

Licensing Department
Vale of Glamorgan Council
Civic Offices
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Barry
CF63 4RU

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APPLICATION FOR THE APPROVAL OF A SECULAR VENUE FOR THE SOLEMNIZATION OF CIVIL MARRIAGES AND THE REGISTRATION OF CIVIL PARTNERSHIPS

Marriage Act 1949 s26(1)(bb) and Civil Partnership Act s6(3a)(a)

1. APPLICANT - Must be the proprietor or a trustee of the premises (If this is a limited company, please provide the registered office details)	
a) Full Name:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other:
b) Address:	Postcode:
c) Tel No:	Home: Mobile:
d) E.mail:	
e) Position at Establishment:	Proprietor <input type="checkbox"/> Trustee <input type="checkbox"/>
f) Is this person the occupier of the premises?	Yes <input type="checkbox"/> No <input type="checkbox"/> (if no, please complete section 2)
g) If this Premises has previously been approved under this Legislation, has there been any change to the Planning Consent since your last Approval? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please enclose a copy of your Planning Consent.	
If you have provided the registered office details above, please provide details of the main trading address of the company below, if applicable.	
f) Name	
g) Address	Postcode:
h) Telephone	
i) E.mail:	

If necessary, please use a continuation sheet.

4. RESPONSIBLE PERSON(S)	
These are persons at the premises who will ensure compliance with your Approval	
ONE	
a) Name:	
b) Address:	
	Postcode:
c) Tel No:	Home:
	Mobile:
d) E.Mail:	
e) Position:	
TWO	
a) Name:	
b) Address:	
	Postcode:
c) Tel No:	Home:
	Mobile:
d) E.mail:	
e) Position:	

If necessary, please use a continuation sheet.

5. I understand that:	
1.	The premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection
2.	Public notice of the application will be given by advertisement on this Authority's website, with a period of three weeks for objections
3.	Approval, if granted, will be for a three year period, and will be subject to revocation.
4.	The authority will need to be satisfied that appropriate health and safety provision and fire safety is in place. The Environmental Health Department and/or South Wales Fire and Rescue Service may wish to conduct their own inspections at the Premises.

6. I declare that:	
1.	I have read and understood the information contained in this form and Annexes A and C
2.	The Premises are not religious premises
3.	The premises are not a Register Office (or, where a register office is situated in the premises that is not the room that is the subject of this application); and
4.	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.
5.	If approval is granted, <ul style="list-style-type: none"> i. subject to any exemptions in the Equality Act 2010 the premises will be regularly available for public use for the solemnization of marriages and the registration of civil partnerships; and ii. I will comply with both the standard conditions(Annex C) and any further conditions that the authority considers reasonable to attach to the approval.

7. Correspondance	
Where would you like correspondance in relation to this application sent?	
Applicant	<input type="checkbox"/>
Trading Address	<input type="checkbox"/>
Occupier	<input type="checkbox"/>
Premises	<input type="checkbox"/>

8. Checklist	
1.	I have submitted 4 copies of a plan, clearly detailing all rooms requested for approval within the premises.
2.	I have enclosed the fee (non-returnable) (<i>Cheques payable to 'Vale of Glamorgan Council'</i>) Please check fee amount at www.valeofglamorgan.gov.uk
3.	I have enclosed a copy of the Premises Planning Consent (Required for a Grant, or if there has been a change since your last renewal)

Signature:	
Print Name:	
Signature:	
Date:	

Please return the complete application to the Licensing Department, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU

ANNEX A- Requirments prior to the Grant of an Approval

The premises must fulfil the following standard requirements in 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 the solemnization of marriages and the registration (formation) of civil partnerships.
3. The premises must have the benefit of such fire safety 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 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 as the room which is the register office.
5. The room or rooms in which the proceedings (marriage or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

ANNEX C- Standard Conditions attached to the Grant of an 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 to and throughout the proceedings.
7. – (1) Save as provided below, 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.
(2) Non-alcoholic drinks may be consumed prior to the 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 contains 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.

Notes on the requirements for an Approval to be granted

The requirements for approved premises are established by the Marriage and Civil Partnerships (Approved Premises) Regulations 2005 and Amendment Regulations 2011 (referred to in these notes as the Regulations). It is these that the authority must apply when considering an application for approval.

The non- returnable fee for this application must be submitted with the application to the Licensing Authority, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU.

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

Guidance from the Registrar General:

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

1. The law relating to “approved premises” is intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, religious premises and similar premises without compromising the solemnity of the occasion.
2. Premises are defined in the Regulations as a permanently immovable structure comprising at least a room, or any boat or other vessel which is permanently moored. Premises not within the meaning of this definition, such as the open air, a tent, marquee or other temporary structure and most forms of transport, will not be eligible for approval.
3. The premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use would demean any proceedings or bring them into disrepute.
4. The premises must not be any part of a register office on the plan submitted by the authority and approved by the Registrar General under the Registration Service Act 1953. Any rooms in the same premises as the register office that aren't on this plan, e.g. A council chamber in the same town hall, can be approved but a room in a register office cannot be approved. However, an authority can set its fee for attending a marriage or civil partnership on approved premises at the same level as the prescribed fee for a marriage or civil partnership in a register office.
5. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

ADDITIONAL INFORMATION

RENEWAL

1. The renewal process is the same as the approval process, but it can be commenced when the current approval has less than twelve months left to run. An application for renewal made within this period will, if necessary, extend the approval until that application has been finally dealt with. A renewal will be expressed to take effect from the date on which the current approval expires.

REVOICATION

2. In general an authority may revoke an approval if the holder has failed to comply with one or more conditions of the approval, or the use or structure of the premises had changed and the premises are no longer suitable for any proceedings.
3. The Registrar General may direct an authority to revoke an approval if, she considers that there have been breaches of the law relating to the proceedings on the approved premises.
4. When an approval has been revoked, the holder of the approval must immediately notify any couples who had arranged proceedings on those premises that this is the case.

REVIEWS

5. An applicant is able to seek a review of a decision made by an authority to refuse an application or a renewal, to revoke an approval (other than when directed by the Registrar General) or to attach conditions other than the standard conditions.
6. On determining whether to uphold the original decision, vary the decision or substitute a different decision, the authority must provide notice in writing to the applicant or holder, stating its decision, the reasons for it and, if different to the original decision, the date on which it takes effect.
7. The authority may charge an additional fee for a review of its decision to refuse to grant an approval or renewal, but does not apply to a review of a decision to revoke an approval.

REGISTER OF APPROVED PREMISES

8. Each authority must maintain an up to date register of the approved premises in its area. The register must include:
 - The name and full postal address of the approved premises
 - The description of the room(s) in which the proceedings are to take place
 - The name and address of the holder of the approval
 - The date of the granting and due date of expiry of the approval
 - If the approval is renewed, the date of renewal
 - If the approval is revoked, the date on which the revocation takes effect
 - The name, address and position of the responsible person(s)
9. This register will be available for public inspection during normal working hours.
10. The local superintendent registrar, and the registrar general shall be notified without delay of changes to the register of approved premises.
11. The Registrar General will circulate regularly details of all approved premises to every registration officer, and details are also available on the GOV.UK website.

CHANGES AFTER THE APPROVAL

12. It is not possible to outline all potential circumstances in which a change may occur after the approval. One common change might be to seek the use of an additional room (one that was not specified on the plan as being intended for proceedings) which would require a fresh approval to be granted following the same application process. Apart from where there is solely a change of holder of the approval it is likely that most instances will require a fresh approval, following the standard application process.