

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

CABINET (FINANCE) SUB COMMITTEE

1 AUGUST 2018

**REPORT OF THE HEAD OF LEGAL SERVICES
MR. CRAIG GRIFFITHS**

MATTER FOR DECISION

WARDS AFFECTED – ALL

REGISTRATION SERVICE – NON STATUTORY FEES

Purpose of the Report

1. To set non statutory fees for the Registration Service effective from 1 January 2019.

Background

2. Each year there is a need to review and confirm fee levels for services provided by the Council. This report proposes the non-statutory fees for the calendar year 2019 for the Registration Service.
3. As Members are aware, the Registration Service will be moving premises from London Road to the former County Court at Neath. A further review of some of the services and fee levels will be undertaken following this move and reported for Member consideration at the appropriate time.

Financial Impact

4. The registration service income target for 2018-19 is £174,960 up from £171,690 in the previous financial year. The majority of the income is generated from statutory registration fees, which have remained at the same level of £10 per certificate for many years

and the proposed increase set out in the attached will provide the Council with a modest but important increase in income.

Equality Impact Assessment

5. These are non-statutory fees that apply to the services provided by Registration. Individuals using the service only have to pay for the services that they want. There are other statutory fees such as for the registration of births, marriages and deaths that are universal and set by the UK Government and apply to all.

Workforce Impacts

6. There are no workforce implications that arise from this report

Legal Impacts

7. This report sets out the proposed fee levels for services that need to be in place prior to the expiry of the existing charges. There are no additional legal issues arising from this report.

Risk Management

8. There are no new risks associated with this report

Consultation

9. There is no requirement under the Constitution for external consultation on this item.

Recommendation

10. It is recommended that members approve the fees for the period 1 January 2019 to 31 December 2019 as set out in Appendix 1 to this report.

Reason for Proposed Decision

11. To set non-statutory fee levels for the Registration Service from 1 January 2019.

Implementation of Decision

12. The decision is proposed for implementation after the 3 day call-in period.

Appendices

13. Appendix 1 - Registration Service – Non Statutory Fees

Officer Contact

14. Mr. Craig Griffiths – Head of Legal Services
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REGISTRATION SERVICE – NON STATUTORY FEES**1. CIVIL MARRIAGES & CIVIL PARTNERSHIPS AT APPROVED PREMISES**

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
Monday to Thursday	£270	£290	£310
Friday	£300	£320	£340
Saturday	£340	£360	£380
Sunday	£420	£440	£460
Bank Holiday	£440	£460	£480
Non-refundable provisional booking fee	£100	£100	£100

2. LICENCE TO APPROVE A PREMISES FOR CIVIL MARRIAGES & CIVIL PARTNERSHIPS

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
Three year licence	£1,300	£1,350	£1,450

3. PRIVATE CITIZENSHIP CEREMONY

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
Private Citizenship ceremony	£60	£60	£60

4. PRIORITY CERTIFICATE SERVICE

Many visitors to the Register Office are keen to order and pick up Certificates on the same day. We now offer a Priority Certificate Service for £6 plus the Certificate fee for same day service.

5. BRIDE'S WAITING ROOM

Exclusive use of the waiting room adjacent to the Ceremony Room for the Bride ensuring that the Groom does not see her prior to the Ceremony (London Road Premises)

£35

6. ANCILLARY SERVICES

For the Registrar to deliver specific non-religious readings chosen by the Bride and Groom

£20 per reading

7. BABY NAMING AND RENEWAL OF VOWS CEREMONY

The birth of a child or a couple reaching a landmark of several years' marriage or civil partnership is certainly cause for celebration and the Registration Service is pleased to be able to facilitate ceremonies to mark these very special occasions.

	<u>Fee</u> <u>1st January 2017 to</u> <u>31st December 2017</u>	<u>Current Fee</u> <u>1st January 2018 to</u> <u>31st December 2018</u>	<u>Fee</u> <u>1st January 2019 to</u> <u>31st December 2019</u>
At Register Office:			
Monday to Thursday	£150	£160	£160
Friday	£170	£180	£180
Saturday	£200	£210	£210
At Approved Premises:			
Monday to Thursday	£210	£220	£220
Friday	£220	£230	£230
Saturday	£290	£300	£300
At Register Office & Approved Premises:			
Sunday	£340	£350	£350
Bank Holidays	£390	£400	£400