



Rutland County Council

Review of Rutland Registration Service Fees November 2014

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Contents

1.0	Context of the Review	3
2.0	Determination of Fees.....	4
3.0	Service Costs.....	6
4.0	Ceremony Costs	8
5.0	Benchmarking.....	12
6.0	Proposed Changes to Fees and Charges.....	15
7.0	Conclusion and Recommendations	16
	Appendix.....	18

1.0 Context of the Review

- 1.1 Rutland is an extremely popular County for Weddings, benefitting as it does from beautiful surroundings and a number of interesting, unusual and memorable locations where couples can choose to take their vows. Records indicate that weddings undertaken in the County are 25% Rutland residents against 75% external residents, although many of the external couples have family ties to the County.
- 1.2 Rutland County Council has operated the Registration Service for the Registration District of Rutland since Local Government Reorganisation in 1997. Prior to 1997, the service was operated by Leicestershire County Council, who continue to provide Coronial Services for Rutland, and other services on the basis of a number of Joint Arrangements.
- 1.3 This Full Review of Registration Service Fees has been undertaken as a result of a complaint by a member of the public, regarding the cost of a wedding for a family member. The matter was ultimately referred to the Local Government Ombudsman, who ruled on 29th September 2014 as follows:

Final Decision:

The Council was at fault for failing to calculate an accurate cost base on which it could fairly base its fees for conducting weddings at appropriate premises. This has caused Mr T uncertainty as to whether he was fairly charged. The Council is currently taking appropriate actions to re-assess the costs and set new fees if appropriate.

Agreed Action

The Council will complete its review of the fees within two months of the date of the Ombudsman's final decision. It should determine whether Mr T was overcharged and, if so, offer to repay him the excess amount he paid.

- 1.4 This review has been undertaken to meet the requirements laid down by the Local Government Ombudsman, and makes a series of recommends including revised levels of charges. Details of the conclusions and recommendations are given in section 7.3.
- 1.5 In order to comply with the ruling of the Local Government Ombudsman, the Local Authority should continue to review Registration Fees on an annual basis, and not simply inflate the charges every year by a set figure.

2.0 Determination of Fees

2.1 Most of the Registration Service Fees are laid down nationally by the General Register Office. The current national fees can be found in the Appendix of this report. However some fees are a matter for the Local Authority, in accordance with Reg. 12(6) of the **Marriages and Civil Partnerships (Approved Premises) Regulations 2005**. The regulation provides that: “The Superintendent Registrar shall be entitled to receive a fee of an amount determined by the Authority as reasonably representing all the costs to it of providing a Registrar and Superintendent Registrar to attend at a solemnization”

2.2 Guidance on this matter is provided by the Registrar General, which is given below:

There are four fees which may be levied, at the discretion of the authority. Each fee may be set locally at any level up to the full cost of providing the service.

- a) *The fee for the application for approval and renewal [of premises licenced for marriages and civil partnerships] can be determined in advance but cannot include any costs of a review. Authorities may choose to set classes of fees (according to the average cost of dealing with an application for all buildings or buildings of a particular type) or set individual fees according to the cost of dealing with each application.*
- b) *The additional fee payable when a review is requested can be determined on the same basis as the fee for the application for approval and renewal but does not apply to a review of a decision to revoke an approval.*
- c) *The fee for the attendance of the superintendent registrar and registrar at a marriage is a fee, set by the authority, which reasonably represents the costs to the authority of providing the same for a marriage solemnization.*
- d) *The fee for the attendance of the civil partnership registrar at a civil partnership is a fee, set by the authority, which reasonably represents the costs to the authority of providing the same for a civil partnership registration.*

Though the fees are a matter for authorities, they are only able to recover their reasonable costs incurred. The fee set may be a standard fee or can differ to take account of variables such as the time of the ceremony (for example on a weekend rather than weekday), distance travelled to a venue for attending staff and so on. HM Revenue and Customs have advised that all these fees are exempt from VAT because they relate to a non-business activity of the authority.

2.3 Rutland County Council's Registration Service fees have been subject to annual approval by Cabinet as part of the budget setting process (for example, see Cabinet Report 12/2013 “Fees & Charges 2013/14”). Variations have been made from time to time to reflect changes to services, but a comprehensive review of the costs of the service has not been undertaken for some time, which was a key element of the Ombudsman ruling.

2.4 The current level of discretionary fees in Rutland is as follows (national fee levels are included in grey for context):

a) Licensing fees for Approved Venues			£1,370
b) Licence Amendment Fee			£175
c) and d) Weddings and Civil Partnerships	Register Office (National Fee)	Any Day	£46
	Catmose Cottage Drawing Room ("Decommissioned Room")	Mon-Fri	£100
		Sat	£150
		Sun & BH	£200
	Other Approved Venue	Mon- Fri	£305
		Sat	£382
		Sun & BH	£465
Religious Ceremonies	Attendance of One Registrar (if required) (National Fee)	£86	

Fees quoted do not include issuing a standard certificate of marriage at the time of registration, the level of fee for which is set nationally.

2.5 Many Religious Ceremonies do not require the attendance of a Registrar, as Church of England venues hold their own registers. However, where a Register is not held, the presence of a Registrar is required. As there will already be a Minister presiding over the Ceremony, this only requires the attendance of one officer, not two as per civil ceremonies. The cost for a Registrar attending a religious ceremony is set nationally, and therefore the Local Authority is not able to make this charge reflect the actual cost of the service. Similarly the cost of a Register Office ceremony is also set nationally. The disparity in cost between religious ceremonies, Register Office ceremonies, and Approved Venue charges was a significant element of the complaint submitted by Mr T. The costs of these functions are outlined in Section 4.

3.0 Service Costs

3.1 The costs of delivering the whole of the Registration Service have been reviewed, and the costs of provision of the ceremonies function have also been calculated (see next section). The costs include staffing, services, premises, management and central support costs. The summary costs are shown in the table below:

Description	Actual 2013-14	Breakdown		
Salaries - Basic Pay	44,424	90,100	Direct Costs:	47.6%
Salaries - National Insurance	5,490			
Salaries - Overtime	23,807			
Salaries - Superannuation	10,180			
Wages - Holiday Pay	1,071			
Unsocial Hours	1,876			
Bank Holiday Pay	163			
Other Employee Expenses	397			
Car Mileage	2,692			
FRS17 Service Costs	1,917	99,261	Indirect Costs:	52.4%
Window Cleaning	275			
Contract Cleaning	47			
Repairs & Maintenance: Plant	9,022			
Repairs & Maintenance: Buildings	659			
Grounds Maintenance	862			
Electricity	2,788			
Gas	4,644			
Business Rates	6,699			
Water	445			
Services - Fees and Charges	136			
Subscriptions	300			
Management (Proper Officer, 20%)	11,380			
Insurance	800			
Support Service Recharge – HR	7,296			
Support Service Recharge – ICT	2,500			
Support Service Recharge – Payroll	949			
Support Service Recharge – Accountant	804			
Support Service Recharge – Property	28,630			
Support Service Recharge – Print	4,949			
Support Service Recharge – Training	2,501			
Support Service Recharge – IT	8,037			
Support Service Recharge – Telecoms	438			
Support Service Recharge – Customer Services	3,183			
Total Costs	189,361			
Other Grants	-418	-135,464	Income	-71.5%
Fees - Licensing	-1,370			
Fees - Registrars	-133,676			
Net Costs	53,897			

- 3.2 The table clearly shows that although the Registration Service generates a significant level of income, this does not cover the full cost of operating the service, which had a net cost of £53,897 in 2013-14. At present the costs of the service are split across 3 Cost Centres in the Council's Finance System: 3420 (Registration Services); 5842 (Culture & Leisure); and 2900 (Admin Buildings). **It is recommended** that from 2015-16, in order to make future reviews of the costs of the service more straightforward, the premises and Proper Officer costs should be apportioned within the Registration Service budget.
- 3.3 A significant cost element of the Registration Service is, inevitably, the staffing of the service. Legislation requires that a Local Authority employs a Superintendent Registrar; and a Registrar for Births, Deaths and Marriages. These posts cannot be held by the same person. In Rutland, the only permanently contracted members of Registration staff are these two roles, with additional cover being provided by a number of staff on zero hours contracts. This ensures that staff are only paid when directly required to undertake duties, and as such is the most efficient manner in which the duties of the service can be delivered.
- 3.4 There has also been an analysis made of the grading and structure of the service. The Superintendent Registrar and Registrar of Births Deaths and Marriages roles have been benchmarked against the same roles in other authorities, and although not all authorities operate the same evaluation criteria, the remuneration of the posts is at a comparable or lower level than that of neighbouring authorities.
- 3.5 Neighbouring authorities employ additional staff to just undertake ceremonies on a lower grading. **It is therefore recommended** that, in the next financial year, the Registration Service undertakes a recruitment exercise to employ additional zero hours ceremonial staff on comparable rates to neighbouring authorities. This will allow the overall cost of undertaking ceremonies to be reduced.

4.0 Ceremony Costs

“a fee of an amount determined by the Authority as reasonably representing all the costs to it of providing a Registrar and Superintendent Registrar to attend at a solemnization”

4.1 In order to be fully transparent, and to answer directly the substance of the complaint from Mr T, the costs of the delivery of the Ceremony Functions have been calculated. The findings are as follows:

4.2 **Standard Register Office Ceremony: Direct “On the Day” Costs**

At present Rutland Registration Staff are remunerated at the APT&C grading of SO2, which is £28,922 per annum for a full time employee (although all members of staff are part time or on zero hours contracts). In addition, the Local Authority must meet the National Insurance and Superannuation Contributions for its employees, which increases the full time equivalent cost to £36,193 per annum. This is equivalent to £18.76 per hour.

A basic 2 hour wedding, with 2 Registration Staff (as required by law) would therefore cost $£18.76 \times 2 \times 2 = \mathbf{£75.04}$. Standard Register Office ceremonies are provided at the place of work of the staff, therefore there is no travel implication.

Registration Staff are entitled to enhanced payments of time & a half on Saturdays, and double time on Sundays and Bank Holidays. As such, the direct service costs are higher on these days (please see the table in section 4.6 below for more details).

4.3 **Standard Register Office Ceremony: Direct “Preliminary and Postliminary” Costs**

Wedding ceremonies are not spontaneous events that have no preparation requirements. Every wedding will require an appointment with the Registration Service to outline the legal requirements of the ceremony, to check documentation, and to diarise appointments. Equally, once a ceremony has been conducted there are direct administrative duties required in terms of proper security and care for official documents and moneys received. Rutland County Council apportions 1 officer 1½ hours per wedding for preliminary work, and ½ hour per wedding for Postliminary work. These are calculated at plain time. The costs are therefore $£18.76 \times 2 = \mathbf{£37.52}$

4.4 **Standard Register Office Ceremony Direct Cost:** $£75.04 + £37.52 = \mathbf{£112.56}$

4.5 **Religious Ceremony Direct Cost**

Using a similar calculation to that outlined above, the cost of a Religious Ceremony attendance by a Registrar will be 2 hours for the wedding itself, and 2 hours for preliminary and postliminary costs but for just 1 officer, plus a travel time and expenses element. Using the HMRC recommended rate of 45p per mile, a ceiling on return travel costs to anywhere in Rutland has been set at

£10.00, and the travel time set at 30 minutes.

These costs are therefore $£18.76 \times 4.5 = £84.42 + £10.00 = £94.42$

4.6 **Decommissioned Room and Approved Venue Costs**

The direct cost of providing ceremonies in the Decommissioned Room at Catmose Cottage (the Drawing Room), and at Approved Venues, is calculated on the same basis as given above. In addition, travel to an Approved Venue has an additional half hour allowed for time, and £10 for expenses, so an Approved Venue weekday wedding cost would be $£18.76 \times 2 \times 2.5 = £93.80 + £37.52 + £10 = £141.32$

These costs are tabulated below:

Element	Time	Calculation	Direct Cost
Decommissioned Room (no travel)	Mon-Fri	£75.04+£37.52	£112.56
	Sat	£112.56+£37.52	£150.08
	Sun & BH	£150.08+£37.52	£187.60
Other Approved Venue (travel)	Mon- Fri	£93.80+£37.52+£10	£141.32
	Sat	£140.70+£37.52+£10	£188.22
	Sun & BH	£187.60+£37.52+£10	£235.12

4.7 Mr T has asserted that these are the only costs which the Local Authority should apply in relation to the delivery of the wedding service. However, the review of the complaint undertaken by Peterborough Legal Services stated:

“I consider it accepted law and practice that “all the costs” includes all of the activities that go to support of the solemnization functions carried out by these persons. This is the full costs of the service, the personnel, the marketing of the service, the running of the department and all of the apportioned corporate costs that sit behind any officer of a significant public authority (or company).”

4.8 In investigating the case the Local Government Ombudsman reviewed the findings of Peterborough Legal Services. The statement above was not disputed, but the Ombudsman asserted that the Authority must demonstrate how it has calculated its costs.

4.9 **Wedding and Civil Partnership Full Cost Recovery**

In addition to the costs set out above in sections 4.2 to 4.6, the Local Authority bears the following costs:

Premises costs for the Register Office, including utilities, buildings maintenance, repairs and furnishings; cash handling and finance systems; marketing and publicity; security, including the requirement for safes and strong rooms for the storage of registers and certificates; management costs; stationery, services and equipment; and support services costs.

These indirect costs, as shown in section 3.1 of this report, total £99,261 per annum, which is 52.4% of the total service expenditure. In other words, 47.6% is direct staff cost, and 52.4% is “behind the scenes” costs. As these costs fall across all aspects of the service, Rutland County Council apportions them by regarding the direct cost of each activity (calculated above) as 47.6% of the total, and adding 52.4% for indirect costs to calculate full cost recovery.

4.10 The table below shows the impact of full cost recovery on each aspect of the discretionarily charged services, and a comparison to current charges:

Service	Element	Time	Direct Cost 47.6%	Indirect Cost 52.4%	Full Cost	Current Charge
Weddings and Civil Partnerships	Register Office (National Fee)	Mon-Fri	£112.56	£123.91	£236.47	£46
		Sat	£150.08	£165.21	£315.29	
		Sun & BH	£187.60	£206.52	£394.12	
	Decommissioned Room	Mon-Fri	£112.56	£123.91	£236.47	£100
		Sat	£150.08	£165.21	£315.29	£150
		Sun & BH	£187.60	£206.52	£394.12	£200
	Other Approved Venue	Mon- Fri	£141.32	£155.57	£296.89	£305
		Sat	£188.22	£207.20	£395.42	£382
		Sun & BH	£235.12	£258.83	£493.95	£465
Religious Ceremonies	Attendance of One Registrar (if required)	Mon- Fri	£94.42	£103.94	£198.36	£86
		Sat	£113.18	£124.59	£237.77	
		Sun & BH	£131.94	£145.24	£277.18	

4.11 As the table clearly shows, standard Register Office Ceremonies and Religious Ceremonies are heavily subsidised by Rutland County Council. The Council also offers its own Decommissioned Room at a heavily discounted rate, to ensure that persons wishing for a non-religious but more significant event than the standard fee wedding can have a ceremony at an affordable level. The charges for an Approved Venue wedding are at below cost for Saturdays, Sundays and Bank Holidays, however week day ceremonies are slightly above the full cost level, at £305 whilst the full cost is £296.89

4.12 In reviewing these figures, it is clear that that all but one aspect of the service delivery is provided at below cost price. The ceremony which caused Mr T’s

complaint took place on a Saturday in 2013, and as such would have been charged at less than the full cost recovery level which the Authority would be able to levy. This review finds that, under the legal advice that we have been given, Mr T was not overcharged for the ceremony.

- 4.13 Week day Approved Venue weddings are presently charged at a level slightly above full cost price, but by less than £10. The Authority has considered this anomaly, which has been caused by the charges not being fully examined each year as is required. It has been decided that, given the low level of the overcharge, refunds will not be offered to persons who have received a weekday ceremony. The charge will not be increased in 2015-16, and it is anticipated that the effect of inflation will mean that the charge is brought in to line with costs.

5.0 Benchmarking

5.1 In order to be satisfied that the costs of the service provided by Rutland County Council are not unreasonable, the authority has participated in a benchmarking exercise with a significant number of other authorities in the East Midlands and East Anglia. The findings are tabulated below.

5.2 Comparators – Decommissioned Room Charges

Registration Service	Mon – Thurs	Friday	Saturday	Sunday & BH
Rutland	£100	£100	£150	£200
Northamptonshire	£170	£180	£240	£305
Leicestershire	£70	£125	£125	£250
Lincolnshire	£280	£295	£295	£320
Nottinghamshire	£100	£185	£280	£360
Nottingham	£85 - £310	£85 - £310	£110 - £335	£200 - £360
Bedfordshire	£120 - £135	£120 - £150	£175 - £200	N/A
Buckinghamshire	£150	£220	£220	£350
Cambridgeshire	£80-£160	£205	£205	closed
Essex	£195	£195	£410	
Hertfordshire	£195	£275	£435	£515
Luton	£60 / £75	£100	£185	
Milton Keynes	£120	£180	£180	£250
Norfolk	£150 - £225	£250 - £325	£250 - £325	£450
Oxfordshire	£150	£210	£210	N/A
Peterborough	£200	£280	£280	N/A
Southend	£120	£180	£245	£400
Suffolk	£200	£200	£200	N/A
Thurrock	£170	£170	£200 / £250	N/A
Average	£143	£187	£231	£327

Where a District has given a range of prices, the lower figure has been used to calculate the average.

5.3 Comparators – Approved Premises Charges

Registration Service	Mon – Thurs	Friday	Saturday	Sunday & BH
Rutland	£305	£305	£382	£465
Northamptonshire	£320	£370	£425	£485
Leicestershire	£270	£375	£375	£425
Lincolnshire	£410	£450	£450	£500
Nottinghamshire	£360	£365	£395	£495
Nottingham	£200 - £360	£375	£400	£425
Bedfordshire	£355 - £415	£355 - £415	£415 - £490	£480 - £550
Buckinghamshire	£415	£495	£495	£535
Cambridgeshire	£420	£420	£420	£500
Essex	£375	£375	£410	£465
Hertfordshire	£435	£465	£490	£515
Luton	£350	£350	£400	£450
Milton Keynes	£320	£370	£450	£530
Norfolk	£350	£450	£450	£525
Oxfordshire	£400	£450	£450	£530
Peterborough	£425	£425	£475	£475
Southend	£350	£350	£400	£450
Suffolk	£400	£400	£400	£505
Thurrock	£375	£375	£410	£465
Average	£360	£396	£426	£485

Where a District has given a range of prices, the lower figure has been used to calculate the average.

5.4 It is clear from an analysis of the fees that Rutland does not make excessive charges when compared to other Registration Districts; indeed Rutland's charges are very significantly lower than average in all cases. The charge for a Mon-Thurs Decommissioned Room ceremony varies from £60 to £310, with Rutland charging £100, joint fifth lowest in the sample. Similarly, charges for a ceremony at an Approved Venue Mon-Thurs vary from £200 to £435, with Rutland charging £305, the third lowest of the sample undertaken.

5.5 The Rutland Registration Service does not offer additional private services, although statutory nationality ceremonies are provided. Additional services such as name change deeds, nationality checking, private nationality ceremonies, settlement checking, commitment ceremonies, naming and renewal ceremonies are offered in other Districts. **It is recommended** that the potential for these additional services should be explored by the principal officers of the service.

- 5.6 Charging levels for individual Districts are not published on the General Register Office website. Many Districts publish their fees for the attendance of registrars at Weddings or Civil Partnerships on their own websites. **It is recommended** that charges should be published on the RCC website, as this would represent an improvement in customer service.
- 5.7 Some Districts impose additional charges, such as deposits for ceremonies, weekend / evening office appointments, higher expedited certificate fees, a fee to change a diary booking for a wedding, and cancellations. At present Rutland County Council does not levy such charges. These are areas where there are administrative costs to the authority, and **it is recommended** that the following charges are instituted:

£20 administration fee for each occasion where diary changes are made to Decommissioned Room or Approved Venue ceremonies

10% non-refundable deposit for Decommissioned Room or Approved Venue ceremonies to be taken at the time of booking

6.0 Proposed Changes to Fees and Charges

- 6.1 The preceding sections make clear the deficit position which the Local Authority is in, with regard to the provision of wedding ceremonies and the overall Registration Service. Making the cost savings suggested in 3.5 may allow some progress to reducing the deficit generated by the operation of the Registration Service, however it will not make sufficient savings to bring the service in to a nil cost position. It is therefore appropriate to consider increasing the discretionary fees charged for elements of the service as this review has shown that these are below full cost recovery. **It is recommended that fees are only increased by 1.99%** (which is the level of increase across other services being implemented by the Council for 2015/16). This increase is significantly below the level the authority could charge for the service, as shown by this review. Costs for Approved Venue week day ceremonies should be held at their current level, as these are currently charged slightly above full cost recovery. A further review during 2015 will examine the apportioning of the overheads of the service, and the results will be used to amend the level of fees if there is a case to do so.
- 6.2 If the recommendations above are implemented, the Registration Service will not be able to move towards a cost neutral position for the authority. As noted in section 2.1, the Local Authority is not allowed to charge above full cost recovery for wedding and civil partnership ceremonies, due to the Marriages and Civil Partnerships (Approved Premises) Regulations 2005, and is required to charge extremely low fees for standard ceremonies, as the table in section 4.10 demonstrates.
- 6.3 The recommended new fees with the 1.99% increase are shown in the table below. It should be noted that the proposed fees are significantly below the average charged in the sample Districts, and are below full cost recovery levels:

Fee Element		2014-15	2015-16	
a) Licensing fees for Approved Venues		£1,370	£1,400	
b) Licence Amendment Fee		£175	£180	
c) and d) Weddings and Civil Partnerships	Catmose Cottage Drawing Room (Decommissioned Room)	Mon-Fri	£100	£105
		Sat	£150	£155
		Sun & BH	£200	£205
	Other Approved Venue	Mon- Fri	£305	£305
		Sat	£382	£390
		Sun & BH	£465	£475

7.0 Conclusion and Recommendations

- 7.1 Although the popularity of Rutland as a Wedding Destination is very positive in terms of generating visits and income to the County, at present the Registration Service offers ceremonies at below the actual cost of delivering the service, and as a result local taxpayers are subsidising the provision of weddings and civil partnerships.
- 7.2 The Local Authority in applying its charges is not permitted to profit from the delivery of a Registration Service. The costs applied in the range of ceremonies covers the whole cost of providing the service, and not just the charges pertaining to the Registrars' salaries at the time of delivering the service.
- 7.3 This Review of Registration Service Fees therefore finds that:
- 1 The costs of the Registration Service have not been accurately calculated in the past, and that the discretionary fees levied by the service are insufficient to cover the service cost **(section 4.10)**
 - 2 The whole costs of the service should be represented in the service budget from 2015-16 **(section 3.2)**
 - 3 To reduce the cost of ceremonies, additional zero hour staff should be recruited in the near future, on lower levels of pay than existing staff reflecting reduced duties, but on a comparable basis to neighbouring authorities and properly Job Evaluated **(section 3.5)**
 - 4 From April 2015 charges should increase as shown in the table in **section 6.3**
 - 5 The levels of discretionary fees charged must be reviewed on an annual basis to ensure that charges are not above full cost recovery, and a further review during 2015 will examine the apportioning of the overheads of the service, and the results will be used to amend the level of fees if there is a case to do so **(section 1.5 & 6.1)**
 - 6 It is recommended that in the coming months the service reviews its capacity for delivering additional services, such as offering Naming Ceremonies, Renewal of Vows etc. **(section 5.5)**
 - 7 A charge should be introduced for diary changes to Decommissioned Room and Approved Venue ceremonies; and a 10% non-refundable deposit should be introduced at the time of a booking **(section 5.7)**
 - 8 The Registration Service fees should be published on the Rutland County Council website **(section 5.6)**
 - 9 This review finds that, under the legal advice we have been given, Mr T was not over-charged for the ceremony; and as such there is no requirement for an element of the fee that he was charged to be reimbursed **(section 4.12)**

**A large print version of this document is
available on request**



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Appendix

Summary of fees payable to Registration Officers, England and Wales

Statutory power	Service	Fee from 1 September 2014*
1. General Search		
Superintendent Registrar		
<i>S.31(2)(a), B&D Regn Act 1953; S.64(2)(a), Mge Act 1949</i>	A general search in indexes in his/her office not exceeding 6 successive hours	£18.00
2. Certificates		
Superintendent Registrar		
<i>S.31(2)(c), B&D Regn Act 1953; S.64(2)(c), Mge Act 1949</i>	Issuing a standard certificate of birth, death or marriage	£10.00
<i>See footnote #</i>	Issuing a certificate of birth, death or marriage for certain statutory purposes	£10.00
<i>S.33(1), B&D Regn Act 1953</i>	Issuing a short certificate of birth	£10.00
Registrar		
<i>S.32(c), B&D Regn Act 1953; S.63(1)(b), Mge Act 1949</i>	Issuing a standard certificate of birth, death or marriage	
	At the time of registration	£4.00
	After the time of registration	£7.00
<i>See footnote #</i>	Issuing a certificate of birth, death or marriage for certain statutory purposes	
	At the time of registration	£4.00
	After the time of registration	£7.00
<i>S.33(1), B&D Regn Act 1953</i>	One short certificate of birth issued at the time of registration	NIL
	Any other short certificate of birth	
	At the time of registration	£4.00
	After the time of registration	£7.00
3. Marriages		
Superintendent Registrar		
<i>S.27(7), Mge Act 1949</i>	Attending outside his/her office to be given notice of marriage of a house-bound or detained person	£47.00 (Housebound)
		£68 (Detained)

S.27(6), <i>Mge Act 1949</i>	Entering a notice of marriage in a marriage notice book	£35.00
S.17(2), <i>Marriage (Registrar General's Licence) Act 1970</i>	Entering a notice of marriage by Registrar General's Licence in a marriage notice book	£3.00†
S.51(2), <i>Mge Act 1949</i>	Attending a marriage at the residence of a house-bound or detained person	£84.00 (Housebound) £94.00 (Detained)
S.17(2), <i>Marriage (Registrar General's Licence) Act 1970</i>	Attending a marriage by Registrar General's licence	£2.00†
S.51(1A)(b), <i>Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005</i>	Attending with a registrar a marriage on approved premises	As set by the local authority
Registrar		
S.51(1), <i>Mge Act 1949</i>	Attending a marriage at the register office	£46.00
S.51(1), <i>Mge Act 1949</i>	Attending a marriage at a registered building or the residence of a house-bound or detained person	£86.00 (registered building) £81.00 (House-bound)) £88.00 (Detained)
S.17(2), <i>Marriage (Registrar General's Licence) Act 1970</i>	Attending a marriage by Registrar General's Licence	£2.00†

4. Certification for worship and registration for marriage

Superintendent Registrar

<i>S.5, Place of Worship Registration Act 1855</i>	Certification of a place of meeting for religious worship	£29.00
<i>S.41(6), Mge Act 1949</i>	Registration of a building for the solemnization of marriages between a man and a woman	£123.00
<i>S.43D Mge Act 1949</i>	Registration of a building for the solemnization of marriages of same sex couples (building previously registered for the solemnisation of marriage between a man and a woman)	**£64.00

Registration of a building for the solemnization of marriages of same sex couples (building not previously registered for the solemnisation of marriage between a man and a woman)

****£123.00**

Registration of a building for the solemnization of marriages of a man and a woman (building previously registered for the solemnisation of marriage between of same sex couples)

****£64.00**

Joint application for the registration of a building for the marriage of a man and woman and same sex couples

****£123.00**

Mge Act 1949 = Marriage Act 1949, as amended

B&D Regn Act 1953 = Births and Deaths Registration Act 1953, as amended

*Fee specified by the Registration of Births, Deaths and Marriages (Fees) (Amendment) Order 2014 (S.I. 2014/1790), except where otherwise shown

= S.10, Savings Bank Act 1887, as amended; S.178(1), Factories Act 1961; S.124(3), Social Security Administration Act 1992, as amended; S.564(1), Education Act 1996

†Fee payable under Marriage (Registrar General's Licence) Act 1970 by the Registrar General; to be retained by registration officer and not paid to Council

** Fee specified by the Marriage of Same Sex Couples (Registration of Buildings and Appointment of Authorised Persons) Regulations 2014 (S.I. 2014/106), as amended by the Marriage of Same Sex Couples (Registration of Buildings and Appointment of Authorised Persons) (Amendment) Regulations 2014 (S.I. 2014/1791)

Appendix 1A

Summary of fees payable to Registration Authorities, England and Wales

Statutory power	Service	Fee from 1 September 2014*	
1. Certificates <i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)</i>	For a certified copy issued by a registration authority:		
	at the time of registration	£4.00	
	after the time of the registration	£10.00	
	For a certified extract issued by a registration authority:		
	at the time of registration	£4.00	
	after the time of the registration	£10.00	
	For a certified copy or certified extract issued by the Registrar General	£9.25	
	2. Notices <i>Civil Partnership Act 2004c.33, Pt 2 c.1s. 34(1) & 36(4)</i>	Attestation by an authorised person of the necessary declaration	£35.00
		Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons	£47.00 (House-bound) £68.00 (Detained)
		Attestation by an authorised person of the necessary declaration under the special procedure	£3.00[†]
Application to shorten the waiting period		£28.00	
Issue of Registrar General's licence		£15.00	
On giving notice to a registration authority under the Civil partnership (Registration Abroad and Certificates) Order 2005, article 17(2) (certificate of no impediment)		£35.00	

3. Registration

Civil Partnership Act 2004 c.33,
Pt 2 c.1s. 34(1) & 36(4)

Signing by the civil partnership registrar of the civil partnership schedule

£46.00

Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house- bound or detained person

**£81.00
(House-
bound)**

**£88.00
(Detained)**

Attendance of the civil partnership registrar in whose presence the Registrar General's licence is issued.

£2.00†

*Fee specified by the Registration of Civil Partnerships (Fees) Order 2014 (S.I. 2014/1789)

†Fee payable by the Registrar General; to be retained by registration officer and not paid to Council