

Description of Service		Basis of Charge	Net Charge 2018/19	VAT (20%)	Gross 2018/19 Charge	Proposed Net Charge 2019/20	VAT (20%)	Proposed Gross 2019/20 Charge	Proposed Increase Gross Charge		
			£	£	£	£	£	£	£	%	
REGISTRATION SERVICE		Statutory	No increase by GRO			Under Review by GRO					
From the General Register Office, Office of National Statistics, Statutory Fees SET BY THE GRO * Subject to a potential price increase											
Cost of Certificates											
From Registrar who registered Birth, Death or Marriage:											
1	Standard Certificate (at time of registration)	Statutory	4.00		4.00	4.00		4.00	0.00	0.00%	
2	Short Birth Certificate (at time of registration)	Statutory	4.00		4.00	4.00		4.00	0.00	0.00%	
3	Issuing Certificate after time of registration	Statutory	7.00		7.00	7.00		7.00	0.00	0.00%	
Cost of Copy Certificates											
4	Standard Certificate	Statutory	10.00		10.00	10.00		10.00	0.00	0.00%	
5	Short Birth Certificate	Statutory	10.00		10.00	10.00		10.00	0.00	0.00%	
6	Forename added within 12 months of birth registration	Statutory	40.00		40.00	40.00		40.00	0.00	0.00%	
7	Consideration by Registrar / Superintendent Registrar of a correction application	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%	
8	Consideration by the Registrar General of a correction application	Statutory	90.00		90.00	90.00		90.00	0.00	0.00%	
9	Same Day Priority Service (order by 2pm)	Discretionary	65.00		65.00	65.00		65.00	0.00	0.00%	
10	Next Day Service (order by 2pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%	
11	Postage costs for postal certificates (UK only) Recorded	Discretionary	2.50	0.50	3.00	2.92	0.58	3.50	0.50	16.67%	
12	Postage costs for postal certificates (UK only) First Class	Discretionary	1.25	0.25	1.50	1.67	0.33	2.00	0.50	33.33%	
MARRIAGE & CIVIL PARTNERSHIP CEREMONIES											
Southend Register Office Approved Premises in Borough of Southend & Essex											
13	Notice Fee per person *	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%	
14	On giving notice to a registration authority (Registration Abroad and Certificates) Order 2005, article 17(2) (certified impediment)	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%	
15	Registrar - notice of marriage of a house-bound person	Statutory	47.00		47.00	47.00		47.00	0.00	0.00%	
16	Registrar – Attending a marriage at the residence of a house-bound person	Statutory	84.00		84.00	84.00		84.00	0.00	0.00%	
17	Entering a notice of marriage by Registrar General's Licence for an end of life person (not paid to Council)	Statutory	3.00		3.00	3.00		3.00	0.00	0.00%	
18	Attending a marriage by Registrar General's licence for an end of life person (not paid to Council)	Statutory	2.00		2.00	2.00		2.00	0.00	0.00%	
19	Issue of Registrar General's licence for an end of life person (not paid to Council)	Statutory	15.00		15.00	15.00		15.00	0.00	0.00%	
20	Registrar - Attending at a place of worship	Statutory	86.00		86.00	86.00		86.00	0.00	0.00%	
21	Registrar - Attending at the residence of a house-bound person	Statutory	81.00		81.00	81.00		81.00	0.00	0.00%	
22	Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%	
23	Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%	
24	Consideration in reduction of 28 day notice to marry	Statutory	60.00		60.00	60.00		60.00	0.00	0.00%	
25	Registrar – certification of a place of meeting for religious worship	Statutory	29.00		29.00	29.00		29.00	0.00	0.00%	
26	Registration of a building for the solemnisation of marriages	Statutory	123.00		123.00	123.00		123.00	0.00	0.00%	
27	Registration of a building which has previously been registered for the solemnisation of marriages	Statutory	64.00		64.00	64.00		64.00	0.00	0.00%	
CITIZENSHIP CEREMONIES											
Application											
28	Standard Group Ceremony	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%	
29	Individual Private Ceremony (Victoria Room)	Statutory	150.00		150.00	150.00		150.00	0.00	0.00%	

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Marriage, Civil Partnership, Renewal of Vows & Commitment Ceremonies										
NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers, certificate and commemorative box)										
Jubilee Room										
30	Weekdays Monday - Friday	Discretionary	420.00		420.00	430.00		430.00	10.00	2.38%
31	Saturday	Discretionary	560.00		560.00	575.00		575.00	15.00	2.68%
Victoria Room										
32	Weekdays Monday - Friday	Discretionary	200.00		200.00	210.00		210.00	10.00	5.00%
33	Saturday	Discretionary	280.00		280.00	290.00		290.00	10.00	3.57%
NAMING CEREMONIES										
NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers & ceremony pack* VAT charge applies)										
Jubilee Room										
34	Weekdays - Monday - Friday	Discretionary	411.67	8.33	420.00	358.33	71.67	430.00	10.00	2.38%
35	Saturday	Discretionary	551.67	8.33	560.00	479.17	95.83	575.00	15.00	2.68%
Victoria Room										
36	Weekdays Monday-Friday	Discretionary	211.67	8.33	220.00	191.67	38.33	230.00	10.00	4.55%
37	Saturday	Discretionary	271.67	8.33	280.00	241.67	48.33	290.00	10.00	3.57%
APPROVED PREMISES Marriage/Civil Partnership Ceremonies (price includes registrar attendance, certificate & commemorative box)										
38	Monday - Friday	Discretionary	450.00		450.00	460.00		460.00	10.00	2.22%
39	Saturdays	Discretionary	500.00		500.00	515.00		515.00	15.00	3.00%
40	Sundays & Bank Holidays	Discretionary	550.00		550.00	565.00		565.00	15.00	2.73%
41	6pm - 9pm Weekdays	Discretionary	550.00		550.00	565.00		565.00	15.00	2.73%
42	6pm - 9pm Saturdays	Discretionary	650.00		650.00	670.00		670.00	20.00	3.08%
43	6pm - 9pm Sundays and Bank Holidays	Discretionary	750.00		750.00	770.00		770.00	20.00	2.67%
APPROVED PREMISES Renewal of Vows/Commitment Ceremonies (price includes registrar attendance, certificate & commemorative box)										
44	Monday - Friday	Discretionary	280.00		280.00	290.00		290.00	10.00	3.57%
45	Saturdays	Discretionary	310.00		310.00	320.00		320.00	10.00	3.23%
46	Sundays & Bank Holidays	Discretionary	340.00		340.00	350.00		350.00	10.00	2.94%
APPROVED PREMISES NAMING CEREMONIES (price includes registrar attendance & ceremony pack)										
47	Monday - Friday	Discretionary	271.67	8.33	280.00	241.67	48.33	290.00	10.00	3.57%
48	Saturdays	Discretionary	301.67	8.33	310.00	266.67	53.33	320.00	10.00	3.23%
49	Sundays & Bank Holidays	Discretionary	331.67	8.33	340.00	291.67	58.33	350.00	10.00	2.94%

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Individual Citizenship Ceremonies										
50	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	400.00		400.00	410.00		410.00	10.00	2.50%
51	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	430.00		430.00	440.00		440.00	10.00	2.33%
52	Victoria Room (Monday - Friday) - includes room hire	Discretionary	260.00		260.00	270.00		270.00	10.00	3.85%
PREMISES LICENSE FEES										
53	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	1,700.00		1,700.00	1,750.00		1,750.00	50.00	2.94%
54	Approved Premises Application – additional room/decision Review	Discretionary	560.00		560.00	575.00		575.00	15.00	2.68%
55	Private Premises Health & Safety Inspection	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
SUNDRY SALES										
56	Confetti	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
ALL APPOINTMENTS - BOOKINGS/AMENDMENTS/CANCELLATION FEES										
In the event that the customer makes changes to a booking the following fees will apply:										
57	For a ceremony (does not apply to Marriages & Civil Partnerships in the Register Office) a £50 deposit is required which is part of the overall fee. If it is subsequently cancelled with :-	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
58	- amendment of date of ceremony	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
59	- less than two months notice - or failure to cancel - no refund full fee lost	Discretionary				Full Fee				
60	Citizenship/Nationality checking service Amendment of date of ceremony/appointment	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
61	Nationality Checking Service non attendance fee (single family)	Discretionary				Full Fee				