

# DECISION NOTICE

Notice is given that the following decision has been taken under the Provisions set out in the Council's Constitution

**Decision maker:** Cabinet Member for Democratic and Public Engagement, Assurance and ICT

**Date:** 9 October 2017

**Decision in the matter of:** Registration Fees to be set for the Financial Year 2018/19 and Ceremony Fees for 2020/21

**Decision:** That:

- a) the following ceremony fees be agreed, with the equivalent fees also applying to any Renewal of Vows ceremonies :

	<u>Recommended Fees</u> <u>2020/21</u>
Weekday	£550
Sat & Sun	£675
Bank Holiday	£795
Christmas Day and Boxing Day	£900

- b) the Administration fee and second stage payment for ceremonies in 2018/19 be set as follows:

Approved Premises      - £150 Administration Fee  
   - £200 second stage payment

Mayor's Reception Room - £150 Administration Fee  
And Silk Room              - £110 second stage payment

- a) That the fees for ceremonies in the Mayor's Reception Room and the Silk Room for 2019/20 be set at £275 for weekdays and £350 for Saturdays.
- b) That the fee for licensing a building for Marriage and Civil Partnership be set at £1800 for 2018/19.

- c) That the fees for the Nationality Checking Service for 2018/19 be set at:  
Adult - £90; and Child under 18 - £50
- d) That the fees for a Private Citizenship ceremony for 2018/19 be retained at:  
Adult £100 weekday;  
Adult £150 weekend;  
Child under 18 – nil
- e) That the fees for copy certificates for 2018/19 be set at:  
Standard Service (5 working days) - £10 statutory fee  
Next day Service – £25 (inc £10 statutory fee for certificate)  
Premium 1 hour service - £45 (inc £10 statutory fee for certificate)
- f) That a policy of one free booking amendment (date, time or venue) be introduced with immediate effect with subsequent changes being charged a fee of £50 per amendment. This fee to be introduced for the remainder of 2017/18 and for 2018/19.
- g) That a Celebrant Service be introduced with immediate effect and that the fees for this Service be set at the same level as those agreed for Ceremony Fees as follows for 2017/18 and 2018/19:

	<u>2017/18</u>	<u>2018/19</u>
Weekday	£485	£500
Sat & Sun	£590	£605
Bank Holiday	£695	£715
Christmas Day and Boxing Day	£835	£850

**Background:** The Council is seeking to increase fees across a range of the Registration Service non-statutory fees.

In 2009 a full review of the Registration fees was undertaken and since that time fees have been reviewed and determined on an annual basis. In July 2014 a review of ceremony fees was undertaken for the financial years 2014 to 2017.

The majority of fees collected by the registration service are set by central government. The Council has legal authority under legislation to set fees for non-statutory services including:

- Ceremonies at Approved Premises
- Grant of Approval for Approved Premises
- Naming Ceremonies

- Renewal of Vows Ceremonies
- Nationality Checking Service
- Private Citizenship Ceremonies
- Administration Fee for booking ceremonies
- On demand certificate service

The specific power to levy fees for Approved Premises is set out in the Marriages (Approved Premises) Regulations 2011. These state that local authorities may charge an amount determined by the authority as reasonably representing all the costs incurred by it of providing a registrar and superintendent registrar to attend at a solemnization. It is therefore incumbent on the Council to ensure that an assessment of all the costs incurred at a solemnization are made and that the charges levied do not exceed this amount in order to comply with the Regulations.

There is a specific power to charge under section 93 of the Local Government Act 2003, which gives relevant authorities the power to charge for discretionary services. Further the general power of competence contained in the Localism Act 2011 now sits alongside a local authority's power to trade and charge. In common with the LGA 2003 powers, charging for things done in the exercise of the general power of competence is not a power to make a profit from those activities (unless the local authority specifically sets up a company to trade).

**Background Documents:**

The background papers relating to this report can be inspected by contacting the report writer.

**Approved:**

Signed.....  
Councillor Peter Groves, Cabinet Member for Democratic and Public Engagement, Assurance and ICT

**Date:**

9 October 2017

**Advising Officer:**

Signed.....  
Lindsey Parton, Registration Service and Business Manager