

**Report to Cabinet: Fees and Charges in Life Events
19 January 2012**

Register Office: proposed new fees and charges

The following details the main changes to the fee table:

	Current fees 2011/12	Proposed fees 2012/13	% increase in fees	Comments
REGENCY ROOM & MAYOR'S PARLOUR				
Monday to Thursday	£87	£92 (inc cert)	5.8%	<p>The new pricing structure has been simplified so there are no longer tiered charges for morning and afternoon ceremonies. Instead from 2012/13 it is proposed that the fee structure for ceremonies is as follows:</p> <ul style="list-style-type: none"> • Monday to Thursdays • Fridays (same fee all day) • Saturdays (same fee all day) • Sundays and public holidays <p>Friday fees being set at the same rate for both morning and afternoon ceremonies will see an increase by 56.1% for morning ceremonies and by 5.7% for afternoon ceremonies but is still lower than fees in East & West Sussex. For Saturday, the increases are 31.8% and 5.7% and again are still lower than fees in West Sussex.</p>
Friday (all day)	£107am £158 pm	£167 (inc cert)	am 56.1% pm 5.7%	
Saturday (all day)	£211am £263 pm	£278 (inc cert)	am 31.8% pm 5.7%	
Sunday & Bank Holidays	£341	£400 (inc cert)	17.3%	
Special days (Christmas Day, Boxing Day, Good Friday, Easter Sunday & Monday, Queen's Diamond Jubilee, New Years Eve New Years Day)	£341	£500 (inc cert)	46.4%	
APPROVED PREMISES				
Monday to Thursday	£332	£360 (inc cert)	8.4%	Proposal after benchmarking
Friday	£332	£385 (inc cert)	16.0%	This is a new fee to be introduced to take into account the popularity of Fridays as a ceremony day. Our proposed fee is less than both East Sussex and West Sussex.
Saturday	£378	£400 (inc cert)	6%	Proposal after benchmarking
Sunday & Bank Holidays	£450.50	£500 (inc cert)	11.0%	Proposal after benchmarking
Special days	£450.50	£600 (inc cert)	33.0%	Currently, 'special days' are charged at a Bank Holiday rate. The

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(Christmas Day, Boxing Day, Good Friday, Easter Sunday & Monday, Queen's Diamond Jubilee, New Years Eve New Years Day)				proposal is for these days to be categorised and charged at a different rate. Other authorities have similar pricing structures, ranging from £637 to £1167 which is charged by Kent County Council.
NON STATUTORY CEREMONIES (RENEWALS, NAMING & COMMITMENT)				
Regency Room & Mayor's Parlour Monday to Friday	£163.50	£170	6.25%	This increase brings the fee in line with other service fees charged.
Regency Room & Mayor's Parlour Saturday	£163.50	£250	52%	Major increase to cover staffing costs and bring into line with statutory ceremonies.
Regency Room & Mayor's Parlour Sunday & Bank Holidays	£163.50	£350	114%	
Approved Premises Monday to Friday	£332	£370	11.44%	This increase brings the fee in line with other service fees charged.
Approved Premises Saturday	£386	£400	3.62%	
Approved Premises Sunday & Bank Holidays	£460	£488	6.08%	
NATIONALITY CHECKING SERVICE & CITIZENSHIP CEREMONIES				
Nationality Checking Service: Adult	£53	£60	13.2%	These increases are inline with benchmarked fees.
Nationality Checking Service: Child	£30	£50	66.7%	
Private Ceremony Monday to Thursday	£84	£100	19.1%	This increase is in line with benchmarked fees.
Private ceremony Friday	£84	£150	78.6%	These are new fees to be introduced to take into account the demand for private citizenship ceremonies, particularly on a Friday or Saturday. These fees have been benchmarked with neighbouring authorities and are competitive.
Private Ceremony Saturday	N/A	£250	N/A	
Private Ceremonies in approved venues	See approved venue charges			Fees for private ceremonies in approved venues are charged at the same rate as 'approved venues' above
NCS cancellation fee	£10	£10.50	5.0%	

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FEES AND CHARGES				
Booking fee for Regency Room & approved venues	New	£55	N/A	This fee reserves the ceremony slot and will be deducted from the ceremony total. The fee will be forfeited if the couple cancel their booking. Most registration districts now take a non-refundable booking fee including Kent (£55), Surrey (£50), Southampton (£30) and West Sussex (£50).
Booking fee for Register Office	New	£25	N/A	This fee reserves the ceremony slot and will be deducted from the ceremony total. The fee will be forfeited if the couple cancel their booking.
Approved marriage venue licence: one room	£1,275	£1,352	6%	This fee accounts for revised administrative costs.
Approved marriage venue licence: two rooms	£1,581	£1,676	6%	
Approved marriage venue licence: three rooms	£1,897	£2,011	6%	
Approved marriage venue licence: additional rooms	£204	£216	5.9%	
Ceremony amendment fee	New	£25	N/A	This fee to be paid when couple make amendment to booking. Other authorities charge similar prices Surrey (£20) and Kent (£25).
Premium appointment fee (weekends & after 5pm)	New	£10 per person	N/A	A premium service is to be offered to those wishing to enter notices of marriage or use the Nationality Checking Service outside of core hours. The charge proposed is £10 per person to be paid for appointments on Saturdays or evening.
Pre-ceremony meeting Monday to Friday	New	£50	N/A	We currently do not charge for this even though there is demand from couples which in turn has a major impact on resources. Other registration districts do charge for 'rehearsals' (Kent £88 Mon-Fri & £129 Sat & Hampshire charge £45 per hour).
Pre-ceremony meeting Saturday	New	£100	N/A	
Adult name deed	New	£45	N/A	This new service is proving popular in registration districts across the country. ESCC have been offering the service for some time and currently charge £42 Adult £47 Child.
Child name deed	New	£50	N/A	
PRODUCTS				
Guide to marriage certificates book	£4	£4.50	12.5%	
Guide to birth & death certificates book	£4	£4.50	12.5%	
Bubble blowers	£0.50	£0.50	0%	

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Rice confetti	£2	£2	0%	
Disposable camera	£3	£3	0%	
DVD of ceremony	£5	£5.50	10%	
DVD of ceremony	£63	£68	7.9%	
Internet broadcast of ceremony	£63	£68	7.9%	
Pack of invitations	£2	£2	0%	
Lamination of certificate	£1	£1.50	50%	Price has not changed since introduction of service in 2003
Baby wall chart	£2.50	£2.50	0%	
Wall chart	£5	£5	0%	
Wall chart	£5	£5	0%	
Book of wedding verses	£3	£3.50	16.7%	
Union Jack flags	New	£1	N/A	Will be on offer at Citizenship Ceremonies for people to purchase
Union Jack tissues	New	£1	N/A	
Union Jack umbrella	New	£5	N/A	