

Report to Policy & Resources Committee: Fees and Charges in Life Events.

Appendix 1 - Registration Services: proposed fees and charges 2022-23 and benchmarking

MARRIAGE AND CIVIL PARTNERSHIP FEES

Brighton Town Hall

The fees below are for statutory ceremonies (marriages and civil partnerships).
 Although the type of ceremony is statutory (marriage or civil partnership) the fees are set locally.
 We pay a room hire charge for each use of the Council Chamber
 We pay a larger room hire fee to the Mayor's Parlour and Old Police Cells for each use.
 Fees are inclusive of room hire and registrars (2 staff for Regency Suite and 3 staff for Council Chamber)
 Ceremony slots are 45 minutes for the Regency Suite, 1 hour for MP & OPC & 1.5 hours for CC
COVID-19 information. All Regency Suite ceremonies now 60 minutes to allow for ventilation and sanitisation of room between ceremonies. All other BTH ceremonies 90 minutes. This schedule to continue into 2022.

Service	What is charged for	Fee 2021/22	Proposed Fee 2022/23	Percentage increase/decrease
Regency Suite Fitzherbert Room capacity 10 & Regency Room Capacity 50 (FHR & RR) COVID-19 all ceremonies in RR to allow social distancing max 32 attendees as per RA	Monday to Thursday	£193	£203	5%
	Friday	£293	£308	5%
	Saturday & Sunday	£423	£448	6%
	Bank Holiday	£548	£573	5%
Council Chamber Capacity 120 attendees (CC) COVID-19 max attendees 64 to allow social distancing as per RA	Monday to Thursday	£523	£588	11%
	Friday	£598	£628	5%
	Saturday & Sunday	£648	£683	5%
	Bank Holiday	£698	£728	4%
Mayors Parlour & Old Police Cells Capacity 30 (MP & OPC) Registrar fees excluding venue hire	Monday to Thursday	£223	£238	6%
	Friday	£298	£313	5%
	Saturday & Sunday	£448	£473	6%
	Bank Holiday	£538	£568	6%

Approved Premises

Approved Premises fees are for the attendance of 2 registrars at an authorised venue for a marriage or civil partnership. The venue charges their own separate fees for their services.

Ceremonies are booked for a 2 hour slot which allows for travel between venues.

COVID-19 Last year we kept fee rises at <2% due to the impact on hospitality venues.

Service	What is charged for	Fee 2021/22	Proposed Fee 2022/23	Percentage increase/decrease
Approved Venues	Monday to Thursday	£498	£523	5%
	Friday	£548	£573	5%
	Saturday & Sunday	£558	£588	5%
	Bank Holiday	£648	£648	0%

NON-STATUTORY CEREMONY FEES

Non-statutory, or discretionary, ceremonies and services are provided under the Wellbeing Powers of the Local Government Act 2003. These are additional, often complimentary services that may be provided locally, allowing fees to be charged to cover the costs of provision and generate income for the Local Authority. Non-statutory ceremonies are subject to VAT

A bespoke script is created for each ceremony and the ceremony is led by a registrar acting in the capacity of celebrant.

Fees need to remain competitive against neighbouring districts and independent celebrants.

COVID-19 there may be future increased demand for 'happy ever after'/renewal of vows ceremonies for those who married with restricted numbers during COVID and wish to have a ceremony to include everyone.

Service	What is charged for	Fee 2021/22	Proposed fee for 2022/23	Percentage increase/decrease
Regency Suite	Monday to Friday	£250	£275	10%
	Saturday & Sunday	£450	£475	7%
	Bank Holiday	£500	£550	10%
Council Chamber	Monday to Friday	£500	£550	10%
	Saturday & Sunday	£600	£650	8%
	Bank Holiday	£750	£750	0%
Approved Venues	Monday to Friday	£350	£375	7%
	Saturday & Sunday	£400	£425	6%
	Bank Holiday	£500	£500	0%

Private Citizenship Ceremonies

All new British Citizens are required to attend a naturalisation ceremony. Brighton and Hove offers one group ceremony per month which takes place in the Council Chamber and is attended by the Mayor or the Lord Lieutenant or a Deputy or other dignitary. A fee of £80 is included in the fees paid to the Home Office at the time of application. This is remitted to the local authority once the citizen has attended a ceremony.

Private ceremony on demand for an additional fee if more flexible option required by citizen. These are the fees shown below. Propose no increase. Review mid-year.

COVID-19 Currently offering 1 group day per month on a Tuesday (12 attendees x 5 in a day = 60) To be reviewed in March with a view to restoring larger ceremonies in the Council Chamber (30 attendees with a guest permitted to attend. One ceremony am one pm).

Private ceremonies offered on other Tuesdays (15 minutes per slot, up to 20 in a day) at additional fee as below. We propose to keep the fee at the current level for Tuesdays to ensure sustained appeal to use this option. We propose to introduce a new fee for weekdays other than Tuesday.

Service	What is charged for	Fee 2021/22	Proposed Fee 2022/23	Percentage increase/decrease
Private Citizenship Ceremonies: Town Hall	Tuesday only	£100	£100	0%
	Other week day (new fee)	£150	£150	0%
	Family Monday - Friday	£200	£200	0%
	Weekend	£300	£300	0%
	A/P Monday to Sunday	£500	£500	0%

Additional Fees

The fees below are 'add-ons' for special services.

The premium appointment fee applies specifically to Notice of Marriage and Civil Partnership outside of service opening times, usually on a Saturday. The evening ceremony fee also applies to later ceremonies outside usual service times (5pm onwards).

Cancellation fees apply to appointments and ceremonies and are published in our terms and conditions

Pre-ceremony meetings are optional for couples who wish to have a meeting to discuss their ceremony in detail with one of our ceremony team.

The ceremony amendment fee is for a postponement or change of day to a ceremony booking.

All fees are subject to VAT

Service	What is charged for	Fee 2021/22	Proposed Fee 2022/23	Percentage increase/decrease
Extra Fees	Premium Appointment fee	£15	£15	0%
	Evening ceremony supplement (5pm onwards)	£150	£160	7%
	Notice Appointment Cancellation Charge	£35	£35	0%
	Pre-ceremony meeting Monday to Friday	£50	£50	0%
	Pre-ceremony meeting Saturday	£100	£100	0%
	Ceremony amendment fee	£50	£60	20%
	Non-refundable ceremony booking fee	£150	£160	7%

Approved Premises Licensing

Approved premises have to be licensed for a minimum of 3 years and a renewal must be applied for in good time to ensure the license doesn't lapse.

We have 33 Approved Premises including the Royal Pavilion, The Pier, i360, AMEX Stadium, Bandstand amongst many other venues and hotels.

COVID-19. On renewal next licence will run for 4 years rather than 3 as venues have lost a years' worth of business on their current licence.

Fees levels 'sense-checked' and amended as successive % increases have skewed differentials. BHCC licence fees are high compared to other districts, many of whom have a flat rate with no extra room charges. Some offer reduced rate for renewal compared to first licence.

It may be worth considering a reduction to support current venues and encourage new ones to be licenced. Venue fees in Brighton and Hove are high compared to many other registration districts, including London boroughs.

It may also be worth considering a reduced rate based on capacity to increase the take-up from smaller independent venues (e.g. a venue with only one licenced room capacity 30 or less).

Service	What is charged for	Fee 2021/22	Proposed Fee 2022/23	Percentage increase/decrease
Venue Licensing Fees	One Room	£1820	£1900	4%
	Two Rooms	£2250	£2300	2%
	Three Rooms	£2680	£2700	1%
	Additional Rooms	£300	£400	33%
	Licence Amendment Fee	£50	£75	50%

Statutory and fixed fees

Statutory services are enshrined in law and administered according to the regulations set out in the Births and Deaths Registration Act 1953, the Marriage Act 1949 and the Civil Partnership (Registration Provisions) Regulations 2005, The Nationality, Immigration and Asylum Act 2002 and the British Nationality (General) Regulations 2003.

Statutory fees are set nationally by Fees Order and agreed by parliament.

We are not aware of any forthcoming changes to statutory fees

Service	What is charged for	Fee 2021-22	Assumed Fee 2022-23	% +/-	Statutory Yes/No
Preliminaries for Marriages & Civil Partnerships	Enter notice of marriage/civil partnership	£35.00	£35.00	0%	Yes
	Statutory Referral Fee	£24.00	£24.00	0%	Yes
Marriage/CP	Statutory RO M/CP 1 p/w	£46.00	£46.00	0%	Yes
	CP Conversion	£45.00	£45.00	0%	Yes
	CP Conversion (part 2)	£27.00	£27.00	0%	Yes
General Register Office: Statutory Fees	Space 17	£40.00	£40.00	0%	Yes
	Waiver	£20.00*	£20.00*	0%	Yes
	Local FD Consideration	£50.00	£50.00	0%	Yes
	GRO FD Consideration	£28.00*	£28.00*	0%	Yes
	Local Authorised Correction	£75.00	£75.00	0%	Yes
	GRO Authorised Correction	£32.00*	£32.00*	0%	Yes
	Registrar's General Licence	£15.00	£15.00	0%	Yes

Certificates	Certificate inc. 2 nd Class postage	£11.00	£11.00	0%	Yes
	Priority certificate inc 1 st Class postage	£35.00	£35.00	0%	Yes
	Overseas P&P	£8.00	£8.00	0%	Yes
	Special Delivery P&P	£10.00	£10.00	0%	Yes

Citizenship Ceremony	Group Ceremony 1 p/month	£80.00	£80.00	0%	Yes*
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* Fee payable to LA (after remittance to GRO)

* Fee paid direct by Home office after ceremony has taken place

Retail Items

Service	What is charged for	Fee 2020/21	Proposed Fee 2021/22	Percentage increase/decrease
Retail Items	Bubble Blowers	£1.00	£1.00	0%
	Confetti	£3.00	£2.50	-17%
	Birth Wallets	£3.00	£3.00	0%
	Wedcast	£50.00	£50.00	0%
	Paper Fan	£2.00	£2.00	0%
	Commemorative Certificate	£5.00	£5.00	0%

BENCHMARKING SERB REGION

CURRENT FEES 2021-22	Decomissioned Room						
	Mon - Thurs	Fri	Sat	Sun	BHol	Booking fee?	What Do You Include in the Fee Quoted to the Customer
Bracknell Forest	£500	£610	£610	£670	£670	No	Ceremony only
Brighton & Hove	£193	£293	£423	£423	£548	No	2 x statutory certificates and a commemorative certificate (£27 in addition to fees listed here)
Buckinghamshire	£345	£345	£345	£495	£495	No	Fees listed = ceremony + 2 certificates auto included Short ceremony with 10 guests only available at £235, restricted timeslots Monday-Thursday
East Sussex	£155 - £375	£280 - £500	£280 - £500	£320 - £500	£445 - £625	No	2 x Statutory Certificates & 1 Commemorative Certificate - can be removed from price if requested
Hampshire	£176 - £277	£211 - £473	£293 - £545	£293 - £591	£591.00	£71	ceremony fee, booking fee and 2 x certs
Isle of Wight	£140	£140	£140			£45	Able to rearrange booking once at no charge, personalised ceremony.
Kent	£340 - £870	£340 - £870	£485 - £1140	£485 - £1140	£485 - £1140	£75	Fee quoted is inclusive of booking fee 1 x Commemorative certificate
Medway	£252	£252	£302	£302	£302	£57	Ceremonial certificate
Oxfordshire	£325	£325	£600	£665	£665	£150	includes 1 certificate, a commemorative certificate and attendance of 2 registrars and use of room
Portsmouth	£290	£340	£390			£70	We explain the breakdown i.e. £70 booking fee, £35 each notice then fee for ceremony & 1 certificate

Reading	£162	£270	£270	£490	£490	No	Ceremony and use of room only
Slough	£173	£200	£300	£500	£500	No	
Southampton	£138 - £233	£158 - £323	£188 - £373	£493	£493	£60	The booking fee is in addition to the ceremony fee and is non refundable (unless within 14 days cooling off)
Surrey	£300	£330	£420	£420	£480	£100	Registrars attendance, use of the room / gardens. The booking fee is included in the ceremony fee.
West Berkshire	£255	£255	£285			£25	1 certificate
West Sussex	£217 - £455	£280 - £826	£310 - £904	£310 - £904	£404 - £981	£100	1 certificate and non refundable deposit (ie. booking fee)
Windsor & Maidenhead	£258	£309	£309	£494	£608	£100	Comm cert, telephone talk-through with DSR
Wokingham	£165	£288	£329	£329	£475		
Average Cost	£279.83	£329.75	£393.58	£528.10	£574.27		
Highest Cost	£345.00	£345.00	£600.00	£665.00	£665.00		
Lowest Cost	£140.00	£140.00	£140.00	£302.00	£302.00		

Fees for 2021/22	Approved Venue (excluding certificates)				
	Mon - Thurs	Fri	Sat	Sun	BHol
Bracknell Forest	£500	£610	£610	£670	£670
Brighton & Hove	£498	£548	£558	£558	£648
Buckinghamshire	£620	£620	£620	£670	£670
East Sussex	£545	£595	£595	£595	£645
Hampshire	£410	£484	£566	£602	£602
Isle of Wight	£475	£510	£535	£560	£560
Kent	£595	£595	£785	£785	£785
Medway	£542	£542	£642	£642	£642
Oxfordshire	£630	£630	£630	£665	£665
Portsmouth	£480	£510	£575	£675	£675
Reading	£395	£455	£455	£490	£490
Slough	£462	£462	£535	£700	£700
Southampton	£368	£458	£518	£568	£568
Surrey	£500	£540	£595	£645	£645
West Berkshire	£455	£455	£485	£555	£555
West Sussex	£455	£505	£618	£618	£682
Windsor & Maidenhead	£547	£607	£607	£673	£673
Wokingham	£455	£535	£535	£607	£607
Average Cost					
	£496.22	£536.72	£581.33	£626.56	£637.89
Highest Cost					
	£630.00	£630.00	£785.00	£785.00	£785.00
Lowest Cost					
	£368.00	£455.00	£455.00	£490.00	£490.00

