

**Report to the Cabinet Member for Public Protection and Waste.**

**Report submitted by: Executive Director for Adult Services, Health and Wellbeing**

**Date: 11 November 2013**

**Part I**

Electoral Division affected:  
All

**Registration Service Fees**

Contact for further information:

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**Executive Summary**

Proposed increases to a range of Registration Service fees relating to the delivery of ceremonies in Lancashire and including the provision of certified copies (certificates) by Certificate Services, to be brought in to force on 1 April 2014, are set out below.

This is deemed to be a Key Decision and Standing Order 25 has been complied with.

**Recommendation**

The Cabinet Member for Public Protection and Waste is recommended to agree to the increases to Registration Service fees in relation to the delivery of ceremonies and provision of certificates as set out in the tables below.

The proposed ceremony fees are as follows:

<b>Registration Office</b>	Mon (morning)	Mon (afternoon) - Thurs	Fri	Fri (late)
	9am - 12.00	9am - 4 pm	9 am-4 pm	4.30 - 7 pm
Current	£45	£45	£100	£150
Proposed	<b>£45</b>	<b>£100</b>	<b>£150</b>	<b>£200</b>

<b>Registration Office</b>	Saturday	Sat (late)	Sunday	Bank Hol
	9am - 4 pm	4.30pm -7pm	9am-4pm	9 am-4 pm
Current	£150	£200	£200	£200
Proposed	<b>£200</b>	<b>£250</b>	<b>£250</b>	<b>£250</b>

<b>Approved Premises</b>	Mon - Thurs	Fri	Fri (late)	Saturday
	9 am- 4 pm	9 am- 4 pm	4.30pm-7pm	9 am- 4 pm
Current	£250	£290	£350	£350
Proposed	<b>£275</b>	<b>£300</b>	<b>no change</b>	<b>no change</b>

<b>Approved Premises</b>	Saturday (late)	Sunday	Bank Holiday
	4.30pm-7 pm	9 am-4 pm	9 am – 4 pm
Current	£400	£400	£400
Proposed	<b>no change</b>	<b>no change</b>	<b>no change</b>

The proposed (non-statutory) ceremony fees (family welcoming and renewal of vows ceremonies) are as follows:

<b>Registration Office</b>	Mon – Thurs	Fri	Sat	Sun/Bank Hol
	9 am–4 pm	9 am-4pm	9 am-4 pm	9 am-4 pm
Current	£80	£80	£110	£150
Proposed	<b>no change</b>	<b>£100</b>	<b>£150</b>	<b>no change</b>

Later Hours	Friday 4.30-7pm	Saturday 4.30-7pm
Proposed	<b>£130</b>	<b>£160</b>

<b>Approved Premises</b>	Mon - Thurs	Fri	Sat	Sun/Bank Hol
	9 am-4 pm	9 am-4 pm	9 am-4 pm	9 am-4 pm
Current	£135	£135	£195	£255
Proposed	<b>£150</b>	<b>£150</b>	<b>£200</b>	<b>no change</b>

Later Hours	Friday 4.30-7pm	Saturday 4.30-7pm
no changes	<b>£185</b>	<b>£245</b>

The proposed Certificate Services fees are as follows:

<b>Certified Copies (Certificates)</b>	Standard Service	Priority Service (immediate whilst the customer waits)
Current	£10	£10
Proposed	<b>no change</b>	<b>£20</b>

## **Background and Advice**

### **Ceremony fees**

There have been no increases to ceremony fees since April 2012. A full review of the fees charged for delivering ceremonies has been carried out with the key aim of the review being to ensure that the full costs of providing the service are recovered, whilst at the same time providing ceremonies at certain times of the week and within our Registration Office Ceremony Rooms at an affordable rate.

To ensure full cost recovery, it is proposed to offer ceremonies in our Registration Office Ceremony Rooms at the standard nationally set minimum fee of £45 on a Monday morning. These ceremonies will be legally compliant and we will offer minimal enhancements (a choice of music and ring exchanges). Registration Office Ceremonies at other times of the week will attract a higher fee but longer time slots and a full range of embellishments will be offered. Therefore couples planning a ceremony have a range of choices for which a sliding scale of fees will apply. The choices include whether their ceremony takes place in an approved venue, one of our Registration Office Ceremony Rooms, what day of the week they wish to have their ceremony and whether they wish a basic legal ceremony or an enhanced ceremony with various choices of embellishing their ceremony.

### **Certificate Fees**

Certificate Services (part of Registration Services) produces certified copies (certificates) for customers on demand at the nationally set fee of £10. Customers can apply over the telephone, online, by post or in person. Currently if a customer attends at Certificate Services in person and requests that the certificate is given to them immediately whilst they wait no additional charge is made. In providing such a service there is a cost as the application has to be dealt with immediately and the usual workflow has to be interrupted making these applications more staff resource intensive. It is proposed that a priority fee of £10 is charged for customers who wish to receive a certificate immediately rather than their application be dealt with in the usual workflow of all other applications received. Customers will therefore have a choice of an immediate priority service or standard service. The service has benchmarked with other Registration Authorities and found that they all charge a priority certificate fee and a number at a higher level than is being proposed.

### **Finance**

The financial implications are an expected increase in income of around £135,000 (full year effect). This is based on 2012/13 outturn figures for ceremony fees and an assumption has been made that this level of take up of each type of ceremony will continue.

### **Consultations**

N/A

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

A full review of the proposed fee increases has been carried out. If these fees are not increased as outlined in the above tables, then there is a significant risk that the full costs of delivering these services will not be recovered.

### **Local Government (Access to Information) Act 1985**

#### **List of Background Papers**

Paper	Date	Contact/Directorate/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A