

ORDINANCE

OF THE STATES OF DELIBERATION

ENTITLED

The Public Records (Fees for Registration and Certified Copies of Documents) Ordinance, 1960 *

[CONSOLIDATED TEXT]

NOTE

This consolidated version of the enactment incorporates all amendments listed in the footnote below. It has been prepared for the Guernsey Law website and is believed to be accurate and up to date, but it is not authoritative and has no legal effect. No warranty is given that the text is free of errors and omissions, and no liability is accepted for any loss arising from its use. The authoritative text of the enactment and of the amending instruments may be obtained from Her Majesty's Greffier, Royal Court House, Guernsey, GY1 2PB.

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* Recueil d'Ordonnances Tome XII, p. 398; as amended by the: Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 1977 (Recueil d'Ordonnances Tome XXI, p. 59); Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 2006 (No. XXI of 2006, Recueil d'Ordonnances Tome XXXI, p. 5228); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2008 (G.S.I. No. 60 of 2008); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2010 (G.S.I. No. 110 of 2010); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2012 (G.S.I. No. 58 of 2012); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2014 (G.S.I. No. 64 of 2014); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2016 (G.S.I. No. 71 of 2016); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2018 (G.S.I. No. 81 of 2018); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023 (G.S.I. No. 134 of 2023); Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2025 (G.S.I. No. 126 of 2025). See also the Fees, Charges and Penalties (Guernsey) Law, 2007 (No. VII of 2008).

ORDINANCE OF THE STATES OF DELIBERATION

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The Public Records (Fees for Registration and Certified Copies of Documents) Ordinance, 1960

ARRANGEMENT OF SECTIONS

1. Registration fees for documents.
2. Fees for copies of documents registered.
- 2A. Fees for uncertified copies of documents registered.
- 2B. Fees in respect of documents creating charge on land.
3. Documents to which this Ordinance applies.
4. Repeal.
5. Citation.
6. Commencement.

(Made on 14th December, 1960.)

The Public Records (Fees for Registration and Certified Copies of Documents) Ordinance, 1960

THE STATES, in pursuance of their Resolution of the sixteenth day of November, nineteen hundred and sixty, and on the representations of the States Board of Administration, hereby order: –

Registration fees for documents.

1. There shall be paid to [His Majesty's Greffier] for the account of the States in respect of any document to which this Ordinance applies presented for registration on the Records of this Island –

- (a) the sum of [£83], and
- (b) a fee of [£8] for each page or part of a page thereof, and
- (c) where there is a plan annexed thereto, a fee of [£8] for that plan.

NOTES

In section 1,

the words in the first pair of square brackets in section 1 were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(2)(a), with effect from 1st January, 2024;

the symbol and figures in square brackets in paragraph (a) were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2025, regulation 1(2)(a), with effect from 1st January, 2026;¹

the symbols and figures in square brackets in paragraph (b) and paragraph (c) were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2025, respectively regulation 1(2)(b) and regulation 1(2)(c), with effect from 1st January, 2026.²

In accordance with the provisions of the Fees, Charges and Penalties (Guernsey) Law, 2007, section 1, Schedule, with effect from 19th May, 2008, the power to prescribe by Ordinance the fees therein referred to and payable under this Ordinance may be exercised by Regulation.

Fees for copies of documents registered.

2. There shall be paid to [His Majesty's Greffier] for the account of the States in respect of any certified copy of a document to which this Ordinance applies and registered on the Records of this Island and supplied to any person by [His Majesty's Greffier] –

- (a) a fee of [£31] for each page or part of a page thereof,
- (b) where there is a plan annexed thereto, a fee of [£8] for that plan.

NOTES

In section 2,

the words in the first and second pairs of square brackets in section 2 were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(3)(a), with effect from 1st January, 2024;

the figures and symbols in square brackets in paragraph (a) and paragraph (b) were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2025, regulation 1(3), respectively paragraph (b) and paragraph (c), with effect from 1st January, 2026.³

In accordance with the provisions of the Fees, Charges and Penalties (Guernsey) Law, 2007, section 1, Schedule, with effect from 19th May, 2008, the power to prescribe by Ordinance the fees therein referred to and payable under this Ordinance may be exercised by Regulation.

[Fees for uncertified copies of documents registered.]

2A. There shall be paid [to His Majesty's Greffier] for the account of the States in respect of any uncertified copy of a document to which this Ordinance applies and registered on the Records of this Island and supplied to any person [by His Majesty's Greffier –

- (a) a fee of £5.00 for each page or part of a page (in the case of an A4 monochrome copy),
- (b) a fee of £6.00 for each page or part of a page (in the case of an A3 monochrome copy),
- (c) a fee of £7.00 for each page or part of a page (in the case of an A4 colour copy), and
- (d) a fee of £8.00 for each page or part of a page (in the case of an A3 colour copy).]]

NOTES

Section 2A was inserted by the Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 2006, section 4, with effect from 31st May, 2006.

In section 2A,

the words in the first pair of square brackets were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(4)(a), with effect from 1st January, 2024;

the words in the second pair of square brackets were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2025, regulation 1(4), with effect from 1st January, 2026.⁴

In accordance with the provisions of the Fees, Charges and Penalties (Guernsey) Law, 2007, section 1, Schedule, with effect from 19th May, 2008, the power to prescribe by Ordinance the fees therein referred to and payable under this Ordinance may be exercised by Regulation.

Fees in respect of documents creating charge on land.

2B. There shall be paid to [His Majesty's Greffier] for the account of the States in respect of any document creating a charge on real property registered on the Records of this Island (in addition to any other fee payable in respect of the document) –

- (a) a fee of [£71] in respect of each debtor or guarantor entered in the index, and
- (b) a fee of [£71] for the vacation of the document in whole or in part.]

NOTES

Section 2B was inserted by the Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 2006, section 4, with effect from 31st May, 2006.

In section 2B,

the words in the first pair of square brackets in section 2B were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(5)(a), with effect from 1st January, 2024;

the symbols and figures in square brackets in paragraph (a) and paragraph (b) were substituted by the Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2025, regulation 1(5), with effect from 1st January, 2026.⁵

In accordance with the provisions of the Fees, Charges and Penalties (Guernsey) Law, 2007, section 1, Schedule, with effect from 19th May, 2008, the power to prescribe by Ordinance the fees therein referred to and payable under this Ordinance may be exercised by Regulation.

Documents to which this Ordinance applies.

3. This Ordinance applies to any document to which the provisions of the Ordinance entitled "Ordonnance relative à l'enregistrement des contrats et autres documents" of the twelfth day of January, nineteen hundred and twenty-four apply and to any deed poll.

Repeal.

4. The Ordinance entitled "Ordonnance relative aux frais payables au Greffe pour l'enregistrement et l'extrait de documents" made on the fifth day of March, nineteen hundred and twenty-seven, is hereby repealed.

Citation.

5. This Ordinance may be cited as the Public Records (Fees for Registration and Certified Copies of Documents) Ordinance, 1960.

Commencement.

6. This Ordinance shall come into force on the first day of January, nineteen hundred and sixty-one.

1 Paragraph (a) was previously amended by the: Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 1977, section 1(a), with effect from 1st July, 1977; Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 2006, section 2(a), with effect from 31st May 2006; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2008, regulation 1(a), with effect from 1st January, 2009; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2010, regulation 1(a), with effect from 1st January, 2011; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2012, regulation 1(a), with effect from 1st January, 2013; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2014, regulation 1(a), with effect from 1st January, 2015; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2016, regulation 1(a), with effect from 1st January, 2017; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2018, regulation 1, with effect from 1st January, 2019; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(2)(b), with effect from 1st January, 2024.

2 Paragraph (b) and paragraph (c) were previously amended by the: Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 1977, section 1(b), with effect from 1st July, 1977; Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 2006, section 2(b), with effect from 31st May 2006; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2008, regulation 1(b), with effect from 1st January, 2009; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2010, regulation 1(b), with effect from 1st January, 2011; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2012, regulation 1(b), with effect from 1st January, 2013; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2014 regulation 1(b), with effect from 1st January, 2015; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2016, regulation 1(b), with effect from 1st January, 2017; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, respectively regulation 1(2)(c) and regulation 1(2)(d), with effect from 1st January, 2024.

3 Section 2 was previously amended by the: Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 1977, section 1(c), with effect from 1st July, 1977; Public Records (Fees for Registration and Certified Copies of Documents) (Amendment) Ordinance, 2006, section 3, with effect from 31st May 2006; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2008, regulation 2, with effect from 1st January, 2009; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2010, respectively regulation 2(a) and regulation 2(b), with effect from 1st January, 2011; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2014, respectively regulation 2(a) and regulation 2(b), with effect from 1st January, 2015; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2016, regulation 2, respectively paragraph (a) and paragraph (b), with effect from 1st January, 2017; Public Records (Fees for Registration

and Certified Copies of Documents) Regulations, 2023, regulation 1(3), respectively paragraph (b) and paragraph (c), with effect from 1st January, 2024.

⁴ Section 2A was previously amended by the: Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2008, regulation 3, with effect from 1st January, 2009; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2010, regulation 3, with effect from 1st January, 2011; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2014, respectively regulation 3(a) and regulation 3(b), with effect from 1st January, 2015; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2016, regulation 3, respectively paragraph (a) and paragraph (b), with effect from 1st January, 2017; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(4)(b), with effect from 1st January, 2024.

⁵ Section 2B was previously amended by the: Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2008, regulation 4, with effect from 1st January, 2009; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2010, regulation 4, with effect from 1st January, 2011; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2012, regulation 4, with effect from 1st January, 2013; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2014, regulation 4, with effect from 1st January, 2015; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2016, regulation 4, with effect from 1st January, 2017; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2018, regulation 2, with effect from 1st January, 2019; Public Records (Fees for Registration and Certified Copies of Documents) Regulations, 2023, regulation 1(5)(b), with effect from 1st January, 2024.