

### **The Registration Service needs:-**

- 3 separate private offices for registering birth, deaths, still-births, marriages, and the Joint Passport and Nationality Checking service.
- A central reception area with waiting area for around 15/20 people
- A strong room to house all Registers from 1837-date, and also to house all secure stock and paperwork. It's a legal requirement that we have this. This must be easily accessible from the reception desk as Receptionists cannot leave the desk unmanned to wander round the building to do research for family trees and we frequently only have one receptionist on duty.
- A kitchen
- A ceremony room – large enough to hold 50 people with one separate entrance and one separate exit
- A garden to take photos in - this must be near to the exit door but away from the front door where the next ceremony is gathering
- Parking for guests and staff – can be up to 30 cars – more if weddings overrun and the next one arrives before the last one has gone.
- Large turning circle with separate parking for bridal cars right outside the front door
- Full disabled access, and everything should be on one floor only
- Hearing loop

### **Other points to note/issues that should be thought through from a Service user point of view:-**

The location should be easily accessible by regular public transport – train/bus – particularly for older people registering who can only come in by public transport, or Joint Passport and Nationality applicants who come in by train. The Town Hall is perfect from this point of view.

Because people can give notice of marriage up to one calendar year in advance, if we were to change the location of the ceremony room then we would need to give the public, and other Registration districts one years notice of the changes. But there could be no slippage in this date. It would all have to be up and running otherwise we would run into legal difficulties with the General Register Office/cancelled weddings etc etc.