

FEES AND CHARGES REPORT

APPENDIX 1 – ELECTORAL SERVICES

1. Service Description

Electoral Service has a limited number of statutory Fees and Charges for sales of electoral registers. The charges are set by sections 110 & Regulation 10(3) of the Representation of the People Regulations 2001.

2. Prior years analysis, current financial year projections

The table below illustrates the actual income received in 2022/2023, 2023/2024 and 2024/2025 and a forecast for 2025/2026.

Income achieved	2022/23 Actual (£)	2023/24 Actual (£)	2024/25 Actual (£)	2025/26 Forecast (£)
Electoral Services - Other Sales	(1,711)	(2,072)	(2,557)	(2,000)
Budget	(1,500)	(1,500)	(1,700)	(2,000)
Income Achieved (Above)/Below Budget	(211)	(572)	(857)	-

3. Pricing

The statutory charges are set to recover costs.

4. Understanding Customers and Markets

Most of the income realised by the service comes from the sharing of electoral registers with credit rating companies. We have five main customers who have repeat orders for the information year on year.

5. Proposed Charging

No proposed changes for 2026/2027 as statutory charges have not changed. Any amendments implemented by Government will be reported to Committee as they occur.

6. Impact on Medium Term Financial Plan (MTFP)

The income budget was increased by £300 to £2,000 per annum starting in 2025/2026. This aligns with the forecast demand for the current financial year (see section 2).

In 2024/25, additional income was generated due to increased activity during a General Election year, with a higher number of political party registers purchased.

	2026/27 (£)	2027/28 (£)	2028/29 (£)	2029/30 (£)	2030/31 (£)
Current Budget in MTFP	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Proposed Budget - Sales Of Electoral Registers	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Impact on MTFP 2026/27 Pressure/ (Saving)	-	-	-	-	-

7. Recommendation

Members are asked to approve charges for 2026/2027 as detailed below:

statutory/statutory range
non statutory

Policy and Resources Committee		Electoral Services					
Statutory fees are set by section 110 of the Representation of the People Regulations 2001.		2025/26	Proposed Increase / (Decrease)	2026/27	VAT Amount	2026/27 Charge Inc. VAT	VAT Rate
		£	% Type	£	£	£	
Electoral Services (Statutory):							
Printed Format							
STAT	Sale of Full Register/ Notice of Alteration	£10.00	0.0%	£0.00	£10.00	£0.00	OS
STAT	- Per thousand names or part	£5.00	0.0%	£0.00	£5.00	£0.00	OS
STAT	Supply of Overseas Register	£10.00	0.0%	£0.00	£10.00	£0.00	OS
STAT	- Per hundred names or part	£5.00	0.0%	£0.00	£5.00	£0.00	OS
Data Format							
STAT	Sale of Full Register/ Notice of Alteration	£20.00	0.0%	£0.00	£20.00	£0.00	OS
STAT	- Per thousand names of part	£1.50	0.0%	£0.00	£1.50	£0.00	OS
STAT	Supply of Overseas Register	£20.00	0.0%	£0.00	£20.00	£0.00	OS
STAT	- Per hundred names of part	£1.50	0.0%	£0.00	£1.50	£0.00	OS
Marked Register:							
Printed Format							
STAT	Sale of the whole or any part of the marked register/ Postal Vote Return Report following an election	£10.00	0.0%	£0.00	£10.00	£0.00	OS
STAT	- Per thousand names or part	£2.00	0.0%	£0.00	£2.00	£0.00	OS
Data Format							
STAT	Sale of the whole or any part of the marked register / Postal Vote Return Report following an election	£10.00	0.0%	£0.00	£10.00	£0.00	OS
STAT	- Per thousand names of part	£1.00	0.0%	£0.00	£1.00	£0.00	OS