

DISCRETIONARY FEES AND CHARGES REVIEW – REGISTRATION SERVICE

February 2021



1. BACKGROUND

Registration Service fees and charges were last reviewed and increased in May 2019, with an uplift from 3 July 2019 and a further uplift from February 2020 to ensure maximum income generation for the service as ceremony fees are quoted up to a year in advance.

In January 2021, with the support of finance, a full review of fees and charges for 2021/2022 was undertaken with the objective to ensure the full cost of the service is recovered. In addition, taking into account, an increased pay award, an increase in the support services recharge and the costs of running the Council House for ceremonies.

2. REVIEW 2021

In line with the Fees, Charges and Concessions Policy 2016, the starting point for the Registration Service review was an uplift in line with the CPI.

In addition to CPI, the review looked at an increase between 3%-10%.

3. PROPOSAL 2021/2022

A full list of proposed fees and charges are set out at Page 3 of this document.

Attendance at Approved Premises

The recommendation is to increase new fees by 3%. The recommended rise for Approved Premises reflects the demand without increasing the price to a level that it becomes out of reach for our customers.

Reception Room, the Council House

The recommendation is to increase the new fee by 3%. This is a significant increase in the cost of a ceremony in the Reception Room and this is due to the inclusion of the running costs of the Council House and the relocation of the service, which incorporates travel costs. The cost is calculated with a full cost recovery model.

Celebratory Ceremonies (Council House and approved premises)

The recommendation is to increase the new fees by 3%. Celebratory Ceremonies are minimal at present with little promotion due to Covid-19. We have introduced new fees to reflect the cost of delivering this service. 2021-22 will see us market testing with a view to increasing the service.

Citizenship Ceremonies Private individual or family ceremonies

The recommendation is to increase the new fee by 3% and charge for an individual ceremony for the few people who choose to have an individual ceremony rather than attending the group

ceremony held once a month. We have decided to only offer this ceremony during the week and it is based on full cost recovery model for providing the service.

Ceremony and Booking Administration Fees

The recommendation is to increase these charges by CPI as a significant increase at this point might discourage customers from booking a ceremony and the charges are on par with other registration districts in the South West.

Approved Premises Licensing

The recommendation is to increase this charge by CPI at this point. This fits with the service plan to increase the number of licenced premises across the city to ensure the residents of Plymouth have choices when choosing to marry or enter into a civil partnership. Keeping the cost at CPI will support local businesses by only increasing the price to a level that is affordable for them to enter into a new licence and to renew existing licences.

4. SUMMARY

The comprehensive review of the fees and charges has identified that we are currently not charging enough to cover our costs in some areas.

Alongside the review, a benchmarking exercise regionally has been undertaken and in summary, the new proposed fees are generally higher than Devon but lower than Cornwall.

5. NEXT STEPS

Following the approval of the revised fees and charges as set out in the attached document, fees will be implemented as from 1 April 2021, giving reasonable notice to service users. For any existing bookings made for ceremonies and hire of assets after 1 April 2021, where a fee has been quoted and a booking fee has been paid, previously prices will be honoured.

Registration Fees and Charges Review - Proposal 2021/2022

Function	Ceremony Type	Current Charges £	Cost Recovery 2020/21 £	CPI 1.2% £	3% £	2021/22 Proposed Costs £
Ceremony Administration Fees	Ceremony administration booking fee	40	41.50	42.33	42.75	45
	Booking amendment administration fee	30	36.50	37.23	37.60	35
Attendance at Approved Premises (marriage and civil partnership)	Monday to Thursday (office hours)	525	559.18	570.36	575.96	575
	Monday-Thursday (5pm-midnight)	655	685.18	698.88	705.74	710
	Friday & Saturday (office hours)	555	609.18	621.36	627.46	625
	Fridays & Saturday (5pm-midnight)	695	735.18	749.88	757.24	755
	Sunday (office hours)	625	760.18	775.38	782.99	785
	Bank Holidays (office hours)	780	1264.18	1289.46	1302.11	1300
Reception Room The Council House, Plymouth (marriage, civil partnership and celebratory Ceremonies)	30 minutes Friday & Saturday (marriage and civil partnerships)	240	360.41	367.62	371.22	375
	30 minutes Friday & Saturday (Celebratory Ceremonies)	N/A	391.91	399.75	403.67	405
Celebratory Ceremonies (approved premises)	Monday-Thursday (office hours)	300	401.68	409.71	413.73	415
	Monday-Thursday (5pm-midnight)	340	464.68	473.97	478.62	480
	Fridays & Saturday (office hours)	315	451.68	460.71	465.23	465
	Fridays & Saturday (5pm-midnight)	355	514.68	524.97	530.12	530
	Sunday (office hours)	395	539.68	550.47	555.87	555
	Bank Holiday (office hours)	415	791.68	807.51	815.43	815
Citizenship Ceremonies Private individual or family ceremonies	Monday to Friday (office hours)	105	142.75	145.61	147.03	150
Approved Premises Licensing	New License Application	1850	N/A	1872.20	1905.50	1875
	License Renewal	1200	N/A	1214.40	1236.00	1215