

28th January 2014**Agenda Item: 8****REPORT OF THE SERVICE DIRECTOR FOR PROMOTING INDEPENDENCE
AND PUBLIC PROTECTION****REGISTRATION SERVICE FEES FOR 2014/2015 AND 2015/2016****Purpose of the Report**

1. To provide information about Registration Service fees and to seek approval of the fees proposed for 2014/2015 and for 2015/2016; also to approve the introduction of a 'Living Eulogy' Service.

Information and AdviceIntroduction

2. The fees for statutory registration services are set nationally, and are listed in this report as Appendix A. These 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. Non-statutory registration services are offered by the County Council under the provisions of the Local Government Act 2003 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, renewal of vows, civil funerals and individual citizenship ceremonies. The proposed structure for these fees is set out at Appendix B to this report. In some cases, the fees proposed cover the next two financial years, as customers may request bookings up to two years in advance.
4. The current fees for the financial year 2014/2015 were approved previously by the committee. This report updates these, and advises on fees for the following year, plus new charges and changes that can be introduced with immediate effect.

Modifications to existing fees

5. For the most part, this report recommends no increase to fees approved previously by the committee. One proposed amendment is that the fee for non-statutory ceremonies (including Naming ceremonies for example) is increased from £225 to £250 on Bank Holidays. In addition, this report proposes ratification of the previously agreed pilot fee of £25 for a 20 minute Ceremony Rehearsal appointment. Feedback confirms that customers regard this as an acceptable figure. This report also lists the Nationality Checking fees that have been agreed by the Community Safety Committee since a Registration Fees Report was last approved.
6. Amongst the fees that can be altered with immediate effect, it is proposed that the fee for change of name deeds increases from £40 to £50. Also that the fee for Civil Funerals remains unchanged, but that a charge is added for actual travel expenses incurred. Another proposed change is that from 2015-2016 there will be an increased fee for an enhanced ceremony at a Registration Office on a Friday, Saturday or Sunday from £280 to £295. For individual citizenship ceremonies, it is proposed to accommodate families and private groups by supplementing the £100 fee with a charge of £25 for each additional family members or friend receiving citizenship at the same ceremony.
7. It is also proposed to simplify the current three-tier structure of fees for copies of registration certificates by removal of the middle level (offer of despatch by post no later than the following day). This leaves the Standard Level (for despatch within no more than four working days) and Express Level (immediate production, and despatch by first class post). This does not preclude accommodating customer requests for the Express service plus the cost of a courier service if requested by the customer in place of first class post.
8. Finally, it is proposed to increase approved premise licence fees in line with inflation.

New proposals

9. By means of this report, it is proposed to introduce a 'Living Eulogy' service to assist customers who wish to plan ahead and have their funeral wishes recorded and preserved while they are alive. This will mean that their family will not need to make decisions about the funeral ceremony at the time of bereavement. Registrars will work with the customer to compose a fitting eulogy and to plan the music, readings, prayers and hymns (if required) of the customer's choice. The eulogy could include details about the person's life and what messages they wish to pass on after they have died. Once the plan is completed, the Registration Service will preserve its content with our registration records to ensure it is readily accessible when required by the next of kin.

Other Options Considered

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

Reason/s for Recommendation/s

11. 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

12. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, 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.

RECOMMENDATION/S

It is recommended that the Community Safety Committee:

- 1) Approve the proposed Registration Service fees set out in Appendices A and B of the report, noting that these may need to be adjusted in response to any imposed changes to national fees.
- 2) Approve the introduction of a 'Living Eulogy' Service.

PAUL MCKAY

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Constitutional Comments (SLB 14/01/14)

13. Community Safety Committee is the appropriate body to consider the content of this report; it has responsibility for the registration services for births, deaths and marriages.

Financial Comments (KAS 16/01/2014)

14. The financial implications are contained within paragraphs 5 to 8 of the report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None

Electoral Division(s) and Member(s) Affected

All.

General Register Office Fees payable to Registration Officers

Part 1 - Fees payable to registration officers - Births, Deaths and Marriages

1. General Search

Superintendent Registrar

A general search in indexes in his/her office not exceeding 6 successive hours

£18.00

2. Certificates

Superintendent Registrar

Issuing a standard certificate of birth, death or marriage

£10.00

Issuing a certificate of birth, death or marriage for certain statutory purposes

£10.00

Issuing a short certificate of birth

£10.00

Registrar

Issuing a standard certificate of birth, death or marriage

At the time of registration

£4.00

After the time of registration

£7.00

Issuing a certificate of birth, death or marriage for certain statutory purposes

At the time of registration

£4.00

After the time of registration

£7.00

One short certificate of birth issued at the time of registration

NIL

Any other short certificate of birth

At the time of registration

£4.00

After the time of registration

£7.00

3. Marriages

Superintendent Registrar

Outside his/her office to be given notice of marriage of a house-bound or detained person

£46.00
Housebound
£67.00
Detained

Entering a notice of marriage in a marriage notice book
£35.00

Entering a notice of marriage by Registrar General's Licence in a marriage notice book **£3.00†**

Attending a marriage at the residence of a house-bound or detained person

£82.00
Housebound
£93.00
Detained

Attending a marriage by Registrar General's licence
£2.00†

Attending with a registrar a marriage on approved premises

**As set by the local
authority**

Registrar

Attending a marriage at the register office
£45.00

Attending at a registered building or the residence of a house-bound or detained person

£84.00
registered
building
£79.00
Housebound
£86.00 Detained

Attending a marriage by Registrar General's Licence
£2.00†

4. Certification for worship and registration for marriage Superintendent Registrar

Certification of a place of meeting for religious worship
£28.00

Registration of a building for the solemnization of marriages
£120.00

†Fee payable by the Registrar General; to be retained by registration officer and not paid to Council

Part 2 - Fees payable to Registration Authorities – Civil Partnerships

1. Certificates

For a certified copy issued by a registration authority

at the time of Registration

£4.00**

after the time of the registration

£10.00**

For a certified extract issued by a registration authority

at the time of Registration

£4.00**

after the time of the registration

£10.00**

For a certified copy or certified extract issued by the Registrar General

£9.25**

2. Notices

Attestation by an authorised person of the necessary declaration

£35.00*

Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons

£46.00*

Housebound

£67.00

Detained

Attestation by an authorised person of the declaration under the special procedure

£3.00†*

Application to shorten the waiting period

£28.00*

Issue of Registrar-General's licence

£15.00*

On giving notice to a registration authority under the Civil partnership (Registration Abroad and Certificates) Order 2005, article 17(2) (certificate of no impediment)

£35.00**

3. Registration

Signing by the civil partnership registrar of the civil partnership a schedule
£45.00*

Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house- bound or detained person

£79.00* Housebound

**£86.00
Detained**

Attendance of the civil partnership registrar in whose presence the Registrar General's licence is issued. Civil Partnership Act 2004, as amended
£2.00†*

†Fee payable by the Registrar General; to be retained by registration officer and not paid to Council

*Fee specified by the Registration of Civil Partnership (Fees) Order 2005 (S.I. 2005/1996),

**Fee specified by the Registration of Civil Partnership (Fees) No.2) Order 2005 (S.I. 2005/3167),

***Fee specified by the Registration of Civil Partnership (Fees) (Amendment) Order 2012 (S.I. 2012/761),

Appendix B

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

SERVICE	FINANCIAL YEAR	MON - THU	FRI / SAT / SUN	BANK HOLIDAYS
Marriage / Civil Partnership / Naming ceremony / Renewal of vows / Memorial Service at an approved premise (Deposit = £150).	Current 13-14 Agreed 14-15 Proposed 15-16	£365 £365 £365	£395 £395 £395	£495 £495 £495
Standard Marriage / Civil Partnership Ceremonies in decommissioned rooms (collectable in advance)	Current 13-14 Agreed 14-15 Proposed 15-16	£100 Available Monday to Saturday: £100 Available Monday to Saturday: £100		
Enhanced Marriages and Civil Partnerships at the Registration Offices in Rushcliffe, Newark, Mansfield, Worksop and Retford (Deposit = £100) <u>Note:</u> Ceremonies already booked and paid in full will not be charged the increase in fee where this has occurred.	Current 13-14 Agreed 14-15 Proposed 15-16	MON- THU £185 £185 £185	FRI / SAT / SUN £280 £280 £295	BANK HOL £350 £360 £360
Naming ceremony / Renewal of vows / Memorial Service at registration offices <u>Note:</u> Ceremonies already booked and paid in full will not be charged the increase in fee where this has occurred.	Current 13-14 Agreed 14-15 Proposed 15-16	£175 £175 £175	£225 £225 £225	£250 £250 £250
Civil Funerals	Current 13-14 Agreed 14-15 Proposed 15-16	£150 Available Monday to Friday: £150 Available Monday to Friday: £150		
Individual Citizenship Ceremonies	Current 13-14 Agreed 14-15 Proposed 15-16	£100 Available Monday to Friday: £100 Available Monday to Friday: £100 (plus £25 for each additional applicant)		
Living Eulogy appointments	Proposed 14-15	Available Monday to Friday: £80		

Rehearsal appointments	Proposed 14-15	Available Monday to Friday: £25
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APPROVED PREMISE LICENSING	INTRODUCTORY FEE / GENERAL FEE FOR NON- COMMERCIAL BODIES.	CURRENTLY £1350, PROPOSED TO BE £1380 FOR 2014-2015 AND £1410 2015-2016
	GENERAL RENEWAL FEE.	CURRENTLY £2150 PROPOSED TO BE £2200 FOR 2014-2015 AND £2250 2015-2016
	SUITABILITY VISIT	CURRENTLY £100 - NO PROPOSED INCREASE

Copy Certificates:

- Standard service (postal applications and non-urgent personal callers – for despatch within up to 4 working days) = £10.00
- Express service (when possible - for personal callers – immediate production, and despatch) = £20

Other fees:

- Civil Partnerships in religious premises - £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 £150
- Change of name deed currently £40 – propose to **increase to £50 with immediate effect**
- General administrative charge (amendments to ceremonies or any extra administrative tasks relating to a booking) = £20
- Prior payment of statutory fees

Nationality Checking

- Single applicant £55,

- £40 child
- £100 married/civil partnership couple
- £130 married/civil partnership couple and two children (and £25 each for additional children)