

Registration Service Fees and Charges

SUMMARY

- 1.1 Registration Service fees are reviewed periodically to ensure that the service continues to cover costs. The General Register Office sets many of the fees, but those which are discretionary need to be adjusted.
- 1.2 A periodic review of fees and charges has been undertaken and this report seeks approval for the implementation of the new levels from 1 February 2014.

RECOMMENDATION

- 2.1 To approve the fees and charges for Registration Services, as set out in Appendix 2, to be implemented from 1 February 2014.

REASONS FOR RECOMMENDATION

- 3.1 To ensure that the Registration Service continues to cover costs and contributes to the budget challenge facing the council.

SUPPORTING INFORMATION

- 4.1 It is proposed that a post and packing fee of £1.00 be added to certificate applications for posting.
- 4.2 It is proposed to introduce a new 24 hour certificate service at a charge of £15, as an addition to the premium one-hour service which costs £20 (an additional £10 on top of the £10 certificate fee). The standard 48 hour service for certificates, available at the statutory fee of £10, will be retained.
- 4.3 It is proposed to offer notice of marriage appointments on Saturday mornings in addition to ceremonies. These out of normal office hours appointments would be offered at an additional booking cost of £15 per person and the fee would be levied at the time of the booking.

- 4.4 It is proposed to introduce a £20 administration charge for couples wishing to re-arrange the date or time of their ceremony after giving Notice of Marriage/ Civil Partnership to better reflect the cost of administering such changes. This fee would be charged every time a change to the time and or date is made.
- 4.5 The proposed marriage/civil partnership fees for attendance at Approved Premises as set out in Appendix 2.
- 4.6 Fees for marriages and civil partnerships already booked will be honoured.

OTHER OPTIONS CONSIDERED

- 5.1 To not amend the fees. This is not considered a viable option as the proposed fees and charges better reflect the costs to the service than those currently in place.

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Estates/Property officer Service Director(s) Other(s)	Janie Berry - Director of Legal and Democratic Services Toni Nash – Head of Finance - Resources Not applicable Not applicable Janie Berry – Director of Legal and Democratic Services James Clark – Registration Services Manager
For more information contact: Background papers: List of appendices:	Philip O'Brien 01332 643644 phil.o'brien@derby.gov.uk None Appendix 1 – Implications Appendix 2 – Schedule of Fees

IMPLICATIONS

Financial and Value for Money

- 1.1 The proposed increases ensure that the costs of the service are recovered and that a contribution is made to meeting budget challenges

Legal

- 2.1 None arising directly from this report

Personnel

- 3.1 None arising directly from this report

Equalities Impact

- 4.1 Statutory fees for Birth and Death Registrations remain unchanged, protecting our most vulnerable citizens from increases.

Health and Safety

- 5.1 None arising directly from this report

Environmental Sustainability

- 6.1 None arising directly from this report

Property and Asset Management

- 7.1 None arising directly from this report

Risk Management

- 8.1 None arising directly from this report

Corporate objectives and priorities for change

- 9.1 Good quality services that meet local needs

Appendix 2

Fees for Marriages and Civil Partnerships, from 1 February 2014 (fees not subject to VAT)

Ceremony / Activity	Current £	Proposed £
Provision of Superintendent Registrar and Registrar at Approved Premises (other than the Oak/Acorn Room, Royal Oak House) for marriages and civil partnerships:		
Monday to Friday	285	320
Saturday	300	350
Sunday and Bank Holiday	370	430
Provision of Superintendent Registrar and Registrar at the Oak Room, Royal Oak House for marriages and civil partnerships:		
Monday to Friday	150	200
Saturday morning	200	250
Saturday afternoon	225	250
Provision of Superintendent Registrar and Registrar at the Acorn Room, Royal Oak House for marriages and civil partnerships:		
Monday to Friday	100	125
Saturday morning	125	150
Provision of Superintendent Registrar and Registrar at the Register Office, Royal Oak House for marriages and civil partnerships:		
Monday to Thursday only. This is for the basic ceremony with up to 4 guests with no additional enhancements such as music or readings.	45	45
New fees to be introduced		Proposed £
Post and packing fee for certificates		1
24 hour certificate service		15
Saturday am Notice of Marriage appointment		15
Change to date or time of ceremony		20

