

DERBY CITY COUNCIL

THE MARRIAGES (APPROVED PREMISES) REGULATIONS 1995 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 each marriage ceremony and throughout each marriage ceremony.
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 he 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 marriages are to be solemnized
 - (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 solemnization of marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949 and identifying and giving directions to the room in which a marriage 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 ceremony takes place for one hour prior to that ceremony or during that ceremony.

8. All marriage ceremonies must take place in a room which was identified as one to be used for the solemnization of marriages on the plan submitted with the approved application.
9. The room in which a marriage is solemnized 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 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 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 to the ceremony shall be treated as forming part of the ceremony.
12. Public access to any ceremony of marriage solemnized 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, 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. There should be adequate arrangements for disabled access.
15. A separate room, distinct from that where the wedding ceremony will take place, should be available to allow for any pre-marriage questioning by the Superintendent Registrar.
16. The premises must have adequate toilet facilities.
17. There should be adequate car parking for guests and registration staff attending weddings.
18. There must be adequate insurance cover for any liabilities that may arise during the conduct of a civil marriage ceremony including accident or negligence for which the public may seek compensation as the owner of the premises is liable to meet such claims.
19. Any conditions recommended by the Derbyshire Fire and Rescue Service.

DERBY CITY COUNCIL

THE MARRIAGES (APPROVED PREMISES) REGULATIONS 1995

1. These notes explain the procedure for applying to the Council for the approval of premises as venues for marriages under the above Regulations.
2. The procedure for such applications entails the completion of the formal application form (copy attached) and the payment of a fee of £900 for a three year period, which runs from the date of formal approval. Once the application has been lodged, an inspection of the premises to determine their suitability will be undertaken by a member of our staff together with the Superintendent Registrar of the Derby Registration District. Subject to your premises meeting the various criteria, and proving suitable, a public notice will then be published notifying the public of the intention to approve the premises and giving three weeks for any formal objections to be raised. Once this period is over and no objections have been received, formal approval will be given for a three year period.
3. Periodic inspections may be undertaken during the life of the approval.
4. In considering the suitability of premises as a venue, the Council will have regard to the following guidance from the Registrar General:
 - (a) The law is intended to allow civil marriages 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 premises should be a "seemly and dignified venue for the solemnisation of marriage".
 - (b) Marriages must take place in readily identifiable premises regularly available to the public for marriage purposes. This will preclude marriages from taking place in the open air, in a tent, marquee or any other temporary structure and in most forms of transport.
 - (c) Marriages 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 marriage and make objections prior to or during the ceremony.
 - (d) A private house is unlikely to be an appropriate venue for civil marriage. It would not be known to the public as a marriage venue or regularly available for their use.
 - (e) The primary use of a building would also render it unsuitable if that use could demean marriage or bring it into disrepute.
 - (f) The secular nature of civil marriage 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.

- (g) Marriages on approved premises may be followed by a celebration, commemoration or blessing of the couple's choice, providing that it is not a religious marriage ceremony and is separate from the civil ceremony. However, if a religious blessing were to regularly follow marriage 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.
5. A copy of the conditions to be attached to grants of approval is also enclosed which should read in conjunction with these notes to ensure compliance with all requirements.
 6. Renewal of an approval can be applied for when between 6 and 12 months of the approval period remains. The terms for renewal are exactly the same as for the original application.
 7. Any approval may be revoked if the premises fail to continue to meet the criteria, or if there has been any breach in the marriage laws. In such circumstances the former holder of the approval is required to inform any couples who had arranged to marry on the premises.
 8. An applicant can seek a review of any decision of the Council. A review will be heard by a panel of Councillors. A fee of £200 will be charged for such a review. A direction by the Registrar General to revoke an approval is not subject to review by the Council.
 9. Details of all approved premises will be held for public inspection by the Council at the Council House, Corporation Street, Derby and appropriate details will be supplied to the Superintendent Registrar.
 10. If you require any further information, please contact Steve Dunning, Assistant Director – Democratic Services, Derby City Council, Council House, Derby, DE1 2FS telephone 01332 255462). This is also the address to which you should send your completed application.

1.	Full names and private addresses of applicant. If application is made by a limited company, please give the address of the registered office and where different, state also the main trading address of the company.	
2.	Name, postal address and telephone number of the premises which are the subject of this application.	
3.	Please describe the nature of the premises (eh hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.	
4.	Is the person or company named in reply to question 1 the occupier of the premises? If 'No' and there is another occupier, please give their name(s) and address(es).	
5.	Please state the maximum number of people permitted to occupy the room(s) under any fire certificate which applies. Please attach a copy of any certificate in force.	
6.	Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? If so please attach a copy.	