

**REPORT TO:** Executive Board

**DATE:** 19 September 2013

**REPORTING OFFICER:** Strategic Director, Communities

**PORTFOLIO:** Environmental Services

**SUBJECT:** Variation of the non-statutory fees of Halton Registration Service for 2015/2016

**WARD(S)** Borough-wide

**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 2015/2016.

**2.0 RECOMMENDATION: That the Board approves the variations to the non-statutory fees of 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 to set fees for ceremonies in approved premises. In January 2011 the Executive Board Sub Committee agreed to set the Registration Service's non-statutory fees outside the usual timeframe for setting fees due to ceremonies being planned up to two years in advance.

3.2 The proposed fee structure shown in Appendix 1 is for 2015/16, the fees have already been set for 2014/15.

3.3 The early setting of fees for 2015/16 is necessary as the Registration Service will hold its annual Wedding and Ceremony Fayre on 16 February 2014. As most ceremonies are arranged up to two years in advance, it will be advantageous to have a published fee structure in place for this main promotional event, so that customers understand the amount they will be expected to pay. The early setting of the fees will also enable the Service to forward plan more effectively to achieve its income targets.

**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 **FINANCIAL IMPLICATIONS**

5.1 The proposed timeframe for fees will take effect from 1 April 2015 unless otherwise specified.

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

### 6.1 **Children & Young People in Halton**

None identified.

### 6.2 **Employment, Learning & Skills in Halton**

None identified.

### 6.3 **A Healthy Halton**

None identified.

### 6.4 **A Safer Halton**

None identified.

### 6.5 **Halton's Urban Renewal**

None identified.

## 7.0 **RISK ANALYSIS**

7.1 There are no anticipated risks associated with these recommendations.

## 8.0 **EQUALITY AND DIVERSITY ISSUES**

8.1 An Equality Impact Assessment of 8<sup>th</sup> May 2012 found that there were no equality or diversity issues in the setting of the Registration Service fees, against any of the protected characteristic groups.

## 9.0 **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>
New governance arrangements for the delivery of the Halton	Halton Register Office	Registration Service Manager

Registration Service, Executive Board Sub Committee (29 March 2007)		Superintendent Registrar
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## APPENDIX 1 Charges - Halton Registration Service 20115/16

<b>Service</b>	<b>2014/15</b>	<b>2015/16</b>
Reservation Fee (non returnable)	50.00	52.00
Fee for telephone applications	25.00	26.00
Fee for a fast track certificate	30.00	31.00
Priority 48 Hour / telephone certificate application	25.00	26.00
Scanned Certificate only to be purchased with a Certified Copy Certificate	10.00	
Fee for a Ceremony Rehearsal	70.00	72.00
Building Registration under the 1994 and 2004 Acts	900.00	930.00
Change of Name Deed	70.00	72.00
Change of Name Deed (copy after registration)	35.00	36.00
<b>Nationality Checking Service</b>		
Adult (Single)	75.00	80.00
Husband / Wife / Civil Partner (applying at the same time)	120.00	130.00
Husband / Wife and two Children	150.00	165.00
Additional Children on parents application (per Child)	30.00	40.00
Children under 18 years applying separately	60.00	65.00

<b>Service</b>	<b>2014/15</b>	<b>2015/16</b>
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**Boston Suite and Lounge,  
Runcorn Town Hall (a venue under the 1994 / 2004 Acts)**

Monday to Thursday	175.00	180.00
Friday	200.00	210.00
Saturday	240.00	250.00
Sunday (11am to 1pm)	300.00	315.00
Bank Holiday	400.00	415.00

**Civic Suite,  
Runcorn Town Hall (a venue under the 1994 / 2004 Acts)**

Monday to Thursday	270.00	280.00
Friday	280.00	290.00
Saturday	310.00	320.00
Sunday (11am to 1pm)	345.00	360.00
Bank Holiday	445.00	460.00

**Leira or Members Room  
Runcorn Town Hall (a venue under the 1994 / 2004 Acts)**

Monday to Thursday	240.00	250.00
Friday	250.00	260.00
Saturday	270.00	285.00
Sunday (11am to 1pm)	315.00	330.00
Bank Holiday	415.00	430.00

**Other buildings in Halton (under the 1994 / 2004 Acts)**

Monday to Thursday	340.00	350.00
Friday	360.00	375.00
Saturday	410.00	425.00
Sunday	480.00	495.00
Bank Holidays	580.00	600.00

**Service****2014/15****2015/16****Non Statutory - Renewal of Vows and Naming Ceremonies  
(Naming Ceremonies £50 per additional Child)****Boston Suite and Lounge,**

Monday to Thursday	150.00	155.00
Friday	165.00	170.00
Saturday	180.00	190.00
Sunday (11am – 1pm)	250.00	260.00
Bank Holidays	350.00	370.00

**Non Statutory - Renewal of Vows and Naming Ceremonies  
(Naming Ceremonies £50 per additional Child)****Leira Suite, Civic Suite, Council Chamber and Approved Premises**

Monday to Thursday	180.00	190.00
Friday	200.00	215.00
Saturday	250.00	265.00
Sunday (11am – 1pm)	300.00	315.00
Bank Holidays	400.00	420.00