

Application to Be Approved As a Venue For Civil Marriage & Civil Partnership



Solihull Registration Service
Solihull Register Office
Homer Road
Solihull
West Midlands
B91 3QZ

| OFFICE USE ONLY | |
|------------------|----------|
| Date received: | |
| Cheque No.: | |
| Date of Cheque: | |
| Amount/fee: | |
| Acknowledgement: | YES NO |
| Notice Date: | |
| Date sent: | |
| Officer: | |

Please read the accompanying notes carefully before completing this application form.

I/We apply for the premises named at item 3 below to be approved for regular use by the public as a venue for the solemnisation of Marriage and the registration of Civil Partnerships in the presence of a Superintendent Registrar.

1. Applicant(s) details *(see note A)*

Full Name

Address and Postcode

Telephone number *(during office hours)*

2. Please indicate if the applicant is the Proprietor or Trustee *(tick relevant box, see note A)*

Proprietor

Trustee

3. Name and address of the premises

Full Name

Address and Postcode

Telephone number *(during office hours)*

4. People Responsible

| | |
|--|--|
| Full Name of responsible person | |
| Position of responsible person | |

5. Room Details (see note B)

Name (and identity on the plan) the room(s) and the estimated maximum number of people that can be accommodated in each room within the premises for which the ceremonies of marriage and civil partnership will be solemnised if approval is granted
(We recommend at least 2 rooms in case of emergency)

| Room Name | Maximum Number of People |
|-----------|--------------------------|
| | |
| | |
| | |
| | |
| | |
| | |

6. Use of premises

a) What is the main use of the premises to which this application relates?

b) What other uses are the premises regularly used for?

c) Will the use of the approval of marriage/Civil Partnerships (if granted) remain secondary to the main use of the premises?

| | |
|-----|----|
| YES | NO |
|-----|----|

7. What is the legal title of the applicant(s) to occupy the premises? (Leasehold, freehold etc.)

Details:

If leasehold please give name and address of the freeholder or head lessee:

Name :

Address:

8. Are the part(s) of the premises for which approval is sought currently licensed for public entertainment?

YES NO

If yes please state which parts

9. Will the premises be regularly available for the public to use for the solemnisation of marriages and civil partnerships?

YES NO

10. Approximately how many civil ceremonies would you seek to hold each year?

Number

11. Do the premises have any recent or continuing connection with any religion, religious practice or religious persuasions?

YES

NO

If yes please provide details

12. Address to which approval or correspondence should be sent?

Address and Postcode:

13. Signature(s) Address to which approval or correspondence should be sent?

Where application is made on behalf of a limited company the secretary or a Director should sign. In the case of partnership each partner should sign. If signing on behalf of an applicant, please state in what capacity you are acting.

Signature of applicants or other duly authorised agent:

Please note: by making this application you are agreeing to hold ceremonies for both Marriage and Civil Partnerships in accordance with the conditions of approval. We are unable to grant a licence for one or the other.

(1)..... Date:.....

(2)..... Date:.....

Contact Telephone No.....

NOTES

- A** This application must be made by the proprietor or a trustee of the premises. Please attach a statement giving the names and addresses of the directors if applying on behalf of a limited company.
- B** Three sets of plans of the premises showing the room(s) you intend that marriages and civil partnerships will be solemnised **must** be included with the application form.

Please contact us if you have any questions.

**APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR
MARRIAGES IN PURSUANCE OF SECTION 26(1)(bb) OF THE MARRIAGE
ACT 1949 AND CIVIL PARTNERSHIPS IN PURSUANCE OF SECTION 6
(3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004.**

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. When completed, it should be forwarded to: The Licensing Office, PO Box 1833, Council House, Solihull B91 9DZ, together with the appropriate fee (Annex A) payable to. Solihull Metropolitan Borough Council.

1. I apply for the premises named at item 2 overleaf to be approved for the solemnization of marriages and the registration of civil partnerships.
2. I attach 3 copies of a plan of the premises showing all the room(s) in which it is intended that marriages or civil partnerships will take place.
3. I understand that-
 - a) the premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
 - b) public notice of the application will be given by advertisement in a newspaper with a period of three weeks for objections;
 - c) approval, if granted, will be for a three year period, subject to revocation; and,
 - d) the premises must satisfy the local authority on fire precautions and health and safety provisions.
4. I declare that-
 - a) I have read and understood the information contained in this form and Annexes A, B and C;
 - b) the building is not a register office or religious premises; 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 or civil partnerships.
5. I further declare that, if approval is granted-
 - a) the premises will be regularly available for public use for either the solemnization of marriages or the registration of civil partnerships; and,
 - b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

NOTES ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

The non-returnable fee for this application is **£1,650.00 for 3 years** and must be submitted with the application and plans to **The Registration Service Manager, Solihull Register Office, Homer Road, Solihull, West Midlands, B91 3QZ**

The application must be made by the proprietor or trustee of the premises. 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 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 the solemnization of marriages or the registration (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/ 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 Partnership 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 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.
6. The building and Ceremony Room(s) must be easily accessible to people with disabilities.
7. Toilet facilities, including those suitable for the disabled must be available and easily accessible.

* *“Religious premises” means premises which are used solely or mainly for religious purposes, or have been so used and have not subsequently been used solely or mainly for other purposes.*

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

1. The laws relating to “approved premises” are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English law and Parliament's intention to maintain the solemnity of the occasion.
2. The term "premises" is defined in Regulation 2(1) as a permanently immovable structure comprising at least a room or any boat or other vessel which is permanently moored. Any premises outside this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, would not be eligible for approval. In addition, there are requirements in Schedule 1 that must be met before an approval can be granted.
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 could demean proceedings or bring them into disrepute.
4. The premises must not be religious premises as defined by section 6(2) of the Civil Partnership Act 2004. These are premises which are used solely or mainly for religious purposes or which have been used solely or mainly for religious purposes and have not been subsequently used for other purposes. A building that is certified for public worship would fall into this category as would a chapel in a stately home or hospice. However, premises in which a religious group meets occasionally might be suitable if the other criteria are met.
5. 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.
6. The premises may be used for the solemnisation of both marriages and the registration of civil partnerships
7. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

THE CONDITIONS ATTACHED TO THIS GRANT OF APPROVAL

The following standard conditions from Schedule 2 to the Regulations are attached to this approval.

Proceedings mean the solemnisation 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 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 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.

ADDITIONAL INFORMATION

RENEWAL AND REINSTATEMENT

1. The holder may apply for the renewal of an approval when the current approval has less than twelve months to run. An application for renewal made in this period will extend the current approval until the application has been finally dealt with. A renewal will run from the expiry date of the current approval.
2. If the holder fails to apply for renewal before the expiry date and the approval expires, it will be reinstated by an application for renewal made within one month of the expiry date and continue until the application has been dealt with.

REVOCACTION

3. The authority may revoke an approval if it is satisfied, after considering any representations 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 standard or local conditions attached to the approval.
4. The Registrar General may direct the authority to revoke an approval if, in his opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage or civil partnership on the approved premises. This is not subject to review by the authority.
5. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry or register a civil partnership on the premises.

REVIEWS

6. An applicant may seek a review by the local authority of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.
7. The review must be carried out by a different officer, committee or sub-committee than 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.
8. The authority may charge an additional fee for a review of its decision to refuse to grant an approval, to attach local conditions or to refuse to renew an approval.

REGISTRATION

9. Details of approved premises will be held for public inspection by the authority, copied locally and sent to the Registrar General who will publicise them.

HEALTH AND SAFETY NOTES

Disabled People

It is the policy of the Council that there should be access and facilities for disabled people at approved premises. Approval holders are therefore encouraged in the strongest possible terms to provide such facilities so as to enable the admission of disabled people. To this end Council Officers will be pleased to discuss and advise on the best ways to achieve this.

Responsibility of Approval Holder

The approval holder shall take all reasonable precautions for the safety of the public and, employees and except with the consent of the Council, shall retain control over all portions of the premises.

Conduct of Premises

(a) The approval holder shall maintain good order in the premises.

(b) The approval holder shall ensure that the public are not admitted to any part or parts of the premises other than those which have been approved by the Council for this activity.

Change of Use

No change of use of any portion of the premises from that approved by the Council shall be made until all necessary consents have been obtained from the Council.

Alterations

No alterations (including temporary alterations) shall be made to the premises without the prior written consent of the Council. This condition shall not require notice to be given in respect of routine maintenance works. Where works necessitate the premises being closed for a period of time, the premises shall not reopen for the purpose of the approval, until the approval holder has been notified in writing by the Council.

Maintenance

The approved arrangements shall be maintained at all times in good order, repair and condition.

Overcrowding

Overcrowding shall not be permitted in any part of the premises.

Maintenance of means of escape

(a) All exit routes shall be maintained with non slip and even floor/steps surfaces and be free of trip hazards at all times. Such exit routes shall be unobstructed and available for immediate use at all times.

(b) All exit doors shall be available for immediate use, without use of a key or similar fastening, the whole time the public are in the premises.

(c) All fire doors shall be maintained effectively self-closing, and not wedged open.

Fire Alarms

Any Fire alarm system shall be checked monthly to ensure it is fully operational. In addition the system shall be serviced yearly by a qualified engineer and all results recorded in a log book to be retained on the premises.

Fire Fighting Equipment

(a) All fire extinguishers and fire fighting equipment shall be checked yearly by a competent person and the test date recorded on the equipment, or in the case of hose reels and book retained on the premises.

(b) Any extinguisher discharge shall be replaced or recharged immediately.

Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight. Suitable notices shall be displayed indicating how the Brigade can be summoned.

Cleansing of Ventilation Ductwork

The ventilation system(s) shall be maintained in a clean condition and full working order.

Sanitation

The approval holder shall ensure that adequate sanitary accommodation is available in the premises for the free use of both staff and members of the public and in particular shall:

- (a) maintain each sanitary convenience in clean and efficient order;
- (b) ensure that any room which contains a sanitary convenience is suitably and sufficiently lighted and ventilated and is kept clean.
- (c) ensure that in the sanitary accommodation provided there are installed and maintained suitable and sufficient wash-hand basins and that each basin is provided with an adequate supply of hot and cold water or of hot water at a suitably controlled temperature; together with an adequate supply of soap and suitable hand drying facilities.

Lighting All lighting (including escape lighting) shall be maintained in full working order.

Electrical Installation

The electrical installations for the premises and any equipment used therein shall be maintained in a safe working condition as prescribed by the Electricity at Work Regulations 1989, and the current edition of the Regulations for Electrical Installations issued by the Institute of Electrical Engineers.

Electrical

Unless the Council decide otherwise an inspection certificate, as prescribed in the current edition of the Regulations for Electrical Installations issued by the Institute of Electrical Engineers, for the electrical installation associated with the approved premises shall be submitted to the Council at least once every five years or such other time specified on the certificate. The certificate shall be signed by a qualified engineer.

Escape Lighting

The escape lighting installation shall be tested every six months by a qualified engineer and a certificate for each test submitted to the Council.

Heating

(a) The heating system and/or appliance used within the premises shall be fully maintained in good working order for use where required. Any guards required by the Council shall be securely held in position.

(b) Portable heating appliances shall not be used without the Council's written consent.

(c) No alterations/additions to the approved heating system shall be made without the written consent of the Council.

'No Smoking' Notices

If notices prohibiting smoking are exhibited the prohibition shall be strictly enforced.