

Appendix A5

2015/16 Fees & Charges – Corporate Resources (inc Registration) New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

The date of price changes will be updated as advised by the governing bodies.

| | 2014/15 Rate | 2015/16 Rate |
|---|--|--|
| Directorate: Improvement & Corporate Services | £ | £ |
| | rounded to nearest 0.10p (£5.00 for Registration) where applicable | rounded to nearest 0.10p (£5.00 for Registration) where applicable |
| Freedom of Information | | |
| Requests that require 18 hours or less to compile | No charge | No charge |
| Requests that require 18 hours to compile | 450.00 | 450.00 |
| Additional cost per hour | 25.00 | 25.00 |
| Disbursement Costs | | |
| Postage under £20 | No charge | No charge |
| Postage £20 or over | Actual cost | Actual cost |
| E-mail Transmission | No charge | No charge |
| CD / DVD per disk | 5.50 | 5.50 |
| Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement) | | |
| Marriages - Approved Premises | | |
| Outside Venue Monday - Friday | 415.00 | 425.00 |
| Outside Venue Saturday | 490.00 | 500.00 |
| Outside Venue Sunday | 550.00 | 560.00 |
| Marriages and Civil Partnerships - Approved Premises (Local Authority Venue) | | |
| Ceremony Rooms with maximum capacity of 70-100: Monday -Thursday | 135.00 | 140.00 |
| Ceremony Rooms with maximum capacity of 70-100: Friday | 150.00 | 155.00 |
| Ceremony Rooms with maximum capacity of 70-100: Saturday | 200.00 | 205.00 |
| Ceremony Rooms with maximum capacity of 40-69: Monday -Thursday | 125.00 | 130.00 |
| Ceremony Rooms with maximum capacity of 40-69: Friday | 140.00 | 145.00 |
| Ceremony Rooms with maximum capacity of 40-69: Saturday | 175.00 | 180.00 |
| Ceremony Rooms with maximum capacity of 7-39: Monday -Thursday | 120.00 | 120.00 |
| Ceremony Rooms with maximum capacity of 7-39: Friday | 120.00 | 120.00 |
| Civil Partnership Registrations - Approved Premises | | |
| Outside Venue Monday - Friday | 355.00 | 360.00 |
| Outside Venue Saturday | 415.00 | 425.00 |
| Outside Venue Sunday | 480.00 | 490.00 |
| Celebratory Services - Approved Premises - Outside Venue | | |
| weekdays | 205.00 | 210.00 |
| Saturdays | 270.00 | 275.00 |
| Sundays | 325.00 | 330.00 |
| Celebratory Services - Approved Premises - Local authority Venue | | |
| weekdays | 225.00 | 230.00 |
| Saturdays | 280.00 | 285.00 |

| | 2014/15 Rate | 2015/16 Rate |
|---|--------------|--------------|
| Directorate: Improvement & Corporate Services | £ | £ |
| Nationality Checking Service | | |
| Adults who submit a single application pays one fee | 60.00 | 60.00 |
| Husband and wife living together who apply at the same time pay one fee | 105.00 | 105.00 |
| Childrens applications | 30.00 | 30.00 |
| Settlement Checking Service | 90.00 | 90.00 |
| Citizenship Ceremonies - Individual Ceremony (VAT n/a) | 115.00 | 115.00 |
| Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced) | 1380.00 | 1410.00 |
| Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced) | 1015.00 | 1035.00 |
| Civil Funerals | 210.00 | 215.00 |
| Express Certificates (includes statutory fee) | 21.00 | 21.00 |
| Postage for certificates | 1.00 | 1.00 |
| Fees set by General Register Office (per item) | | |
| Notice of Marriage | 35.00 | 35.00 |
| Notice of Civil Partnership | 35.00 | 35.00 |
| Register Office Marriage (statutory fee changes September each year) | 45.00 | 46.00 |
| Register Office Civil Partnership Registration (statutory fee changes September each year) | 45.00 | 46.00 |
| Standard certificate of birth, death or marriage - form closed register | 10.00 | 10.00 |
| Short birth cert from closed register | 10.00 | 10.00 |
| Short birth cert issued at time of registration | Free | Free |
| Any other short birth cert issued at time of registration | 4.00 | 4.00 |
| Any other short birth cert issued after the time of registration | 7.00 | 7.00 |
| Standard certificate of birth, death or marriage - at the time of registration | 4.00 | 4.00 |
| Standard certificate of birth, death or marriage - after the time of registration | 7.00 | 7.00 |
| Civil Partnerships - certified copy or extract issued at the time of registration | 4.00 | 4.00 |
| Civil Partnerships - certified copy or extract issued after the time of registration | 10.00 | 10.00 |
| Attendance to take a notice - housebound or detained (e.g. prison) | 46.00 | 47.00 |
| Attendance to take a notice - detained (e.g. prison) | 67.00 | 68.00 |
| 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 (housebound) | 46.00 | 47.00 |
| 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 (detained) | 67.00 | 68.00 |
| Attendance of SR to conduct marriage or CP - housebound or detained | 82.00 | 84.00 |
| Attendance of SR to conduct marriage or CP - detained | 93.00 | 94.00 |
| Register marriage at Church, housebound or detained - Registrar's fee | 84.00 | 86.00 |
| Register marriage at Church, housebound - Registrar's fee | 79.00 | 81.00 |
| Register marriage at Church, detained eg prison - Registrar's fee | 86.00 | 88.00 |
| Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound and detained persons (housebound) | 79.00 | 81.00 |
| Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound and detained persons (detained) | 86.00 | 88.00 |
| Certificate of worship (to licence a building for worship) | 28.00 | 29.00 |
| Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of some sex couples) | 120.00 | 123.00 |
| Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the solemnization of marriages between a man and a woman) | 120.00 | 123.00 |
| Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples | 120.00 | 123.00 |
| General Search of the Indexes | 18.00 | 18.00 |

| | 2014/15 Rate | 2015/16 Rate |
|---|--|--|
| Directorate: Improvement & Corporate Services | £ | £ |
| Coroners | | |
| Supply of transcript of inquest on CD | 5.00 | 5.00 |
| Additional copies of CD | 5.00 | 5.00 |
| Charge for paper copies per document of 10 pages or less | 5.00 | 5.00 |
| Charge for paper copies for each additional page | 0.50 | 0.50 |
| Fee for transcription of an inquest hearing of 360 words or less | 6.20 | 6.20 |
| Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words | 13.10 | 13.10 |
| Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words | 13.10 | 13.10 |
| Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof | 0.70 | 0.70 |
| Elections | | |
| For each register per 1000 names or part thereof - data format | £20.00 plus £1.50 per 1,000 (or part thereof) | £20.00 plus £1.50 per 1,000 (or part thereof) |
| For each register per 1000 names or part thereof - printed format | £10.00 plus £5.00 per 1,000 (or part thereof) | £10.00 plus £5.00 per 1,000 (or part thereof) |
| Local Land Charges | | |
| Full Residential Search (LLC1 and Con29) | 133.00 | 133.00 |
| Full Commercial Search (LLC1 and Con29) | 201.00 | 201.00 |
| LLC1 Certificate of Search | 20.00 | 20.00 |
| Con 29 Local Enquiries (Residential) | 113.00 | 113.00 |
| Con 29 Local Enquiries (Commercial) | 181.00 | 181.00 |
| Part II optional | 15.00 | 15.00 |
| Solicitors own question | 25.00 | 25.00 |
| Additional parcel of land | 13.50 | 13.50 |
| Personal Search | Free | Free |
| Copy documents | 2.24 | 2.24 |
| Human Resources | | |
| Disclosure and Barring Service (DBS) Checks | | |
| Cost Per DBS check | | |
| Standard | 26.00 | 26.00 |
| Enhanced | 44.00 | 44.00 |
| Administrative Charge | 21.00 | 21.50 |
| Local Taxation | | |
| Cost of Collection | | |
| Administration charge on Court Costs | | |
| Council Tax | 83.00 | 83.00 |
| NDR | 83.00 | 83.00 |
| Communications | | |
| Advertising in News Central | | |
| Full page | News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300 | News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300 |
| Half page | | |
| Quarter page | | |
| Eighth of page | | |

| | 2014/15 Rate | 2015/16 Rate |
|--|---|---|
| Directorate: Improvement & Corporate Services | £ | £ |
| Legal Services | | |
| | £140.00 per hour, minimum charge | £147.00 per hour, minimum charge |
| S38 | £1155.00 | £1212.00 |
| S278 | 182.00 | 191.00 |
| Planning Agreements | 182.00 | 191.00 |
| Unilateral Undertaking (VAT n/a) | Minimum charge £600 | Minimum charge £630 |
| Notice of Registration (VAT n/a) | 95.00 | 100.00 |
| Consent to Postpone (VAT n/a) | 95.00 | 100.00 |
| Deed of Covenant (VAT n/a) | 95.00 | 100.00 |
| Consent to Sub-let (VAT n/a) | 95.00 | 100.00 |
| Deferred Payment Charge | 236.00 | 248.00 |
| ANO Paying | £140.00 per hour | £147.00 per hour |
| Leashold enquiries | £140.00 per hour | £147.00 per hour |
| Photocopying (external solicitors and other parties) | 25p per sheet plus £5 admin | 26p per sheet plus £5.25 admin |