



REQUIREMENTS FOR THE GRANT OF APPROVAL

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

The built premises must fulfil the following requirements as set out in Schedule 1 of the Marriages (Approved Premises) Regulations 1995 and the Civil Partnership Act 2004.

1. The built premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those built premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.
2. The built premises will be approved for the solemnisation of marriages and the registration of civil partnerships and must be regularly available to the public.
3. The built premises must have the benefit of such fire precautions as may reasonably 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 built premises as the authority considers appropriate.
4. The built 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.

CONDITIONS ATTACHED TO GRANT OF
APPROVAL

The following conditions are taken from The Registrar General's Guidance to Authorities for the Approval of Built Premises as Venues for Marriages under Section 26(1)(bb) of the Marriage Act 1949 and Civil Partnerships under Section 6 (3A)(a) of the Civil Partnership Act 2004

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 built premises, or other factors (his "qualification"), indicate that he is in a position to ensure compliance with these conditions.
2. 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) (which refers to a change of ownership of the property), and
 - (b) Of the name, address and qualification of the Responsible Person immediately upon the appointment of a new Responsible Person.
3. The holder must also notify the authority immediately of any change to any of the following:
 - (a) The layout of the built premises and any linked outdoor areas, as shown in the plan submitted with the approved application, or in the use of the built premises.
 - (b) The name or full postal address of the approved built premises
 - (c) The description of the room, rooms and any linked outdoor areas in which ceremonies are to take place
 - (d) The name and address of the holder of the Approval and
 - (e) The name, address and qualification of the responsible person.
4. The approved built premises must be available at all reasonable times for inspection by the authority.

On the day of any ceremony:

1. The Responsible Person, or in his absence, an appropriately qualified deputy appointed by them, shall be available on the built premises and/or linked outdoor areas for a minimum of one hour before each marriage and civil partnership ceremony and throughout each marriage and civil partnership ceremony.
2. A suitable notice stating that the built premises have been approved for the proceedings and identifying and giving directions to the room or linked outdoor area in which the proceedings are to take place must be displayed at each public entrance to the built premises and linked outdoor area for one hour prior to the ceremony and throughout the ceremony.
3. No food or drink may be sold or consumed in the room or linked outdoor area in which a ceremony takes place for one hour prior to that ceremony or during that ceremony.
4. All proceedings must take place in a room or linked outdoor area that was identified as one to be used for ceremonies on the plan submitted with the approved application.
5. The room or linked outdoor area in which proceedings are to take place must be separate from any other activity on the premises at the time of the ceremony.

6. The arrangements for and content of each marriage and civil partnership ceremony must meet with the prior approval of the Superintendent Registrar of the District in which the approved built premises and /or linked outdoor areas are situated.
7. Any reading, music, words or performance that forms part of a ceremony celebrated on the built premises and /or linked outdoor areas shall not be religious in nature. 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.
8. For this purpose, any 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 proceedings.
9. Public access to any ceremony in approved built premises and linked outdoor areas must be permitted without charge.
10. Any reference to the approval of built premises on any sign or notice, or on any stationery or publication, or within any advertisement, may state that the built premises have been approved by the Authority as a venue for marriage in pursuance of section 26(1)(bb) of the Act 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 built premises or its facilities by the Authority, the Registrar General or any of the officers or employees of either of them.
11. If a change of name to the approved built 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 built 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 REQUIREMENTS FOR APPROVAL

In addition to the standard requirements, Cheshire East Council has specified the following requirements which will have to be met by built premises in order to gain approval for use as a venue for the solemnization of civil marriages under Section 26(1)(bb) of the Marriage Act 1949 and for the formation of civil partnerships under Section 6 (3A)(a) of the Civil Partnership Act 2004.

1. In addition to the room, rooms and linked outdoor areas approved for the solemnization of marriages or the formation of civil partnerships, a separate room must be available to allow for the confidential interviewing of the couple by the Registrar prior to any ceremony.

2. If known by another name, the name of any linked outdoor areas must be included within the name of the Built Premises for approval. E.g. Oak Tree Tipi Weddings at Juliet Barns.
3. In accordance with The Registrar Generals Guidance for the approval of built premises as venues for civil marriages and civil partnerships, permanent visible signage must be displayed at all public entrances (gates/driveways/public access and public footpaths etc) to the built Premises and linked outdoor areas.
4. It is the responsibility of the approval holder/ responsible person to ensure registration staff can access without obstacle, the built premises and/or linked outdoor areas on arrival and departure. This may require provision for reserved parking and transportation to the linked outdoor areas in a timely manner to allow proceedings to begin at the appointed time. The departure of registration staff from the built premises and/or linked outdoor areas must not be impeded, as registration staff will have other ceremonies and duties to attend on the day.
5. The size of the room or linked outdoor area where a ceremony is to take place should be sufficient to accommodate all attendees, divided between standing and sitting as appropriate.
6. The holder of the approval will be responsible for ensuring the availability of access for disabled persons.
7. Lighting levels must be satisfactory dependent upon the size and location of the room or linked outdoor area where proceedings are to take place.
8. The approval for marriages and civil partnerships to take place at a Built Premises and linked outdoor areas is separate to any other approvals (i.e. planning, entertainment, licencing, and others). The applicant is responsible for ensuring all necessary applications and permissions are completed satisfactorily in order for ceremonies and celebrations to take place at the built premises and linked outdoor areas. Consideration must be given by the applicant / approval holder to any potential risk to a couples plans due to any other applications not granted (planning etc). Any booking taken by Cheshire East Registration Service is for its attendance at the ceremony only at an approved Built Premises and/or linked outdoor areas.

Any monies paid by couples and approval applicants to Cheshire East Registration Service are non-refundable.

Cheshire East Council will also attach the following conditions to all approvals; together with such further conditions as appear appropriate following inspection of the premises.

1. The holder of the approval will be responsible for ensuring that all those attending the proceedings are aware of evacuation procedures and of the action to be taken in an emergency situation.
2. Registration staff must have access to the room or linked outdoor area where proceedings will take place and the Interview Room at least 30 minutes before proceedings are due to take place. In any accommodation where an admission charge is made to members of the public, this must be waived and arrangements made for the easy access of Registration staff.
3. At the discretion and requirement of Registration staff, additional portable lighting may be required in the part of the room or linked outdoor area where the schedule is to be checked and signed by the couple and witnesses.

4. Proceedings must not be disturbed by noise or otherwise by other activities taking place in or in the proximity of the approved built premises or linked outdoor area.

APPENDIX A

Public Notice

1994 Marriage (Approved Premises) Act
2004 Civil Partnership Act

Application for premises to be approved as a venue for civil marriage and civil partnership and civil partnership.

Notice is hereby given that I, (*)
have applied to Cheshire East Council for approval to be given for the premises described below to be used as a venue for civil marriage and civil partnership.

(#).....

The application, together with a plan of the premises that shows the precise location of the proposed ceremony room(s) will be available for public inspection at:

The Register Office
Municipal Buildings
Earle Street
Crewe
CW1 2BJ

Any person wishing to object to the Grant of Approval should write, stating the reasons for the objection, to the Superintendent Registrar, The Register Office, Municipal Buildings, Earle Street, Crewe CW1 2BJ. Please telephone 01270 375104 for further information. Objections should be made within 21 days.

(*) Name of applicant

(#) Name and address of premises

APPENDIX B

THESE PREMISES HAVE BEEN APPROVED PURSUANT TO SECTION
26(1)(bb) OF THE MARRIAGE ACT 1949 AND SECTION 6(3A)(a) OF
THE CIVIL PARTNERSHIP ACT 2004

THE CEREMONY FOR

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AND

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IS NOW TAKING PLACE IN THE

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