

**10 November 2015****Agenda Item: 6****REPORT OF THE SERVICE DIRECTOR FOR SOUTH NOTTINGHAMSHIRE  
AND PUBLIC PROTECTION****REGISTRATION SERVICE FEES FOR 2016/2017 AND 2017/2018****Purpose of the Report**

1. The purpose of this report is to:
  - a. provide information about Registration Service fees
  - b. seek approval of proposed changes to fees for 2016/2017
  - c. seek approval of new fees for 2017/2018

**Information and Advice**Background

2. The fees for statutory registration services are set nationally and include the fees for giving notice of the intention to marry or form a civil partnership, and fees for the related ceremonies when taking place at a Register Office. It is possible that during the year the Registrar General or Home Office may make changes to these, and so it is proposed that should this occur then local fees will be re-set to a new figure directly commensurate with the change.
3. The level of the statutory fees does not cover the full cost of service delivery, and this places a financial pressure on the service. However, fees for non-statutory services can be set on a cost recovery basis and thereby off-set the cost of providing the service overall. The non-statutory registration services are offered by the County Council under the provisions of the Local Government Act 2000 and the Localism Act 2011. Services include conducting civil marriage and civil partnership ceremonies at premises other than the Register Office, plus a range of celebratory ceremonies including naming ceremonies, celebration of vows, civil funerals and individual citizenship ceremonies. The proposed structure for these fees is set out in **Appendix A** to this report. In some cases, the fees listed cover the next two financial years, as customers may request bookings up to two years in advance.
4. The current fees and those for the financial year 2016 / 2017 were approved previously by the committee, and proposed modifications to these are detailed below, followed by proposals for the following year.

### Modifications to previously agreed fees

5. In respect of individual citizenship ceremonies, it is proposed that children under 18 will not be charged if accompanying paying adults. This change recognises the fact that children are not legally required to attend a ceremony, but allows for the normal fee to be charged if the family requests a ceremony for a child where there are no fee-paying adults involved.
6. With regard to the Nationality Checking Service, it is proposed that fees increase, with immediate effect, from £55 to £65 for an adult applicant, and from £40 to £45 for a child.

### Proposed new fees

7. Revised fees for 2017 – 2018 are highlighted in Appendix A to this report. These include the proposal to introduce a Family History Research service at a rate of £95 for a basic package, plus £25 per hour for further work.

### **Other Options Considered**

8. The County Council has discretion over the type and level of non-statutory services and fees.

### **Reason/s for Recommendation/s**

9. The recommendation is made to gain approval for fees that will enable the Registration Service to off-set the cost of statutory services and provide the public with a range of service options at fees they are content to pay.

### **Statutory and Policy Implications**

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

### **Financial Implications**

11. The proposed fees are designed to enable the County Council to fully off-set costs associated with providing registration services. This is based on presumed overall take-up of discretionary services by the public, and assuming a normal level of public demand for statutory services, such as the registration of deaths.

## **RECOMMENDATIONS**

It is recommended:

- 1) That the background information contained in the report is noted;
- 2) That approval is given for the proposed changes to fees for 2016/2017;
- 3) That approval is given for the proposed new fees for 2017/2018.

**PAUL MCKAY**  
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**Constitutional Comments (SLB 27/10/15)**

12. The recommendations in the report fall within the Terms of Reference of the Community Safety Committee.

**Financial Comments (KAS 22/10/15)**

13. The financial implications are contained within paragraph 11 of the report.

**Background Papers and Published Documents**

- The Registrar General's Guidance to Authorities for the approval of premises as venues for civil marriage and civil partnerships' (Sixth Edition, 2015)

**Electoral Division(s) and Member(s) Affected**

- All

## Appendix A

### Registration Service Fees (changes are shown in **bold**)

SERVICE	FINANCIAL YEAR	MON - THU	FRI / SAT / SUN	BANK HOLIDAYS
Marriage / Civil Partnership / Naming / Renewal of Vows at an Approved Premise (Deposit = £150)	Current 15-16 Agreed 16-17 Proposed 17-18	£370 £370 <b>£375</b>	£400 £405 <b>£410</b>	£505 £510 <b>£520</b>
Standard Marriage / Civil Partnership Ceremonies at Registration Offices ( <b>Deposit = £100</b> )		MON - THU	FRI / SAT	SUN / BH
	Current 15-16	£105	£125	N/A
	Agreed 16-17	£105	£125	N/A
	Proposed 17-18	<b>£125</b>	<b>£150</b>	N/A
Enhanced Marriage / Civil Partnership at registration offices in (Deposit = £100)		MON - THU	FRI / SAT / SUN	BANK HOL
	Current 15-16	£190	£300	£365
	Agreed 16-17	£200	£305	£370
	Proposed 17-18	<b>£205</b>	<b>£310</b>	<b>£395</b>
Naming ceremony / Celebration of vows at registration offices	Current 15-16	£200	£300	£365
	Agreed 16-17	£200	£305	£370
	Proposed 17-18	<b>£205</b>	<b>£310</b>	<b>£395</b>
Civil Funeral / Memorial Service	Current 15-16	£155		
	Agreed 16-17	£165		
	Proposed 17-18	£165		
Individual Citizenship Ceremonies (Monday to Friday only) <b>No charge for children (under 18)</b>	Current 15-16	£105 (plus £25 for each additional applicant)		
	Agreed 16-17	£110 (plus £25 for each additional <b>adult</b> applicant)		
	Proposed 17-18	£110 (plus £25 for each additional <b>adult</b> applicant)		
Living Eulogy appointments	Current 15-16	£85		

(Monday to Friday only)	Agreed 16-17	£90
	Proposed 17-18	£90
Rehearsal appointments (Monday to Friday only)	Current 15-16	£25
	Agreed 16-17	£25
	Proposed 17-18	£25

#### Approved Premise Licensing

Introductory fee / general fee for non-commercial bodies	Current 15-16	£1430
	Agreed 16-17	£1435
	Proposed 17-18	£1435
General renewal fee	Current 15-16	£2280
	Agreed 16-17	£2285
	Proposed 17-18	£2285
Suitability visit	Current 15-16	£105
	Agreed 16-17	£110
	Proposed 17-18	£110
The review of a refusal of an approval or the setting of requirements or conditions	Current 15-16	£260
	Agreed 16-17	£265
	Proposed 17-18	£265
Changes and amendments to licence	Current 15-16	£65
	Agreed 16-17	£70
	Proposed 17-18	£70

#### Copy Certificates:

- Standard service – available for collection or despatch in no more than **5** working days = £10 (postal charges apply) (**with immediate effect**)
- Express service – same day production and despatch (when possible) = £20

#### Other fees:

- Approval for religious premises to conduct civil partnerships - £200 administration fee
- Notice taking on Saturdays – Statutory fee, plus £10 per person non-refundable booking fee for Saturday opening
- Double ceremony (e.g. joint marriage and naming ceremony / marriage plus renewal outside) = Marriage fee, plus £155
- Change of name deed £50
- General administrative charge (amendments to ceremonies or any extra administrative tasks relating to a booking) £25.
- Family History Research service at £95 for a basic package, plus £25 per hour for further work.

#### Nationality Checking

- Adult applicant - Currently £55, proposed to increase to **£65 (with immediate effect)**
- Child applicant (under 18 years) – Currently £40, proposed increase to **£45 (with immediate effect)**

#### **Proposed removal of:**

- **£100 fee for married / civil partnership couple**
- **£130 fee for married / civil partnership couple and two children (and £25 each for additional child)**