

Conditions Attached to Grant of Approval

The following conditions are taken from schedule 2 of the Marriages (Approved Premises) Regulations 1995. **Please keep these notes for reference.**

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/her "qualification"), indicate that he/she is in a position to ensure compliance with these conditions.
2. The Responsible Person, or in his/her absence, an appropriately qualified deputy appointed by him/her, shall be available on the premises for a minimum of one hour prior to each marriage/civil partnership ceremony and throughout each marriage/civil partnership ceremony.
3. The holder must notify the authority –
 - (a) of his/her name and address immediately upon him/her 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.

Note: Regulation 7(2) referred to above concerns a change of ownership of the property).

4. The holder must also notify the authority immediately of any change of 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/civil partnership** are to be **solemnised/registered**
 - (d) the name and 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 solemnisation of marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949 and Section 6(3A)(a) of the Civil Partnership Act 2004 and identifying and giving directions to the room in which a **marriage/civil partnership** ceremony is to take place must be displayed at each public entrance to the premises for one hour prior to the ceremony and throughout the ceremony.
7. No food or drink may be sold or consumed in the room in which a **marriage/civil partnership** ceremony takes place for one hour prior to that ceremony or during that ceremony.

8. All **marriage/civil partnership** ceremonies must take place in a room which was identified as one to be used for the **solemnisation of marriage and for the registration of civil partnership**, on the plan submitted with the approved application.
9. The room in which a marriage is **solemnised/registration of civil partnership**, must be separate from any other activity on the premises at the time of the ceremony.
10. The arrangements for and content of each **marriage/civil partnership** ceremony must meet with the prior approval of the Superintendent Registrar of the district in which the approved premises are situated.
11. Any reading, music, words or performance which forms part of a ceremony of **marriage/civil partnership** celebrated on the premises must be secular in nature; for this purpose any such material used by way of introduction to, in any interval between parts of, or by way of conclusion of the ceremony shall be treated as forming part of the ceremony.
12. Public access to any ceremony of **marriage/civil partnership** 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/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.

Requirement for the Grant of Approval

For the purpose of Approval, premises are defined as “a permanently immovable structure comprising of at least a room, or any boat or other vessel which is permanently moored”.

The premises must fulfill the following requirement as set out in Schedule 1 of the marriages (Approved Premises) Regulations 1995.

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 **solemnisation of marriages/registration of civil partnerships**.
2. The premises must be regularly available to the public for use for the solemnisation of **marriages/registration of civil partnerships**.
3. The premises must have the benefit of such fire precautions as may reasonable be required by the authority, having consulted with the fire authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.