

**REPORT TO:** Executive Board Sub Committee

**DATE:** 13 October 2011

**REPORTING OFFICER:** Strategic Director, Communities

**SUBJECT:** Variation of the non-statutory fees and setting of new fees for services offered by Halton Registration Service for 2012 - 2013

**WARDS:** Boroughwide

## **1.0 PURPOSE OF THE REPORT**

1.1 To seek the approval of the Board to vary the non-statutory fees offered by Halton Registration Service for 2012 -2013.

**2.0 RECOMMENDATION: That the Board approves the following variations and the setting of new fees offered by Halton Registration Service as set out in Appendix 1.**

## **3.0 SUPPORTING INFORMATION**

3.1 The Marriage Act 1995 and the Civil Partnership Act 2005 allows local authorities the facility to set fees for the attendance of a Superintendent Registrar and Registrar at a ceremony in an approved premise.

3.2 In January 2011 the Executive Board Sub Committee agreed to review its charges for non-statutory registration services each September for the forthcoming financial year.

3.3 The majority of ceremonies are planned up to two years in advance. Therefore the early setting of charges for non-statutory fees is necessary in order to advise customer of the amount they will be expected to pay. This will also enable the Service to forward plan more effectively.

3.4 The Service currently has two levels of fees for civil ceremonies taking place in a decommissioned room e.g. the Boston Suite on a Saturday. It is proposed to amend this to one fee level as most ceremonies take place in the afternoon.

3.5 The Service wishes to increase the non-returnable reservation fee of £20 to £25 for the booking or subsequent change of time, date or venue for all ceremonies.

3.6 The Service wishes to introduce a fee of £18.00 for telephone applications for copies certified certificates e.g. birth, marriage and death

etc as from 1<sup>st</sup> January 2012. Rochdale Registration Service charge £20 for their telephone service. This fee would include the statutory fee for the certificate and postage costs, the Service will aim to prioritise such applications with 48 hours. This fee will help the authority recover the cost of providing a telephone requests service. Customers will still be able to obtain certificates at the statutory fee in person by attending the Register Office, Direct Links or by making an online application.

#### **4.0 POLICY IMPLICATIONS**

4.1 The above proposals are in line with the Authority's new governance arrangements for delivery of registration services as outlined in the White Paper "Civil Registration: Vital Change" (2002), which enables the authority to have the freedom to make policy decisions locally without recourse to the General Register Office.

#### **5.0 OTHER IMPLICATIONS**

5.1 There are no anticipated implications with these fee changes.

#### **6.0 RISK ANALYSIS**

6.1 There are no anticipated risks associated with these recommendations.

#### **7.0 FINANCIAL IMPLICATIONS**

7.1 The proposed timeframe for fees will take effect from the 1 April 2012 - 31 March 2013 and henceforth be reviewed each September, taking effect the following April for each financial year.

#### **8.0 EQUALITY AND DIVERSITY ISSUES**

8.1 There are no anticipated Equality and Diversity issues associated with these recommendations.

#### **9.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES**

A Healthy Halton - None  
Halton's Urban Renewal - None  
Halton's Children and Young People - None  
Employment Learning and Skills in Halton - None  
A Safer Halton - None

There are no anticipated risks associated with these recommendations.

**10.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Agenda Item 3a – New governance arrangements for the delivery of the Halton Registration Service, Executive Board Sub Committee (29 March 2007)	Halton Register Office	Registration Service Manager / Superintendent Registrar

## APPENDIX 1 Charges - Halton Registration Service

– Registration of a building under the 1994 and 2004 Acts	750.00	800.00
– Attendance by Senior Registrar/Registrar at the Boston Suite, Runcorn Town Hall (a venue approved under the 1994 / 2004 Acts)		
- Monday to Friday	110.00	120.00
- Saturday, commencing at or after 12 noon (now all day rate)	150.00	160.00
Attendance by Senior Registrar/Registrar at the Civic Building, Runcorn Town Hall (a venue approved under the 1994 and 2004 Acts)		
- Monday to Friday	175.00	250.00
- Saturday	235.00	275.00
– Attendance by Senior Registrar/Registrar at all other buildings in Halton, approved under the 1994 /2004 Acts		
- Monday to Friday	260.00	290.00
- Saturday	325.00	350.00
- Sunday	375.00	400.00
- Bank Holidays	490.00	500.00