

## **THE CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL**

The authority must attach the following standard conditions from Schedule 2 to the Regulations to any approval. Proceedings mean the solemnization 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 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 the proceedings are to take place;
  - (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 made 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 take place for one hour prior to during those proceedings.
8. All proceedings must take place in a room which was 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.
  - (3) But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.
  - (4) For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.
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 Marriage Act 1949, and the formation of civil partnerships 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 the proceedings.



The licensing authority is entitled under the legislation to impose local conditions as it thinks reasonable.

Premises must have the following:

1. Satisfactory disabled access.
2. Adequate tables and chairs must be available for Registration Officers and the parties being married, or registering their civil partnership, including seating for the majority of guests.
3. An additional room must be available for the interview of the parties prior to the ceremony.
4. Toilet facilities must be available.
5. Car parking spaces for Registration Staff must be guaranteed.
6. Absence of noise from other activities.
7. Any music played before or during the ceremony must have prior consent of the Registration Officers.
8. The recommendations of the Divisional Fire Safety Officer, as detailed below, are also imposed as a condition of licence.

The maximum number of persons allowed to resort to the premises, at any one time is limited to:

**(INSERT MAX NUMBERS)**



## 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 contact the superintendent registrar for the district in which the premises are situated at The Register Office, Penallta House, Tredomen Park, Ystrad Mynach. Tel. 01443 863478.
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.  
  
Monday to Thursday - £165.00  
Friday - £185.00  
Saturday - £215.00  
Sunday and Bank Holidays - £270.00
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 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 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 for 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, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.



## **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 The Register Office, Penallta House, Tredomen Park, Ystrad Mynach. Tel. 01443 863478.
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.
  - (i) Monday to Thursday - £165.00
  - (ii) Friday - £185.00
  - (iii) Saturday - £215.00
  - (iv) Sunday and Bank Holidays - £270.00
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.