

# BRIEFING REPORT

Registration Fees and Charges – 2022/2023 and 2023/2024  
July 2021



## I. BACKGROUND

Further to the agreed delegated decision for Registration fees and charges, the service is now seeking approval to increase and set ceremony fees for 2022/23 and 2023/2024.

Approval was granted on 24 March 2021 of the revised fees and charges here:

[Registration Fees & Charges - 24 March 2021](#)

The new fees and charges were implemented from 1 April 2021 and below is a table of the charges that were agreed at the decision:

Function	Ceremony Type	2021/22 £
Ceremony Administration Fees	Ceremony administration booking fee	45.00
	Booking amendment administration fee	35.00
Attendance at Approved Premises (marriage and civil partnership)	Monday to Thursday (office hours)	575.00
	Monday-Thursday (5pm-midnight)	710.00
	Friday & Saturday (office hours)	625.00
	Fridays & Saturday (5pm-midnight)	755.00
	Sunday (office hours)	785.00
	Bank Holidays (office hours)	1300.00
Reception Room The Council House, Plymouth (marriage, civil partnership and celebratory Ceremonies)	30 minutes Friday & Saturday (marriage and civil partnerships)	375.00
	30 minutes Friday & Saturday (Celebratory Ceremonies)	405.00
Celebratory Ceremonies (approved premises)	Monday-Thursday (office hours)	415.00
	Monday-Thursday (5pm-midnight)	480.00
	Fridays & Saturday (office hours)	465.00
	Fridays & Saturday (5pm-midnight)	530.00
	Sunday (office hours)	555.00
	Bank Holiday (office hours)	815.00
Citizenship Ceremonies Private individual or family ceremonies		
	Monday to Friday (office hours)	150.00
Approved Premises Licensing	New License Application	1875.00
	License Renewal	1215.00

## 2. REASON FOR ADVANCE FEE SETTING

In 2020, the Registration Service implemented a new registration software solution (Stopford) with online bookings and payments to support the service in dynamic diary management to ensure

good appointment availability. Customers can book birth and notice of marriage appointments online and pay for certificates and notices in advance of their appointment.

Ceremony bookings are being taken using the new system and a ceremony planner will shortly be launched with a customer-facing portal so couples can plan their big day and make ceremony choices online. Couples will have the option to pay for their ceremony at booking or there is a requirement for payment to be made 3 months in advance of the ceremony date.

Each financial year charges will generally be increased by Consumer Price Index (CPI) and the Council will ensure the full cost of a service is recovered. The Registration Service are committed to undertaking an annual review of their fees and charges.

As the Registration Service takes ceremony bookings two years in advance, the online system requires fees to be set for future years. The online system will therefore quote the appropriate fee to the customer, which reflects the cost of providing the service in the correct year. In view of this, the recommendation is to set fees and charges for 2022/2023 and 2023/2024.

### **3. PROPOSAL – 2022/2023 AND 2023/2024**

A full list of proposed fees and charges are set out at Page 4 of this document.

The recommendation is to apply a 3% increase to the ceremony fees for the next two financial years:

- Attendance at Approved Premises
- Reception Room, the Council House
- Celebratory Ceremonies (Council House and Approved Premises)
- Citizenship Ceremonies Private individual or family ceremonies

As part of the fee setting, the service looked at an increase between 3%-10%. It is estimated that a general CPI uplift is not enough to cover the future costs of providing the service. The recommended 3% rise for ceremony fees reflects the demand without increasing the price to a level that it becomes out of reach for our customers.

The recommendation is not to uplift Ceremony and Booking Administration Fees by CPI for the next 2 years to encourage customers to book ceremonies and over the last 2 years, these fees have been subject to considerable increases.

The recommendation is to increase Approve Premises Licensing fees by CPI for the next 2 years. 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.

The fees and charges will be set for two years however; these fees will be monitored and are subject to change. The service with the support of finance are committed to undertaking a full review of all fees and charges annually to ensure the full costs of the service are always recovered.

### **4. SUMMARY**

Setting the fees and charges two years in advance enables the Council to maintain it's cost recovery whilst offering customers a more modernised and flexible way of booking their big day instantly with Plymouth Registration Service online.

## 5. NEXT STEPS

Following the approval of the fees being set for 2022/2023 and 2023/2024 as set out in the attached document, fees will be uploaded and implemented as from 16 September 2021, giving reasonable notice to service users. For any existing bookings made for ceremonies and hire of assets after 16 September 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 2022/2023 and 2023/2024

Function	Ceremony Type	2021/22 Costs £	2022/23 3% £	2022/23 Proposed Costs £	2023/24 3% £	2023/24 Proposed Costs £
Attendance at Approved Premises (marriage and civil partnership)	Monday to Thursday (office hours)	575	592.25	590.00	607.70	605.00
	Monday-Thursday (5pm-midnight)	710	731.30	730.00	751.90	750.00
	Friday & Saturday (office hours)	625	643.75	645.00	664.35	665.00
	Fridays & Saturday (5pm-midnight)	755	777.65	780.00	803.40	805.00
	Sunday (office hours)	785	808.55	810.00	834.30	835.00
	Bank Holidays (office hours)	1300	1339.00	1340.00	1380.20	1380.00
Reception Room The Council House, Plymouth (marriage, civil partnership and celebratory Ceremonies)	30 minutes Friday & Saturday (marriage and civil partnerships)	375	386.25	385.00	396.55	395.00
	30 minutes Friday & Saturday (Celebratory Ceremonies)	405	417.15	415.00	427.45	425.00
Celebratory Ceremonies (approved premises)	Monday-Thursday (office hours)	415	427.45	430.00	442.90	445.00
	Monday-Thursday (5pm-midnight)	480	494.40	495.00	509.85	510.00
	Fridays & Saturday (office hours)	465	478.95	480.00	494.40	495.00
	Fridays & Saturday (5pm-midnight)	530	545.90	545.00	561.35	560.00
	Sunday (office hours)	555	571.65	570.00	587.10	585.00
	Bank Holiday (office hours)	815	839.45	840.00	865.20	865.00
Citizenship Ceremonies Private individual or family ceremonies	Monday to Friday (office hours)	150	154.50	155.00	159.65	160.00
Function	Ceremony Type	2021/22 Costs £	2022/23 CPI 1.2% £	2022/23 Proposed Costs £	2023/24 CPI 1.2% £	2023/24 Proposed Costs £
Approved Premises Licensing	New License Application	1875	1897.50	1900.00	1922.90	1925.00
	License Renewal	1215	1229.58	1230.00	1244.76	1245.00