



Application for premises to be approved as a venue for marriages and civil partnerships in pursuance of section 26(1)(bb) of the Marriage Act 1949 and section 6(3A)(a) of the Civil Partnerships Act 2004

"This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes"

Questionnaire

1. Details of private address of applicant. If the application is made by a limited company please give the address of the registered office and where different also the main trading address of the company

Title: Forename(s):

Surname:

Address:

Post Code: Tel No:

Email Address:

Head Office:

Post Code: Tel No:

If the applicant is an organisation e.g. limited company, registered charity, board of trustees or other organisation, please enter the status of that body:

2 Name and address of the premises to which the application relates.

Premises Name:

Premises Address:

Post Code: Tel No:

3. Details of proposed 'Responsible Person'

Title:

Forename(s):

Surname:

Occupation:

Address:

Post Code:

Tel No:

4. In relation to the premises at 2 above please describe their nature (e.g. hotel, civic accommodation, stately home) and the primary and other uses to which they are regularly put

Nature of Building:

Uses:

5. Is the person or company named in reply to question 1 the occupier of the premises?

Yes

No

6. If the answer to question 5 above is "No" and there is another occupier, please give their details.

Name(s):

Address(es):

Post Code(s):

7. Please describe the room(s) it is proposed to use for the conduct of civil marriage/civil partnership ceremonies (e.g. ground floor conference room, first floor etc.)

8. Will this room(s) be available for regular use as a venue for civil marriages/civil partnerships?

Yes

No

9. Please state the maximum number of people that are permitted to occupy this room under any fire risk assessment which applies (Please attach copy of current certificate)

10. Please identify an additional, separate room which the Registrars may use prior to the ceremony to interview the couple to be marries/to form a civil partnership

11. Has the applicant complete control over the internal corridors adjacent to the room(s)?

Yes

No

If only partial control please state what other use is made of the corridors

12. Has the applicant complete control over any external areas (e.g. courtyards, passageways) on which premises are joined to?

Yes

No

If only partial control please state what other use is made of these joining areas

13. Have the premises at 2 above any recent or continuing connection with any religious activity?

Yes

No

If so please provide details

15. Do the premises currently have the benefit of a Premises Licence?

Yes

No

If so please give the licence number

Guidance

In considering the suitability of premises as a venue the local authority will have regard to the following guidance from the Registrar General:

1. The law is intended to allow civil marriages/partnership formations to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English marriage law and Parliament's intention to maintain the solemnity of the occasion. The term "premises" is defined in regulation 2(1) and there are restrictions introduced in Schedule 1. These will mean that certain premises would not be suitable for approval.
2. Marriages and civil partnership formations must take place in readily identifiable premises. This will preclude proceedings from taking place in the open air, in a tent, marquee or any other temporary structure and in most forms of transport.
3. Marriages and civil partnership formations must be solemnised in premises with open doors, which the Registrar General interprets to mean that the public must have unfettered access to witness the proceedings and make objections prior to or during the ceremony.
4. A private house is unlikely to be an appropriate venue for civil marriage/partnership ceremonies. It would not be known to the public as a venue for such proceedings or regularly be available for their use.
5. The primary use of a building would also render it unsuitable if that use could demean marriage or bring it into disrepute.
6. The secular nature of a civil marriage/civil partnership precludes the use of any building with a recent or continuing religious connection. This effectively rules out any building or room whose description, purpose or appearance is still considered to be linked to religion. A chapel in a stately home and a building containing furniture or fittings associated with a place of religious worship, or which has stained-glass windows depicting a religious image are examples of a continuing religious connection. However, premises in which a religious group meets occasionally may be suitable if the primary use of the premises is secular.
7. Marriages/civil partnerships on approved premises may be followed by a celebration, commemoration or blessing of the couple's choice, providing that it is not a religious ceremony and is separate from the civil ceremony. However, if a religious blessing were regularly to follow the proceedings on a particular premises, or be considered part of the service being offered on the premises, this may well be a religious connection which would breach the requirements and lead to the local authority having to consider revoking the approval.

What type of venue is suitable

A licensed venue must be a permanent immovable structure of at least one room, or any boat or other vessel which is permanently moored

Marriages and civil partnerships cannot legally be held in the open air, in tents, marquees or any other temporary structure.

North Lincolnshire Council will consider applications which include free standing 'gazebo' structures providing that they are permanent buildings with a solid floor and a roof. The free standing 'gazebo' structure must be part of an overall application involving a building with at least one inside room to be used for marriage and civil partnership ceremonies.

North Lincolnshire will also consider applications which include a permanent marquee providing that the local planning authority has given permission for the siting to be permanent. The permanent marquee must be part of an overall application involving a building with at least one inside room to be used for marriage and civil partnership ceremonies.

The venue must be in keeping with the solemnity and dignity of the marriage or civil partnership ceremony.

The venue should where possible comply with disabled access requirements. However it is accepted that this may not always be possible given the age, construction and style of a building.

Other Ceremonies

In addition to marriage and civil partnership ceremonies, other ceremonies may be held at licensed venues:-

These currently include the following:-

- Renewal of Vows – these are for married couples who wish to renew their marriage or civil partnership vows and may take place on anniversaries, where the couple may have had a ceremony abroad or at certain

events in a couples relationship.

- Naming Ceremonies – these are for parents who wish to have a non-religious ceremony to welcome a new addition to the family. This could be a new baby, an adopted child or where the parents are re-marrying or entering into a partnership and wish to welcome the children from previous marriages/partnerships in to the new family unit. This ceremony can be held following a marriage or civil partnership ceremony.

These ceremonies have no legal basis and cannot include any religious content.

Additional Information

New applicants should be advised that once an application has been approved, the licence may be granted on a date agreed with the licensing authority. This may be a post date up to a maximum of six months, but no later than three months before the date of the first ceremony.

Please note that couples will be unable to complete the legal preliminaries and give notices of marriage/intent until the licence becomes valid.

Annex A

Notes on the requirements before an approval can be granted

The non-refundable fee for this application must be submitted with the application to Licensing Division, North Lincolnshire Council, Church Square House, PO Box 42, Scunthorpe, North Lincolnshire, DN15 6XQ.

The application must be made by the proprietor or the trustees of the premises. When an application is made on behalf of a limited company a separate statement containing the names and addresses of all the directors must be attached to the application.

The premises must fulfil the following standard requirements contained in Schedule 1 to the Regulations:

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the authority, be a seemly and dignified venue for the proceedings.
2. The premises must be regularly available to the public for use for-
 - a) the solemnization of marriages; or
 - b) the formation of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the authority, having consulted with the fire authority (or, in England, fire and rescue authority), and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.
4. The premises must not be-
 - a) religious premises as defined by section 6(2) of the Civil Partnerships Act 2004;
 - b) a register office, but this paragraph does not apply to premises in which a register office is situated, provided that the room which is subject to approval is not the same room which is the register office.
5. The room or rooms in which the proceedings are to take place if approval is granted must be identifiable by description as a distinct part of the premises.
6. New applicants shall be advised that once an application has been approved, the licence may be granted on a date agreed with the applicant but no later than 3 months before the date of the first ceremony

Annex B

Conditions to be attached to grants of approval

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 and throughout the proceedings.
7. No food or drink may be sold or consumed in the room in which the proceedings take place for one hour prior to or 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 1949 Act and the formation of civil partnerships under section 6(3A)(a) of the 2004 Act 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.
15. Additional conditions imposed by the authority:-
 - a) Any servery counters, bars or refrigerator units present in any room shall be suitably screened during any marriage ceremony
 - b) Two tables and chairs shall be available in the marriage room for the exclusive use of the Registrar
 - c) Where kitchen areas/food preparation areas are close to the ceremony room and noise is likely to cause disruption, work shall cease during the duration of the ceremony.

THIS LIST IS NOT EXHAUSTIVE, EACH APPLICATION'S CONDITIONS MAY VARY DEPENDING ON THE PREMISES

Annex C

Additional Information

Renewal

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 within this period will extend the current approval until the application has finally been dealt with. A renewal will run from the expiry date of the current approval.

Revocation

2. The authority may revoke an approval if it is satisfied, after considering any representation 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 local conditions attached to the approval.
3. The Registrar General may direct the authority to revoke an approval if, in his opinion and after considering any representation by the holder, there have been breaches of the law relating to marriage/civil partnerships on approved premises.
4. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry/form a civil partnership on the premises.

Reviews

5. An applicant may seek a review by the local authority of its decision to refuse grant of approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.
6. The review must be carried out by a different officer, committee or sub-committee 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
7. The authority may charge an additional fee for a review of its decision to refuse to grant an approval, to attach conditions or to refuse to renew an approval.
8. A direction by the Registrar General to revoke an approval is not subject to review by the authority.

Registration

9. Details of approved premises will be held for public inspection by the authority. These details will be copied to the superintendent registrar of the district where the premises are situated and to the Registrar General who will periodically circulate the details to all superintendent registrars.

Annex D

Guidance for those who wish to Marry on Approved Premises

As soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contact the Superintendent Registrar who is to perform the ceremony.

Without the presence of this Superintendent 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 his attendance at their proposed marriage as soon as booking can be accepted. A fee for this attendance will be payable before the ceremony.

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 only three months. One of the couple should, therefore, attend the Register Office where they live as soon as possible after notice can be given.

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 who is to perform the ceremony, and
- b) the issue of the Authority or Authorities for marriage by the Superintendent Registrar(s) to whom notice of marriage was given.

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 authority before the ceremony and ensure that it is delivered to the Registrar who is to attend the ceremony.

The couple should be advised that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance which forms any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.

Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.

This form, when completed, must be forwarded to the Licensing Division, with the appropriate fee payable to North Lincolnshire Council

I apply for the premises named below to be approved for regular use by the public for the solemnisation of marriages and the formation of civil partnerships in the presence of a superintendent registrar

I **attach** three copies of a plan of the premises showing the room(s) in which it is intended that marriages/civil partnership formation will take place, the room to be made available to the registrar or superintendent registrar before and after the marriage, and the intended locations of the notices referred to in Annex B, condition 6.

I **attach** completed questionnaire.

I understand that:

- a) the premises will be inspected for suitability before approval is granted and, if this application is successful, be subject to any subsequent inspection;
- b) approval, if granted, will be for a three-year period and subject to revocation; and
- c) the premises must satisfy the local authority on fire precautions and health and safety provisions.

I declare that:

- a) I have read and understood the information contained in this form and Annexes A, B, C; D and
- b) the building has no recent or continuing religious connection; and
- c) I have consulted the planning authority as to whether planning consent is required and **attach** evidence that it is content that the premises may be used for marriages and civil partnerships.

I further declare that, if approval is granted:

- a) the premises will be regularly available for public use as a venue for civil marriage/partnership ceremonies; and,
- b) I will comply with the standard conditions (Annex B) and any local conditions attached to that grant approval.

This application must be made by the proprietor or a trustee of the premises. If successful the applicant will be the holder of the approval

Signature of Applicant: Date:

Interest in the premises:

Correspondence Address:

Post Code: Tel No:

FOR OFFICE USE ONLY

Cost Centre	NEL001	Fee	£ <input type="text"/>
Income Code	9002	Receipt No	<input type="text"/>