

11. Licensing of Approved Premises

Fee to licence any Approved Premise for three years. (Includes new premises and renewal)	256.00
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12. Places of Religious Worship

Certification of a building for religious worship	29.00
Registration of a building for the solemnization of marriages	123.00

Regulation 89 and Schedule 15 to the Immigration Act 2016 provides the Registrar General with regulation making powers for the introduction of the following new fees from 1st November 2017

- Consideration of a reduction in the 28 day notice period to marry or form a civil partnership £60.00 per person
- Register Office consideration of divorce / civil partnership dissolution paperwork from outside the British Isles £50.00
- Registrar General consideration of divorce / civil partnership dissolution paperwork from outside the British Isles £75.00
- New or additional forename or forename(s) given to a child within 12 months after the registration of the birth £40.00
- Correction of a birth or death entry not referred to the Registrar General £75
- Correction of a birth, death or marriage entry referred to the Registrar General £90.00

Sandwell Register Office

Highfields
High Street
West Bromwich
B70 8RJ

Tel: 0121 368 1188

Web: www.sandwell.gov.uk/registeroffice

Sandwell Register Office

Fees and Charges

Applicable from 01 April 2020

Fees and charges

£

1. Marriage and Civil Partnership Ceremonies

(Fee includes one marriage/civil partnership certificate)

Register Office Ceremony Room (Monday- Thurs only)	57.00
Sandwell Suite - Monday to Thursday	335.00
Sandwell Suite – Friday/Saturday	463.00
Sandwell Suite – Sun/Bank Hols	537.00
The Highfields Room - Monday to Thursday	124.00
The Highfields Room – Fri & Saturday AM	169.00
Approved Venues - Monday to Thursday	335.00
Approved Venues - Friday/Saturday	463.00
Approved Venues – Sun/Bank Hols	537.00
Fee for registrar to attend ceremony at a religious building	97.00
Civil Partnership Conversion to Marriage (one appointment no ceremony including one certificate)	56.00
Civil Partnership Conversion (Stage 1 providing information only)	27.00

Civil Partnership Conversion (Stage 2 ceremony only following stage 1 above) see marriage ceremony fees above.

Marriage Ceremony Cancellation/ re-booking £43.00

Our Refund Policy – Once fees have been paid, a cancellation fee will apply – 50% refund reducing to nil if cancelled within 3 weeks of ceremony date

2. Renewal of Vows and Naming Ceremonies

Sandwell Suite - Monday to Thursday	256.00
Sandwell Suite – Fri/Saturday	320.00
Sandwell Suite - Sunday/Bank Holiday	348.00
Approved Venues - Monday to Thursday	256.00
Approved Venues – Fri/Saturday	320.00
Approved Venues - Sunday/Bank Holidays	348.00

3. Citizenship Ceremonies

Private Individual Ceremony - Monday to Thursday	127.00
Private Individual Ceremony - Friday and Saturday	159.00
Private Individual Ceremony - Sunday/Bank Holidays	173.00
Group Ceremony - Saturday	93.00

4. Provisional Ceremony Bookings – Reservation Fee

For Register Office/Sandwell Suite/Approved Venues (NB this is not a deposit and is non-refundable)	61.00
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5. Notice of Marriage/Civil Partnership

Fee for each person giving notice	35.00
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6. Certificates of Birth/Death/Marriage/Civil Partnership

Issued at time of archive records and at/after registration	11.00
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7. Priority Certificate Service

Certificates applications applied for Monday to Friday by 3pm will be available for collection the next working day after 10am	35.00
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8. European Settlement Service

E U Settlement	14.00
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9. Photography Service

S D Card (min 30 photos)+ 1 st Photo printed free	148.00
Package SD Card (min 30 photos)+up to 30 prints +album +1 st Photo printed free	332.00
Single print 12" x 8"	14.00

10. Webcast

Audio recording of service	37.00
Audio & Visual recording of service	44.00
Live Webcast	44.00
Live webcast plus visual recording of service includes USB	83.00
Visual Tribute Single Photograph	20.00
Visual Tribute (up to 50 Photographs)	75.00
Visual Tribute (over 50 Photographs)	75.00