Halton Library Service – Electoral Register Access Guidance

Information for Library Staff and Service Users

The library may hold copies of the electoral register for public inspection. Access is governed by electoral law. Please follow the guidance below.

Current Full Electoral Register

Customers may:

- Inspect the register during library opening hours (or by appointment if required) at Halton Lea Library and Widnes Library - Opening Times | Halton Libraries
- Make handwritten notes while inspecting the register.

Customers must not:

- Take photographs of any pages.
- Use scanners or mobile devices to copy pages.
- Photocopy or print pages.
- Make electronic copies of any part of the register.
- Remove the register from the library.
- Access or view the register without staff supervision where required.
- Use information from the register for marketing or other unauthorised purposes.

Historical Electoral Registers

Older electoral registers held by the library and/or local archives (Cheshire Records Office) Cheshire Archives and Local Studies may be available for research, family history, or local studies.

Electoral registers between 2 and 10 years old, from the publication date, are available for inspection only. Access restrictions are the same as for the current register.

Electoral registers older than 10 years from publication date are available for inspection. Copying of historical registers may be permitted under the following conditions:

- The register is 10 or more years old from publication date.
- Copying is for research purposes.
- Copyright where applicable.
- The library's local handling and reproduction policies.
- The condition of the material.

Copies of historical registers may only be made by library staff. As with the Cheshire Record Office (CRO), customers must sign a declaration before copies are issued.

Library Staff

When providing access to the current full electoral register:

- Ensure the register remains in the library.
- Supervise access where required.
- Allow handwritten notes only.
- Do not permit photography, scanning, photocopying, or electronic copying.
- If customers have questions about electoral registration or cannot locate the information they need, refer them to the local Electoral Registration Office.

Further Information

Please contact your local (Halton) Electoral Registration Office: Register to Vote or visit the UK Government guidance on viewing the electoral register: The electoral register and the 'open register': Get on the electoral register - GOV.UK.

Thank you for helping us comply with electoral law while providing access to this public record.

Local libraries and archive services

The public library or local archives service can supply copies of the register which are more than 10 years old (from the date of publication). Old registers can only be supplied and used for Article 84A GDPR purposes with appropriate safeguards. (Regulation 109A(9) and (10), Representation of the People (England and Wales) Regulations 2001; Regulation 108A(9) and (10), Representation of the People (Scotland) Regulations 2001).

Cheshire Records Office (CRO) - Electoral Registers Access Services

Electoral registers can also be accessed at Cheshire Record Office (CRO). For information about access arrangements and any restrictions on copying, please contact Cheshire Record Office directly.