



**Approved Premises for Civil Marriages and  
Registration of Civil Partnerships  
Application Form**

**1 Name and Address of Premises to be Licensed**

.....  
.....  
.....Post Code.....  
Telephone number: ..... Email:.....

**2 Full name and address of applicant; (The proprietor, or a trustee, of the premises, must make this application. If successful the applicant will be the holder of the approval).**

Title: .....  
First Name(s): .....  
Surname: .....  
Address: .....  
.....  
.....Post Code.....  
Telephone number: ..... Email:.....

**3 If applying on behalf of a limited company please state**

Company Name: .....  
Company Address (please give address of registered office):  
.....  
.....  
.....Post Code.....  
Telephone number: ..... Email:.....

**4 If Limited Company please state main trading address (if different from above)**

.....  
.....  
.....Post Code.....  
Telephone number: ..... Email:.....

(Please attach on a separate sheet the names and addresses of all Directors)

**5 Please state nature of Premises to be Licensed**

(e.g. Hotel, Stately Home, Civic Hall. Etc)

.....

**6 Please state the primary use and other uses (if any) of the above**

Primary use: .....

Other use: .....

**7 Number of rooms to be licensed**

Number: .....

**8 Which room(s) would be designated for ceremonies and interview room(s)**

.....

.....

(Please attach **three** copies of the plans of the building indicating the rooms to be used)

**9 Have you completed a fire risk assessment?**

Yes / No (Please attach a drawing of each room, showing seating plan, including maximum numbers permitted, seated theatre style)

**10 Do the premises have the necessary planning consent required to be used for ceremonies?**

Yes / No If no, consult your local planning authority for information.

**11 Do the premises have a current Entertainment Certificate?**

Yes / No (If Yes, please attach a copy of the certificate)

**12 In order to meet any claim made by a member of the public, the County Council looks for a minimum of £5m indemnity.**

**What Public Liability cover is held in respect of the premises?**

.....

(Please attach details of the Public Liability cover)

13 **Surrey County Council provides facilities for those with a disability at their register offices, similar facilities should be provided at venues.**

**What facilities are provided for disabled visitors?**

(e.g. ground floor, ramps, lift, cloakroom, etc.)

.....  
.....

14 **Please give name and position of Responsible Person**

Name: .....

Position: .....Telephone number:.....

15 **Please give name and telephone number of contact to arrange inspection**

Name: .....

Telephone Number: .....

**Declaration:**

I apply for the premises named above, to be approved for regular use by the public as a venue for the solemnisation of civil marriages, or the registration of civil partnerships, or both, in the presence of a Superintendent Registrar.

**I understand that:**

The premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection.

Public notice of the application will be given by advertisement in a newspaper with a period of three weeks for objections.

Approval, if granted, will be for a three-year period, subject to revocation.

The premises must satisfy the local authority on fire precautions and health and safety provisions.

**I declare that:**

I have read and understood the information contained in this form, Schedule I and Surrey County Council's Terms and Conditions for Granting a Licence.

The building has no recent or continuing religious connection; and

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 civil marriage and civil partnership ceremonies.

I attach a seating plan, showing maximum numbers permitted for each room, in accordance with the fire risk assessment.

**I further declare that, if approval is granted:**

The premises will be regularly available for public use as a civil marriage and civil partnership venue.

I will comply with the standard conditions (Schedule 1) and any local conditions attached to that grant of approval.

The proprietor, or a trustee, of the premises, must make this application. If successful the applicant will be the holder of the approval.

**Signed:** ..... **Dated:** .....

**Interest in the premises:** .....

**Please print name in full:** .....

**Fee:**

**A non refundable licence fee is payable and includes one room. If you wish to licence additional rooms there is an extra charge for each room. See our website for current fees payable [www.surreycc.gov.uk/registrationservice](http://www.surreycc.gov.uk/registrationservice).**

**Please complete the enclosed Registration Invoicing form and return with your application.**

**Please note: *should you wish to licence an additional room after the new/renewal of licence has been granted, it will be treated as a new application and subject to the full licence procedure, including the current fee.***

**I attach the following:** (Please tick where applicable)

1.	Registration Invoicing form	
2.	Seating Plan for each room to be licensed	
3.	Planning certificate (if appropriate)	
4.	Three sets of Plans of the Premises indicating the proposed Room(s) and Interview rooms(s)	
5.	List of names / address of Company Directors (if applicable)	
6.	Confirmation of <b>Public</b> Liability Insurance	

**Please return the completed application form together with attachments to:**

Pauline Allen  
Service Support & Citizenship Manager  
Surrey County Council  
C/o Rylston  
81 Oatlands Drive  
Weybridge  
Surrey  
KT13 9LN

**For Office use only:**

Date of Inspection: .....

Approval Given: Yes / No

Date of Public Notice: .....

Name of Publication: .....

Objection(s) received: Yes / No

Licence granted: (date): .....

Expiry date: .....

Licence number: .....

Licence rejected (reason): .....

.....

.....

Date of appeal: .....

Licence granted: Yes / No

## SURREY COUNTY COUNCIL – REGISTRATION INVOICING FORM

Please provide the following details, in order for us to raise an invoice. The invoice will give you the various payment methods. Where possible, please use generic finance/admin contact details, rather than individual details.

Invoicing details:

Company name	
Contact name	
Head Office address (including postcode)	
Email address	
Phone number	
Invoice address (including postcode)  NB: Only use if invoice is to be sent to a different address from Head Office.	
Your Purchase Order or reference (15 character limit)	

Venue being licensed:

Venue name	
Venue address (including postcode)  NB: Only use if different address from Head Office.	
Number of rooms being licensed (include room names if applicable)	
Fee due (refer to Fee List)	
Licensing period (start date and end date)	

If you have any queries relating to this form, please contact: [ccbs1@surreycc.gov.uk](mailto:ccbs1@surreycc.gov.uk)

## **Schedule 1**

### **Civil Marriages and Civil Partnerships (Approved Premises) Regulations 2005**

#### **Requirements before an Approval can be granted**

**The proprietor, or trustee, of the premises, must make the application. When made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.**

**The premises must fulfil the following standard requirements in Schedule 1 of the Approval of Premises 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 solemnisation 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 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 premise;a register office (1), 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 as the 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 premise.
- 6
  - a) Under the Equalities Act (Sexual Orientation) Regulations 2007, it is unlawful for providers of goods, facilities and services to treat their customers unfairly because of their sexual orientation.  
The holder of this approval must act lawfully and in particular must not discriminate between
  - b) bookings for Solemnization of Marriages and the formation of Civil Partnerships, or between couples on other grounds related to their sexual orientation.  
If the holder of an approval is deemed by the Local Authority to discriminate on the grounds of sexual orientation the Council may revoke this approval.

**1** *For the meaning of "register office" see the 2004 Act, section 6(3c). Section 6(3c) was inserted into the 2004 Act by paragraph 2(2) of the Schedule to the Civil Partnership (Amendments to Registration Provisions) Order (S.I. 2005/2000).*

## **REGISTRATION SERVICE**

### **TERMS AND CONDITIONS FOR GRANTING A LICENCE FOR THE PERFORMANCE OF CIVIL MARRIAGES AND CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS 2005**

Surrey County Council has agreed a minimum standard for the granting of such licenses to those venues seeking to hold civil marriage, or civil partnership ceremonies. It reserves the right to refuse licenses on these terms. Registration staff reserves the right to refuse to perform a ceremony, if they are satisfied that the standards do not comply with those set out in the original granting of the licence.

#### **Terms and Conditions for Granting a Licence**

1. A non-refundable fee is payable on application of a licence, which will cover the total cost of the procedure. Cheques should be made payable to Surrey County Council.
2. The licence will be valid for a period of three years.
3. Any person wishing to apply for a licence must do so in writing by completing an application form and submitting a plan of the building, which indicates the room(s) to be licensed.
4. The applicant must make the premises available for inspection at any time after the application has been made.
5. During the inspection the applicant must be able to show that a suitable notice will be provided, which states that the premises have been approved for the solemnisation of marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949, or the registration of civil partnerships in pursuance, in section 6(3A)(a) of the Civil Partnership Act 2004, identifying and giving directions to the room in which the ceremony is to take place. This notice must be displayed at each public entrance to the premises for one hour prior to the ceremony and throughout the ceremony.
6. Before any a licence can be granted, the premises to be licensed will be advertised in one local publication to allow for any objections. The local authority has the discretion to choose the appropriate newspaper (including any free newspapers), as long as it is published once a week, within the area the premises are situated. Objections must be received in writing by the local authority within 21 days from the date the newspaper advertisement is published. Any objections will be considered as soon as practicable after receipt.
7. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions.
8. In order to meet any claim made by a member of the public, the venue must hold public liability insurance of £5m for the duration of three year licence period.
9. The building must be of a permanent non-demountable form and secular in nature. The secular nature of civil marriages, or the registration of civil partnerships, 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 of 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.



10. Premises in which a religious group meets occasionally may be suitable if the primary use of the premises is secular.
11. If a gazebo or garden structure is to be used, the ceremony **must** take place within the structure. The bride, groom, witnesses and the registrars must all be within the building, although guests may be seated outside in the garden.
  - In the case of inclement weather conditions, the ceremony will take place in a designated room within the venue. The decision to move inside will be taken by the Registrars after consultation with the venue and the couple. The decision of the registration staff is final.
  - It is the responsibility of the Venue to make it clear to the couple at the time of booking, that the ceremony must take place within the structure and to obtain their agreement, to moving the ceremony inside the main building if the registrars deem it necessary on the day. (We would suggest that the couple sign up to this agreement).
  - The venue will be the responsible for ensuring that the room to be used is readily available if of the decision has been made to move the ceremony inside.
12. The building must be available for civil marriages or the registration of civil partnerships, on a regular basis and cannot be licensed for a specific occasion. A private house is unlikely to be an appropriate venue for civil marriages, or civil partnership ceremonies, as it would not be known to the public as a venue for such ceremonies, or regularly available for their use.
13. The primary use of a building would also render it unsuitable if that use could demean civil marriages or the registration of civil partnerships, or bring it into disrepute.
14. The building should not be a derelict or semi-derelict structure.
15. A licence will be revoked if a building has only been used for civil marriages or the registration of civil partnerships, on three or less occasions in the previous year, or will not be granted if it can be clearly seen that the building will not provide for regular use of such ceremonies.
16. For the purposes of defining a dignified and seemly location for the solemnisation of civil marriages or the registration of civil partnerships, the following criteria will apply
  - The decor and furnishing of the designated room must be of a standard appropriate to the occasion
  - The designated room is separate from any other activity taking place in the building, whether accompanying the ceremony, or not. The sale, or consumption of alcohol, soft drinks, beverages, or food is not permitted in the room where the ceremony is due to take place, for one hour prior to, or throughout the ceremony.
  - The location of the room(s) for civil marriages or civil partnerships will be prominently displayed in the building and access is always made available to any member of the public who may wish to attend a ceremony. If any member of the public wishes to object to the ceremony on legal grounds, they must have the right to unfettered access to witness the ceremony and make objections prior to, or during, the ceremony.

17. Civil marriages and registration of civil partnership ceremonies on approved premises may be followed by a celebration, commemoration, or blessing of the couples' choice, providing that it is not a religious ceremony and is separate from the civil ceremony. However, if a religious blessing were to regularly follow such ceremonies on particular premises, or be considered part of the service being offered on the premises, there may well be a religious connection, which would breach the requirements and lead to the local authority having to consider revoking the approval.
18. The applicant must hold a relevant fire risk assessment and comply with the health and safety regulations relevant to large numbers of people attending a building at one time. The applicant must also have planning permission to hold a public meeting, which will be accepted as permission to hold civil marriage or civil partnership ceremonies. There is no planning use class, which specifically allows ceremonies, so the applicant will have to consult with the local planning authority and, if regular use as a venue for such ceremonies constitutes development, obtain planning permission. Approval of these regulations must be produced before any licence can be approved.
19. A suitable adjacent private room must be made available for the Superintendent and Registrar at least 30 minutes before the ceremony, which allows for the registrar to interview the couple and carry out any other registration arrangements as necessary.
20. Surrey County Council provides facilities for those with a disability at their register offices. Similar facilities should be provided at other venues and a licence will not be granted if the applicant is unable to assure the licensee of suitable arrangements for this purpose.
21. The provision of other facilities at the ceremony must be agreed by the Superintendent Registrar or Registrar attending the ceremony. Any music used as part of the ceremony must be secular in nature and must be in accordance with any instructions issued by the Superintendent or Registrar.
22. The Superintendent or Registrar can refuse to hold a civil marriage or civil partnership ceremony if he/she is satisfied that the premises are unsuitable for the holding of such a service under the terms and conditions of the licence. For this reason the applicant must allow access by the Superintendent/Registrar to inspect the building at any time during the day of the ceremony if he/she so wishes. The applicant must comply with any reasonable instructions given by the Superintendent/Registrar, or any other officer representing the Registration Service.

### **Exceptions**

23. Registration staff will not be available to perform ceremonies on Easter Sunday, Christmas Day and Boxing Day.

### **Decision not to Grant a Licence**

24. If a licence is not to be granted the applicant will be notified in writing and the reasons for reaching the decision will be given.
25. If the applicant wishes to appeal against a decision not to licence a premise, they must do so in writing to the Proper Officer within two weeks of the licensee's decision not to grant the licence. A further fee will be charged for any appeal made by the applicant.

## **Revocation of a Licence**

26. The licensee can revoke a licence at any time if the standard of the building is not acceptable, or there has been a change of use, both of which the licensee might consider to be unsuitable for the solemnisation of civil marriages and/or the registration of civil partnerships. The licensee will be obliged to revoke a licence, upon instructions from the Registrar General, because there are breaches of the law relating to such ceremonies in, or on the approved premises. Any changes to the building, or designated room/s, therefore, must be notified in writing immediately if it will affect the terms and conditions of the licence.

## **Complaints**

27. Complaints against either the Registration Service, or events occurring on the premises during civil wedding or civil partnership ceremonies, must be immediately directed to the Proper Officer.

## **Variations**

28. The County Council reserves the right to vary these terms and conditions at any time without prior notification and will endeavour to inform applicants in writing of any changes which may affect the holding of the licence.

## **Timing of Ceremonies**

29. We offer set times to conduct a civil ceremony. We would ask the venue to ensure that the couple are advised to contact us regarding ceremony times so that we can confirm that we have availability on the day and time they have requested.

## **Code of Practice For The Performance of Civil Marriage and Civil Partnership Ceremonies at Licensed Premises**

- ⊗ All civil marriages, or the registration of civil partnership ceremonies, must take place in a room to which a licence has been granted for the solemnisation of civil marriages and the registration of civil partnership ceremonies, and must be separate from any other activity on the premises at the time of the ceremony.
- ⊗ A ceremony cannot take place without the presence of the Superintendent Registrar and Registrar, or Civil Partnership Registrar, and any arrangements for the use of the premises depends entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Superintendent Registrar for attendance at their proposed ceremony, as soon as a booking can be accepted. (A fee for this attendance will be payable six weeks before the ceremony).
- ⊗ All attendees for the ceremony should arrive promptly to enable the ceremony to commence on time. Late arrival may mean that it will not be possible to proceed with your ceremony as planned.
- ⊗ The couple should appoint ushers to ensure that guests take their seats in the room promptly to enable the ceremony to commence on time and to minimise any disturbance during the ceremony.
- ⊗ The maximum numbers of people permitted, seated theatre style, in the room must be observed.
- ⊗ Each ceremony should last between 15 to 20 minutes but should not exceed 30 minutes duration, as this will affect the timetabling of other ceremonies.
- ⊗ Additional secular words chosen by the couple may be included in the ceremony after the declaratory and contracting words at the discretion of the Superintendent Registrar and approved at least one week prior to the ceremony.
- ⊗ There can be no religious symbolism present in the room during the Civil Ceremony. Any such items must be removed from the ceremony room by venue staff before the Civil ceremony commences. (Including artefacts such as Mandaps, Chuppahas etc.)
- ⊗ Religious blessings will not be included in the ceremony and any ceremony for the couple following the performance of the civil ceremony must be separate.
- ⊗ Witnesses and readers should be identified before the ceremony commences.
- ⊗ A maximum of 3 secular readings, each no longer than 3 minutes, may be given by guests. The Superintendent Registrar must approve all readings at least one week before the ceremony.
- ⊗ Registration staff shall not carry out readings, or operate music systems.
- ⊗ The couple should arrange with the management of the venue as to who shall be responsible for operating the music system.
- ⊗ Any music used as part of the ceremony must be secular in nature and must be approved in accordance with any instructions issued by the Superintendent Registrar and approved at least one week before the ceremony.
- ⊗ The Registrar shall not be responsible for obtaining any copyright licence for music, reading or other matters permitted at the ceremony.
- ⊗ Mobile telephones and alarms must be turned off before entering the room.
- ⊗ One static video camera will be allowed, but photography is not permitted during the ceremony.

- ⊗ The wedding party should be considerate to other parties, keeping noise to a minimum in the building and garden if another ceremony is taking place.
- ⊗ Registration staff are only allowed to accept soft drinks, or beverages. Staff may accept a toast to the couple, but not an invitation to attend the reception.
- ⊗ Animals including birds, reptiles, fish or insects are not allowed in the room, including your own pets, (except trained assistance/guide dogs).
- ⊗ Smoking is not permitted in the room during the ceremony.
- ⊗ Sale, or consumption of alcohol, soft drinks, beverages or food is not permitted in the room for one hour prior, or throughout the ceremony.
- ⊗ Anyone obviously under the influence of alcohol, drugs, or who is abusive, shall be asked to leave the room.