



Information attached to the grant of an Approval of a premises as a venue for Marriages / Civil Partnerships

Marriages in the presence of a superintendent registrar and registrar, and civil partnerships in the presence of a civil partnership registrar, may take place in the room(s) shown on the plan of the premises (Annex A), subject to the conditions attached to the approval (Annex B) and the legal preliminaries to the proceedings (Annex D).

Annex A

This annex will refer to the plan attached to the approval, and the room(s) covered by the approval. The maximum occupancy figures for the room(s) will also be shown here.

Annex B (The conditions attached to the grant of this approval)

The following standard conditions from Schedule 2 of the Regulations are attached to this approval. Proceedings means the solemnisation of a marriage or the registration of a civil partnership and does not refer to any other activities on the premises.

1. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions ("the responsible person") and that the responsible person's occupation, seniority, position of responsibility in relation to the premises, or other factors (his "qualification"), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to and throughout each of the proceedings.
3. The holder must notify the authority -
 - (a) of his name and address immediately upon him becoming the holder of an approval under regulation 7(2), and
 - (b) of the name, address and qualification of the responsible person immediately upon the appointment of a new responsible person.
4. The holder must also notify the authority immediately of any change to any of the following -
 - (a) the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises,
 - (b) the name or full postal address of the approved premises,

- (c) the description of the room or rooms in which marriages are to be solemnised,
 - (d) the name or address of the holder of the approval, and
 - (e) the name, address or qualification of the responsible person.
5. The approved premises must be available at all reasonable times for inspection by the authority.
 6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.
 7. No food or drink may be sold or consumed in the room in which proceedings are to take place for one hour prior to and throughout the proceeding.
 8. All proceedings must take place in a room which is identified as one to be used for that purpose on the plan submitted with the approved application.
 9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
 10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated.
 11.
 - (1) Any proceedings conducted on approved premises shall not be religious in nature.
 - (2) In particular, the proceedings shall not:
 - (a) include extracts from an authorised religious marriage service or from sacred religious texts;
 - (b) be led by a minister of religion or other religious leader;
 - (c) involve a religious ritual or series of rituals;
 - (d) include hymns or other religious chants; or
 - (e) include any form of worship.
 12. Public access to any proceedings in approved premises must be permitted without charge.
 13. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the authority as a venue for marriage in pursuance of section 26(1)(bb) of the Act, and the formation of civil partnership under section 6(3A)(a) of the Civil Partnership Act 2004 but shall not state or imply any recommendation of the premises or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.
 14. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document, but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil

partnership document shall remain valid for its duration for the purpose of proceedings.

Any further conditions the local authority considers appropriate upon grant of the approval maybe included in this Annex.

Annex C (Additional information)

▪ Renewal and Reinstatement

1. The holder may apply for the renewal of an approval when the current approval has between six and twelve months to run. An application for renewal made in this period will extend the current approval until the application has been finally dealt with. A renewal will run from the expiry date of the current approval.
2. If the holder fails to apply for renewal before the expiry date and the approval expires, it will be reinstated by an application for renewal made within one month of the expiry date and continue until the application has been dealt with.

▪ Revocation

3. The authority may revoke an approval if it is satisfied, after considering any representations from the holder, that the use or structure of the premises has changed so that any of the standard or local requirements cannot be met or the holder has failed to comply with one or more of the standard or local conditions attached to the approval.
4. The Registrar General may direct the authority to revoke an approval if, in his opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage on the approved premises.
5. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry or register a civil partnership on the premises.

▪ Reviews

6. An applicant may seek a review by the local authority of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.
7. The review must be carried out by a different officer, Committee or Sub-Committee than that which made the decision, which is being appealed against. The review panel may confirm the decision, rescind it or vary it with the imposition of fresh or further conditions.
8. The authority may charge an additional fee for a review of its decision to refuse to grant an approval, to attach local conditions or to refuse to renew an approval.

▪ Registration

9. Details of approved premises will be held for public inspection by the authority, copied locally and sent to the Registrar General who will publicise them.
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Annex D (Guidance for those who wish to marry on approved premises)

1. As soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contract the superintendent registrar for the district in which the premises are situated.
2. Without the presence of this superintendent registrar and a registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with this superintendent registrar for their attendance at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. The couple will also have to give a notice of marriage to the superintendent registrar(s) of the district(s) in which they live. This notice must be given in person by one of the couple but is valid for twelve months. The couple should, therefore, attend the register office where they live as soon as notice can be given. There is a fifteen day waiting period after notice has been given before the marriage can take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take before notice of marriage can be given. The local superintendent registrar can advise further on these procedures.
5. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:
 - a) the attendance of the superintendent registrar and a registrar for the district in which the premises are situated; and,
 - b) the issue of the authority or authorities for marriage by the superintendent registrar(s) to whom notice of marriage was given.
6. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the superintendent registrar's certificate of marriage before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony.
7. The couple should be advised that only a civil, non-religious ceremony can be permitted by the superintendent registrar. The content of the ceremony must be agreed in advance with the superintendent registrar who will be attending the ceremony.
8. Any rights of copyright for music, reading etc. permitted at the ceremony are a matter for the couple and the holder of the approval.

Annex E (Guidance for those who wish to register a civil partnership on approved premises)

1. As soon as a couple have made provisional arrangements for their civil partnership on approved premises they should be advised to contact the registration authority for the area in which the premises are situated at.
2. Without the presence of the civil partnership registrar there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on his or her availability. It is, therefore, essential that the couple make an advance booking with

the civil partnership registrar for his or her attendance at their proposed registration as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.

3. The couple will also have to give a notice of civil partnership to an authorised person of the registration authority in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the register office(s) where they live as soon as notice can be given. There is a fifteen day waiting period after notice has been given before the civil partnership can take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take before notice of civil partnership can be given. The local registration authority can advise further on these procedures.
5. The couple should be warned that any arrangements made for a civil partnership to take place on the approved premises are dependent on:
 - (a) the attendance of the civil partnership registrar for the area in which the premises are situated; and,
 - (b) the issue of the civil partnership schedule by the registration authority for the area in which the premises are situated.
6. The couple should be advised that only a civil, non-religious registration can be permitted by the civil partnership registrar. The contents of any proceedings must be agreed in advance by the civil partnership registrar who will be attending the registration.
7. Any rights of copyright for music, readings etc permitted at the registration are a matter for the couple and the holder of the approval.