

**REPORT TO:** Executive Board

**DATE:** 16 November 2023

**REPORTING OFFICER:** Executive Director  
Environment and Regeneration

**PORTFOLIO:** Employment, Learning Skills and Community

**SUBJECT:** Variation of the non-statutory fees of Halton  
Registration Service from 1<sup>st</sup> April 2025

**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 from 1<sup>st</sup> April 2025.

**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 these 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: Appendix 1 is for 2025/2026 and which has been determined by taking account of inflationary increases. In addition, where possible market research of neighbouring registration districts has also been carried out - to ensure that our fees are both competitive and reflect the high standard of our venue and facilities.

3.3 The early setting of the fees for 2025/2026 is necessary as ceremonies are arranged up to two years in advance. Therefore, we must have a published fee structure in place so that customers understand the amount they will be required 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 fees will take effect from 1 April 2025 and should assist the Service with meeting its allocated budget.

## 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 **CLIMATE CHANGE IMPLICATIONS**

9.1 The implementation of the recommendation will have no effect on the environment.

## 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>
New governance arrangements for the Halton Registration Service, Executive Board Sub Committee (29 March 2007)	Halton Register Office	Registration Service Manager Superintendent Registrar

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**Appendix 1 - Halton Registration Service Price List****Marriage, Civil Partnership (for venues under the 1994 / 2004 Acts)**

<b>Venue</b>	<b>Current Fees 2024/2025</b>	<b>Proposed Fees 2025/2026</b>
<b>Boston Suite and Lounge</b>		
Monday to Thursday	350.00	370.00
Friday	410.00	430.00
Saturday	460.00	480.00
Sunday (11am to 1pm)	510.00	530.00
Bank Holiday	610.00	630.00
<b>Leiria or Drawing Rooms</b>		
Monday to Friday	410.00	430.00
Saturday	460.00	480.00
Sunday (11am to 1pm)	510.00	530.00
Bank Holiday	610.00	630.00
<b>Pergola (10 people standing only)</b>		
Monday - Thursday (9am to 12noon)	100.00	120.00
<b>Civic Suite and External (Approved Venues)</b>		
Monday to Friday	460.00	480.00
Saturday	510.00	530.00
Sunday (11am to 1pm)	560.00	580.00
Bank Holiday	660.00	680.00
<b>Council Chamber</b>		
Monday to Friday	570.00	590.00
Saturday	630.00	650.00
Sunday	730.00	750.00
Bank Holidays	830.00	850.00
<b>Reservation Fee, Pre- Ceremony Interview Fee, Certificate Package Fee</b>	100.00	120.00
New Combined Ceremony Reservation Fee to include: Reservation, Ceremony Interview and Certificate Package Fee		