

# Birmingham City Council

## Report to Licensing and Public Protection Committee

26 June 2024



---

<b>Title:</b>	<b>INCREASE IN STATUTORY CIVIL REGISTRATION FEES EFFECTIVE 28 MAY 2024</b>
<b>Lead Cabinet Portfolio:</b>	Not applicable
<b>Relevant Overview and Scrutiny Committee:</b>	Not applicable
<b>Report Author:</b>	Bev Nash, Head of Bereavement and Registration Services City Operations Directorate Phone Number 0121 303 0138 Email Bev.Nash@birmingham.gov.uk
<b>Authorised by:</b>	Sajeela Naseer, Director of Regulation & Enforcement City Operations Directorate
<b>Is this a Key Decision?</b>	Not Applicable
<b>If this is a Key Decision, is this decision listed on the Forward Plan?</b>	Not Applicable
<b>Reason(s) why not included on the Forward Plan:</b>	Not Applicable
<b>Is this a Late Report?</b>	Not Applicable
<b>Reason(s) why Late:</b>	Not Applicable
<b>Is this decision eligible for 'call in?'</b>	Not Applicable
<b>If not eligible, please provide reason(s):</b>	Not Applicable
<b>Wards:</b>	All

**Does this report contain exempt or confidential information?**

No

**Has this decision been included on the Notification of Intention to consider Matters in Private?**

Not Applicable

**Reasons why not included on the Notification:**

Not Applicable

## **1 EXECUTIVE SUMMARY**

- 1.1 This report provides an update to the Review of Licensing and Public Protection Fees and Charges 2024/25 report dated 17 January 2024 in relation to the fees and charges for civil registrations.

## **2 COMMISSIONERS' REVIEW**

- 2.1 This section, as confirmed by the Lead Commissioner, is not required for reports submitted to Licensing and Public Protection Committee.

## **3 RECOMMENDATIONS**

### **That the Committee:**

- 3.1 Note the contents of this report which is for information only.

## **4 KEY INFORMATION**

### **Context**

- 4.1 There are a number of fees and charges applied by the Register Office that are governed by statute and were not reviewed in the report to the LPPC in January 2024
- 4.2 The General Register Office (GRO) has been conducting a review of statutory fees.
- 4.3 On 7th May 2024 the General Register Office issued a Circular to all civil registration Districts, to give notification that The Registration of Births, Deaths, Marriages and Civil Partnerships (Fees and Records) (Amendment) Regulations 2024 had been laid before Parliament and would come into force on 28th May 2024, (Appendix A).
- 4.4 The Regulations will increase several civil registration fees as set out in Appendix B - Circular Annex A, which lists the current fees and the new fees as of 28 May 2024.

## **5 IMPACT AND IMPLICATIONS**

### **Finance**

- 5.1 Using 2023-24 figures as a baseline it is estimated that the fee increases will generate approximately £160k additional income for the Service during 2024-25 from the equivalent range of statutory registration services.

5.2 With the opening of the new maternity and critical care units at the Midland Metropolitan University Hospital in Sandwell, expected to commence operating in November 2024, there is likely to be a reduction in the number of birth and death registrations by Birmingham Register Office. It is anticipated that the new hospital will manage around 800-900 deaths and approximately 3000 – 4000 births.

5.3 If this reduction in registrations does occur as predicted, then there is likely to be a reduction in income of around £80,000 per annum. Therefore, the net increase in income in a full year is only expected to be £120,000 for 2025/26 onwards.

### **Legal**

5.4 The fees are statutory and are set by legislation so there is a legal requirement to implement them in accordance with the Registration of Births, Deaths, Marriages and Civil Partnerships (Fees and Records)(Amendment) Regulations 2024

### **Equalities**

5.5 This is a statutory fee and there are no specific implications identified.

### **Procurement**

5.6 Not applicable

### **People Services**

5.7 Not applicable

### **Climate Change, Nature and Net Zero**

5.8 Not applicable

### **Corporate Parenting**

5.9 There are no implications or opportunities in relation to the Corporate Parenting responsibility arising from the recommendations in this report.

### **Other**

5.10 There are no other implications arising from the recommendations in this report.

## **6 APPENDICES**

6.1 Appendix A – Proper Officer Letter – Revised Civil Registration Fees

6.2 Appendix B – Circular Annex A – List of Local Registration Services' fees

## **7 BACKGROUND PAPERS**

7.1 The Registration of Births, Deaths, Marriages and Civil Partnerships (Fees and Records)(Amendment) Regulations 2024.

[The Registration of Births, Deaths, Marriages and Civil Partnerships \(Fees and Records\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/1000/contents/made)



HM Passport  
Office

General Register Office

PO Letter 04/2024

7 May 2024

Dear Proper Officer,

*Please read in conjunction with Circular 7/2024.*

### **Revised Civil Registration Fees**

On 7 May 2024, The Registration of Births, Deaths, Marriages and Civil Partnerships (Fees and Records) (Amendment) Regulations 2024 were laid in Parliament and will come into force on 28 May 2024. The Regulations will increase some civil registration fees.

The full list of fee increases for the local registration service is set out in an annex to this letter. The fees reflect inflationary increases and move some fees, such as for certificates, to recover full costs. The same increase has been applied to fees for services provided by GRO. For services relating to marriages and civil partnerships, additional increases have been applied to reflect that those fees have not been increased for some time.

Whilst information to the public (including publicity materials) will be provided at the time of the fee changes, advance notice is being provided to local authorities to allow sufficient lead time to update websites and any financial systems for 28 May 2024.

A detailed **Q and A** is enclosed with this letter and Circular in case of enquiries by the public in advance of this date. Any press or media queries should be directed to the Home Office, Press Office tel: 0300 123 3535

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Blay', with a long horizontal flourish extending to the right.

Carly Blay

Deputy Director of Civil Registration and Citizenship

**Passports, Citizenship and Civil Registration Directorate**

**Customer Services**

## **LRS Circular and PO letter Q&A – Revised fees May 2024**

### **Q1. When are fees increasing?**

The revised fees will be implemented from 00:01am on 28 May 2024

### **Q2. Why are fees increasing?**

Revised fee levels will enable the Local Registration Service (LRS) to reflect the increased cost in registration services they provide.

### **Q3. What will the statutory fees be?**

A full list of LRS fees is set out in an **annex** to this document.

### **Q4. Why are some fees increasing more than others?**

Some fees relating to marriage and civil partnership services provided by the LRS have not seen an increase since 2010. The additional increase to fees for these services will move them closer to levels to recover the full costs of providing them.

### **Q5. When will customers be told about the fee changes?**

The public will be made aware of the changes on 28 May 2024

### **Q6. Why the delay in-between publicising the fee increases to the public?**

It is practice to fully inform customers at the time of actual price changes, once the new fees come into force. There will be appropriate publication of the new fees in due course.

### **Q7. What if we receive any queries from customers before Go live date?**

You can advise the customer of the fee changes, which will apply from 28 May 2024. If you receive enquiries from the media or press, then please direct them to Home Office Press Office tel: 0300 123 3535

### **Q8. Are fees increasing at GRO?**

Yes. Fees for services provided by GRO will increase by the same level as those for the LRS.

### **Q9 Are licence fees taken on behalf of the Registrar General also increasing?**

Yes, details of the fee are set out in Regulation 3A of the amending regulations and set out in **Table 1** below. These fees will continue to form part of the end of year reconciliation process.

**Table 1**

<b>Category</b>	<b>Revised fee</b>	<b>Retained</b>	<b>Transmitted to GRO</b>
<b>A</b>	£99	£35	£64
<b>B</b>	£83	£31	£52
<b>C</b>	£66	£22	£44
<b>Registrar General's Licence</b>	£18		

**Q10 How have the fees been calculated?**

Fees increases have taken into account recent inflationary increases in costs. They are informed by the annual income and expenditure tool returns from the LRS.

**Q11 What do we do if a fee has been charged pre-increase in advance of a service to be provided after the regulations come into force?**

Fees should not usually be charged in advance of a service provided. However, in circumstances such as an application made for a certificate being made prior to the fee increase but only produced after 28 May, the current £11/£35 fee should be charged. A new Regulation 8 provides for this transitional protection.

**Q12 Why is there a fee for the short death certificates as it is not yet available to issue?**

The regulations provide for fees to be charged for short death certificates as and when they are introduced as part of the Death Certification Reforms. This provision negates the need to provide for further fee regulations at that time.

For revised GRO certificate fee enquires in advance of 28 May 2024, please direct the public to telephone GRO on 0300 123 1837. For enquires after 28 May 2024, revised GRO fees will be on GOV.UK.



List of LRS Fees and Percentage increase from 28 May 2024

Service	Current fee	Fee from 28 May 2024	Change in Fee (£)	Change in Fee (%)
Certification of place of meeting for religious worship	£29.00	£32.00	£3.00	10%
[Recording a notice of marriage—]				
(a) where both parties to the proposed marriage are exempt persons within the meaning of section 49 of the Immigration Act 2014	£35.00	£42.00	£7.00	20%
(b) in any other case	£47.00	£57.00	£10.00	21%
Attendance of superintendent registrar other than at that superintendent registrar's office for purpose of being given notice of marriage—				
(a) of a house-bound person	£47.00	£57.00	£10.00	21%
(b) of a detained person	£68.00	£82.00	£14.00	21%
Application to reduce the 28 day waiting period	£60.00	£66.00	£6.00	10%
Application for registration of a building for the solemnization of marriages between a man and a woman—				
a) where the building is already registered under section 43A of the Marriage Act 1949	£64.00	£71.00	£7.00	11%
b) where the building is not already registered under Section 43A of the Marriage Act 1949	£123.00	£136.00	£13.00	11%
Application for registration of a building for the solemnization of marriages of same sex couples where—				
(a) the building is already registered under Section 41 of the Marriage Act 1949	£64.00	£71.00	£7.00	11%
b) the building is not already registered under Section 41 of the Marriage Act 1949	£123.00	£136.00	£13.00	11%
Joint application for the registration of a building for the solemnization of marriages between a man and a woman and of same sex couples	£123.00	£136.00	£13.00	11%
Registrar attending marriage at a registered building	£86.00	£104.00	£18.00	21%
Registrar attending marriage at a register office	£46.00	£56.00	£10.00	22%
Registrar attending marriage—				
(a) at the place where the house-bound person or persons usually resides	£81.00	£98.00	£17.00	21%
(b) at the place where the detained person or persons usually resides	£88.00	£106.00	£18.00	20%
Superintendent registrar attending marriage—				
(a) at the place where the house-bound person or persons usually resides	£84.00	£101.00	£17.00	20%
(b) at the place where the detained person or persons usually resides	£94.00	£113.00	£19.00	20%

a) Standard service for a certified copy of an entry in the marriage register obtained from a registrar	£11.00	£12.50	£1.50	14%
(b) Priority service for a certified copy of an entry in the marriage register obtained from a registrar	£35.00	£38.50	£3.50	10%
General search of indexes of [ the entries in the marriage register and of the marriage register books kept by superintendent registrars	£18.00	£20.00	£2.00	11%
(a) Standard service for certified copy of an entry [in the marriage register or a marriage register book, obtained from a superintendent registrar]	£11.00	£12.50	£1.50	14%
(b) Priority service for certified copy of an entry [in the marriage register or a marriage register book, obtained from a superintendent registrar]	£35.00	£38.50	£3.50	10%
Correction of an error in an entry in a marriage register book (other than an error caused by a registrar when entering particulars in that marriage register book) where an application is made to a superintendent registrar under regulation 11K of the Registration of Marriages Regulations 2015	£90.00	£99.00	£9.00	10%
Correction of an error in an entry in the marriage register (other than an error caused by a registrar when entering particulars in the register) where an application is made to a superintendent registrar under regulation 11L(2) of the Registration of Marriages Regulations 2015	£90.00	£99.00	£9.00	10%
Registration of name of child or of alteration of name	£40.00	£44.00	£4.00	10%
Issue of certificate of baptism where child's name altered or given	£1.00	£1.50	£0.50	50%
A correction to a register of live-births, still-births or deaths, relating to an error caused by a qualified informant concerning a live-birth, still-birth or death when providing information to the registrar of live-births, still-births or deaths, by				
(a) the person with custody of the register	£75.00	£83.00	£8.00	11%
(b) the person with custody of the register on the authority of the Registrar General	£90.00	£99.00	£9.00	10%
General search of indexes kept by superintendent registrar	£18.00	£20.00	£2.00	11%
(a) Standard service for certified copy of an entry in the register kept by the superintendent registrar	£11.00	£12.50	£1.50	14%
(b) Priority service for certified copy of an entry in the register kept by the superintendent registrar	£35.00	£38.50	£3.50	10%
(a) Standard service for certified copy of an entry in registers kept by registrars	£11.00	£12.50	£1.50	14%
(b) Priority service for certified copy of an entry in the register kept by the superintendent registrar	£35.00	£38.50	£3.50	10%
(a) Standard service for a short certificate of birth obtained from a registrar or superintendent registrar	£11.00	£12.50	£1.50	14%
(b) Priority service for a short certificate of birth obtained from a registrar or superintendent registrar	£35.00	£38.50	£3.50	10%
Opinion letter by the Registrar General following consideration of the documents referred to in paragraph 5(1)(e), (f) or (i) of Schedule 3 to the Registration of Marriages Regulations 2015	£75.00	£83.00	£8.00	11%

provided [to a superintendent registrar] as evidence of the ending of a previous marriage or civil partnership				
Opinion letter by the Registrar General following consideration of documents supplied to a registration authority under paragraph 4 of Schedule 3 to the Civil Partnership (Registration Provisions) Regulations 2005 as evidence of the ending of a previous civil partnership or marriage	£75.00	£83.00	£8.00	11%
Entry of notice of marriage to be solemnized on the authority of the Registrar General's licence	£3.00	£4.00	£1.00	33%
Issue of Registrar General's licence for marriage to be solemnized on the authority of that licence	£15.00	£18.00	£3.00	20%
Attendance at a marriage solemnized on the authority of the Registrar General's licence by—				
(a) a registrar	£2.00	£2.50	£0.50	25%
(b) a superintendent registrar	£2.00	£2.50	£0.50	25%
Opinion letter by a superintendent registrar following consideration of the documents referred to in paragraph 5(1)(e), (f) or (i) of Schedule 3 to the Registration of Marriages Regulations 2015 provided as evidence of the ending of a previous marriage or civil partnership	£50.00	£55.00	£5.00	10%
Opinion letter by a registration authority following consideration of documents supplied to a registration authority under paragraph 4 of Schedule 3 to the Civil Partnership (Registration Provisions) Regulations 2005 as evidence of the ending of a previous civil partnership or marriage	£50.00	£55.00	£5.00	10%
Attendance of the civil partnership registrar in whose presence the Registrar General's licence is signed	£2.00	£2.50	£0.50	25%
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule under the procedure for house-bound persons	£81.00	£98.00	£17.00	21%
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule under the procedure for detained persons	£88.00	£106.00	£18.00	20%
Signing by the civil partnership registrar of the civil partnership schedule	£46.00	£56.00	£10.00	22%
Attestation by an authorised person of the necessary declaration at a place provided by the registration authority –				
(a) where both parties to the proposed civil partnership are exempt persons within the meaning of section 49 of the Immigration Act 2014	£35.00	£42.00	£7.00	20%
(b) in any other case	£47.00	£57.00	£10.00	21%
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration under the procedure for house-bound persons	£47.00	£57.00	£10.00	21%
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of	£68.00	£82.00	£14.00	21%

attesting the necessary declaration under the procedure for detained persons				
Attestation by an authorised person of the necessary declaration under the special procedure	£3.00	£4.00	£1.00	33%
Application to shorten the waiting period in relation to a notice of proposed civil partnership	£60.00	£66.00	£6.00	10%
Issue of Registrar General's licence	£15.00	£18.00	£3.00	20%
(a) Standard service for a certified copy [...] of an entry in the civil partnership register issued by the Registrar General	£11.00	£12.50	£1.50	14%
(b) Priority service for a certified copy [...] of an entry in the civil partnership register obtained from the Registrar General	£35.00	£38.50	£3.50	10%
(a) Standard service for a certified copy [...] of an entry in the civil partnership register issued by a registration authority	£11.00	£12.50	£1.50	14%
(b) Priority service for a certified copy [of an entry in the civil partnership register] issued by a registration authority	£35.00	£38.50	£3.50	10%
A correction to an entry in the civil partnership register, other than a correction relating to an error caused by the registration authority when information was recorded in the register	£90.00	£99.00	£9.00	10%
On giving the required notice to a registration authority for an application for a certificate of no impediment	£35.00	£38.50	£3.50	10%
Conversion of civil partnership in accordance with the standard procedure	£45.00	£50.00	£5.00	11%
Conversion of civil partnership in accordance with the procedure for housebound persons	£99.00	£109.00	£10.00	10%
Conversion of civil partnership in accordance with the procedure for detained persons	£117.00	£129.00	£12.00	10%
Conversion if a civil partnership according to the special procedure	£15.00	£18.00	£3.00	20%
The first stage of the procedure for conversion of civil partnership in accordance with the two stage procedure for conversion on secular premises	£27.00	£30.00	£3.00	11%
Conversion of civil partnership in accordance with the two stage procedure for conversion on religious premises				
(a) for the first stage of the procedure	£27.00	£30.00	£3.00	11%
(b) for the second stage of the procedure	£91.00	£101.00	£10.00	11%
(a) Standard service for a certified copy of an entry relating to a marriage in the conversion register issued by the superintendent registrar	£11.00	£12.50	£1.50	14%
(b) Priority service for a certified copy of an entry relating to a marriage in the conversion register issued by the superintendent registrar	£35.00	£38.50	£3.50	10%