

Registration Service

1. Background

- 1.1 Local Registration Services are able to set fees on a cost recovery only basis, for any non-statutory services they deliver and for certain statutory services they deliver in accordance with the Local Government Act 2000 (powers to local authorities to promote economic, social and environmental well-being within their boundaries).
- 1.2 Rotherham Registration Service aims to review such fees on an annual basis.

2. Key Issues

- 2.1 Rotherham Registration Service must be in a position to recover the costs of delivering services whilst remaining competitive with neighbouring services.
- 2.2 Registration Services must be delivered at a cost that will potentially attract business to the borough.
- 2.3 Costs must be set and collected in a way that promotes effective business and convenience for the customer.

3. Key actions and relevant timelines

- 3.1 Revise fees with effect from 01.04.2018.
 - 3.1.1 The revised fees should apply to events booked, or services requested on or after 01.04.2018. Ceremonies are booked up to two years in advance, in 2017 the decision making process was delayed and fees were not implemented until 01.09.2017. It would be unreasonable to impose a second increase, so soon, on those who booked ceremonies in 2016 to take place in 2018.
 - 3.1.2. Implementing the increase for new bookings only will remove delays associated with the requirement to give a reasonable period of notice of increase for existing bookings. It will also remove the lengthy admin and accounting process associated with implementing an increase for existing bookings.
- 3.2 Introduce a priority birth, death, marriage and civil partnership certificate service.
 - 3.2.1 Copy certificates ordered before 12 noon to be produced and collected from the Register Office in Riverside House on the same working day. If ordered after 12 noon be produced and collected by 12 noon the following working day.
 - 3.2.1.1 If the customer is unable to collect a priority certificate from the Register Office, then the only guarantee would be to produce the certificate on the same day and post it first class the following day. The registration service adheres to the corporate postal procedure, whereby items to be posted must be with the business support team no later than 14:20 each working day.
 - 3.2.3 The new fee would apply to all priority certificate requests. There may be a negative impact on those requiring certificates for such things as emergency housing and job interviews as these customers are likely to be the least able to pay an increased fee. However if an element of discretion were introduced then an

additional transaction to reduce the fee would be needed, with decision making at a Senior Officer level. The time taken to assess a request for a reduced fee and the additional accounting required, to satisfy audit that a valid decision has been made, would negate any additional income created.

3.1.4 Revised fees are detailed in Appendix 1.

3.1.5 Benchmarking data is at Appendix 2.

4. Recommendations

4.1 To increase fees and charges on a cost recovery basis, as detailed in Appendix 1, from 01.04.2018 for ceremonies booked on or after 01.04.2018.

4.2 To introduce a priority certificate service.

1st April 2018

Appendix 1 Fees and Charges

Booking fee £	25.00				
Administration fee £	25.00				
Clifton Park Museum*					
* Fees include 1 certificate					
* Fees exclude the booking fee					
Marriage and Civil Partnership					
Offering	Availability	Current Fee £	Proposed Fee	Increase £	Increase %
Statutory	Thurs am only	50	Statutory	0	0
Enhanced	Mon- Thurs	200	215	15	7.5
Premium	Friday	205	250	45	22
Premium	Sat	245	260	15	6
Naming & Renewal of Vows					
	Mon- Thurs	230	250	20	9
	Fri	280	295	15	5
	Sat	295	305	10	3
Private Citizenship					
	Mon- Fri	150	150	0	0
Approved Venues					
* Fees include 1 certificate					
* Fees exclude the booking fee					
Marriage and Civil Partnership					
Availability	Current Fee £	Proposed Fee	Increase £	Increase %	
Mon- Fri	285	305	20	7	
Sat	345	355	10	3	
Sun	370	370	0	0	
Bank Holiday & 18:00-20:00	475	475	0	0	
Naming & Renewal of Vows					
Mon- Fri	275	275	0	0	
Sat	345	345	0	0	
Sun	375	375	0	0	
Bank Holiday & 18:00-20:00	500	500	0	0	
Priority Certificate fee					
Mon to Fri during business hours	0	35			

Appendix 2 Benchmarking data

Marriage and Civil Partnership					
Authority	Venue	Availability	Booking fee £	Ceremony fee £	Total £
Rotherham	Clifton Park Museum	Mon-Thu	25	215	240
Barnsley	Register Office	Mon-Thu	26	116	142
Doncaster	Register Office	Mon-Thu	25	175	200
Sheffield	Register Office	Mon-Thu	50	184	234
Rotherham	Clifton Park Museum	Friday	25	250	275
Barnsley	Register Office	Friday	26	138	164
Doncaster	Register Office	Friday	25	250	275
Sheffield	Register Office	Friday	50	184	234
Rotherham	Clifton Park Museum	Saturday	25	260	285
Barnsley	Register Office	Saturday	26	165	191
Doncaster	Register Office	Saturday	25	350	375
Sheffield	Register Office	Saturday	50	184	234
Rotherham	Approved Venue	Mon-Thu	25	305	330
Barnsley	Approved Venue	Mon-Thu	26	310	336
Doncaster	Approved Venue	Mon-Thu	25	267	292
Sheffield	Approved Venue	Mon-Thu	50	304	354
Rotherham	Approved Venue	Friday	25	305	330
Barnsley	Approved Venue	Friday	26	349	375
Doncaster	Approved Venue	Friday	25	308	333
Sheffield	Approved Venue	Friday	50	304	354
Rotherham	Approved Venue	Saturday	25	355	380
Barnsley	Approved Venue	Saturday	26	444	470
Doncaster	Approved Venue	Saturday	25	435	460
Sheffield	Approved Venue	Saturday	50	334	384
Rotherham	Approved Venue	Sunday	25	370	395
Barnsley	Approved Venue	Sunday	26	452	478
Doncaster	Approved Venue	Sunday	25	563	588
Sheffield	Approved Venue	Sunday	50	334	384
Rotherham	Approved Venue	Bank Hol	25	475	500
Barnsley	Approved Venue	Bank Hol	26	452	478
Doncaster	Approved Venue	Bank Hol	25	563	588
Sheffield	Approved Venue	Bank Hol	50	434	484
No benchmarking for 18:00 to 20:00 as it is not offered by neighbouring authorities					
Renewal of Vows and Naming Ceremonies					
Rotherham	Clifton Park Museum	Mon-Thu	25	250	275
Barnsley	Register Office	Mon-Thu	26	165	191
Doncaster	Register Office	Mon-Thu	25	184	209
Sheffield	Register Office	Mon-Thu	25	180	205

Rotherham	Clifton Park Museum	Friday	25	295	320
Barnsley	Register Office	Friday	26	165	191
Doncaster	Register Office	Friday	25	200	225
Sheffield	Register Office	Friday	25	180	205
Rotherham	Clifton Park Museum	Saturday	25	305	330
Barnsley	Register Office	Saturday	26	165	191
Doncaster	Register Office	Saturday	25	200	225
Sheffield	Register Office	Saturday	25	180	205
Rotherham	Approved Venue	Mon-Thu	25	275	300
Barnsley	Approved Venue	Mon-Thu	26	165	191
Doncaster	Approved Venue	Mon-Thu	25	184	209
Sheffield	Approved Venue	Mon-Thu	25	180	230
Rotherham	Approved Venue	Friday	25	275	300
Barnsley	Approved Venue	Friday	26	165	191
Doncaster	Approved Venue	Friday	25	184	209
Sheffield	Approved Venue	Friday	25	180	230
Rotherham	Approved Venue	Saturday	25	345	370
Barnsley	Approved Venue	Saturday	26	165	191
Doncaster	Approved Venue	Saturday	25	257	282
Sheffield	Approved Venue	Saturday	25	180	205
Rotherham	Approved Venue	Sunday	25	375	400
Barnsley	Approved Venue	Sunday	26	165	191
Doncaster	Approved Venue	Sunday	25	313	338
Sheffield	Approved Venue	Sunday	25	204	229
Rotherham	Approved Venue	Bank Hol	25	500	525
Barnsley	Approved Venue	Bank Hol	26	165	191
Doncaster	Approved Venue	Bank Hol	25	313	338
Sheffield	Approved Venue	Bank Hol	25	204	229
No benchmarking for 18:00 to 20:00 as it is not offered by neighbouring authorities					
Private Citizenship					
Rotherham	Clifton Park Museum	Mon- Fri	0	150	0
Barnsley	Register Office	N/A	N/A	N/A	N/A
Doncaster	Register Office	N/A	N/A	N/A	N/A
Sheffield	Register Office	Mon- Fri	0	75	0
Priority Certificate					
	£				
Rotherham	35				
Barnsley	21				
Doncaster	16				
Sheffield	35				