

8 November 2018**Agenda Item: 10****REPORT OF THE SERVICE DIRECTOR, PLACE AND COMMUNITIES****REGISTRATION SERVICE FEES FOR 2019/2020 AND 2020/2021****Purpose of the Report**

1. The purpose of the report is to seek Committee approval for proposed revisions to Registration Service fees and charges over which the County Council has discretion.

Information

2. The Registration Service fees over which the County Council has discretion are normally set two financial years in advance, as customers may request ceremony bookings well ahead of their planned event. Current fees and those for the financial year 2019/2020 were approved by the Communities and Place Committee in November 2017. This report proposes a variety of changes to these for introduction in 2020/2021, plus one change for immediate introduction, as set out in Appendix A to the report.
3. Fees for statutory registration services are set nationally by the General Register Office, and include birth, death and marriage certificates issued at the time of the event, fees for giving notice of intention to marry or form a civil partnership, and fees for related ceremonies when taking place at the Register Office. It is possible that, at any time during the year, the Registrar General or Home Office may make changes to these fees. If so then local fees will be re-set to a new figure directly commensurate with the change.
4. The principal statutory fees have not increased significantly since April 2012 (with minor changes made in September 2014). Generally, increases in fees and new fees for statutory services, can add significantly to the overall income of the registration service, however it is not possible to quantify the likely benefit of new fees until their effect is seen over a period of time.
5. 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 thereby off-setting 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.
6. Registration managers and staff are continually seeking new opportunities to offer non-statutory services that the public will wish to purchase, and to thereby optimise income for the service. Also, the service aims to maintain competitiveness with neighbouring authorities.
7. The previously agreed fee increases for 2019/2020 will realise approximately £23k of additional income compared with 2018/2019, assuming an equivalent number of the different types of

ceremonies are to be completed during the year. The proposed new fees for 2020/2021 are highlighted in bold type in Appendix A and are expected to increase income by a further £28k approximately, again assuming an equivalent number of the different types of ceremonies.

8. It is anticipated that these increases will enable the service to maintain an overall cost-neutral position while absorbing the effect of national changes meaning that the County Council will no longer gain income from delivery of a Nationality Checking Service (the fees for which are no longer included in this annual report).

Other Options Considered

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

Reason/s for Recommendation/s

10. The recommendation is made to 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

11. This report has been compiled after consideration of implications in respect of crime and disorder, data protection and information governance, finance, human resources, human rights, the NHS Constitution (public health services), the public sector equality duty, safeguarding of children and adults at risk, service users, smarter working, sustainability and the environment 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

12. The fees charged for non-statutory enable the County Council to off-set costs associated with providing statutory 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

13. It is recommended that approval is given for the registration service fee increases set out in Appendix A to this report.

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Constitutional Comments [RHC 10/10/2018]

14. Communities and Place Committee is the appropriate body to consider this report by virtue of its terms of reference.

Financial Comments [SES 02/10/2018]

15. The financial implications are set out in paragraph 12 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 (proposed changes are shown in **bold**)

SERVICE	FINANCIAL YEAR	MON - THU	FRI / SAT / SUN	BANK HOLIDAYS
Marriage / Civil Partnership / Naming / Celebration of Vows at an Approved Premise (Deposit = £150)	Current 2018 - 19 2019 – 20 2020 – 21	£385 £395 £410	£420 £435 £450	£530 £535 £535
Standard Marriage / Civil Partnership Ceremonies at selected Registration Offices (Deposit = £100)	Current 2018 - 19 2019 – 20 2020 – 21	MON - THU	FRI / SAT	SUN / BH
		£125	£150	N/A
		£125 £130	£150 £160	N/A N/A
Enhanced Marriage / Civil Partnership, Naming ceremony / Celebration of vows at Registration Offices (Deposit = £100)	Current 2018 – 19 2019 – 20 2020 – 21	MON- THU	FRI / SAT / SUN	BANK HOL
		£205	£310	£400
		£210 £215	£310 £315	£410 £415
Civil Funeral / Memorial Service (Attendance at a second site – £25)	Current 2018 – 19 2019 – 20 2020 - 21	MONDAY TO FRIDAY ONLY		
		£175		
		£185 £185		
Individual Citizenship Ceremonies No charge for children (under 18)	Current 2018 – 19 2019 – 20 2020 – 21	£115 (plus £25 for each additional adult applicant) £115 (plus £25 for each additional adult applicant) £115 (plus £25 for each additional adult applicant)		

Rehearsal appointments (Monday to Friday only)	Current 2018 - 19	£25
	2019 – 20	£25
	2020 – 21	£25

Approved Premise Licensing

Introductory fee / general fee for non-commercial bodies	Current 2018 - 19	£1435
	2019 – 20	£1450
	2020 – 21	£1450
General renewal fee	Current 2018 - 19	£2285
	2019 – 20	£2350
	2020 – 21	£2350
Suitability visit	Current 2018 - 19	£110
	2019 – 20	£110
	2020 – 21	£110
The review of a refusal of an approval or the setting of requirements or conditions	Current 2018 - 19	£265
	2019 – 20	£265
	2020 – 21	£265
Changes and amendments to licence	Current 2018 - 19	£70
	2019 – 20	£70
	2020 – 21	£70

Other fees (the change highlighted in bold is for implementation from the date of committee approval).

Copy Certificates:

- Standard service – available for collection or despatched in no more than 5 working days from order/payment = £10 (postal charges apply)
- Express service – same day production (or on the following day if at the customer's request) = **£25**
- Hourly search fee for family history applications = £25
- Family History Research service at £95 for a basic package, plus £25 per hour for further work.

Other fees:

- Notice taking on Saturdays – Statutory fee, plus £15 per person non-refundable fee payable at time of booking (increase from £10)
- Double ceremony (e.g. joint marriage and naming ceremony / marriage plus renewal) = 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
- Living Eulogies - £90
- Document checking service - £10
- European Passport Return Service - £10