

1-30-0060-0000-859136

### Education Contributions

For Education contributions please quote the following ledger code:

1-30-0060-0001-859136

### A9 Junction

For A9 Junction contributions please quote the following ledger code:

1-30-0060-0002-859136

### Transport Infrastructure

For Transport infrastructure contributions please quote the following ledger code:

1-30-0060-0003-859136

If the required Ledger Code is not listed, please contact

[DevelopmentContributions@pkc.gov.uk](mailto:DevelopmentContributions@pkc.gov.uk)

## **Confirmation of Payment**

Within 10 working days of receipt of payment the Council will provide written confirmation that the appropriate payment has been made in respect of the Developer Contributions requirements from the Development Management team.

For payments in relation to Legal Agreements a letter will be provided confirming that payment has been received in line with the Agreement and discharging the Agreement requirements, where appropriate, from the Development Contributions Officer. Please confirm if your payment is in relation to a Section 75 Agreement when making payment.

## **Accounting Procedures**

Contributions from individual sites will be accountable through separate accounts and a public record will be kept to identify how each contribution is spent. Contributions will be recorded by the applicant's name, the site address and planning application reference number to ensure the individual commuted sums can be accounted for.



## **Invoices**

The Council will generally not supply invoices for payment. In exceptional cases relating to S75 Agreements, these may be supplied but the procedure set out in this paper should be followed in the first instance.

Please contact the Development Contributions Officer if circumstances require an invoice:  
[DevelopmentContributions@pkc.gov.uk](mailto:DevelopmentContributions@pkc.gov.uk)

## **For Further Assistance**

Tel: 01738 475417

Email: [DevelopmentContributions@pkc.gov.uk](mailto:DevelopmentContributions@pkc.gov.uk)