

Marriage Approval Conditions

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.
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
 - (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. The Equality Act (Sexual Orientation) Regulations 2007 require providers of goods, facilities and services to ensure that they are not treating their customers unfairly on the grounds of sexual orientation. If the holder of an approval is deemed by the Local Authority to discriminate on the grounds of the sexuality of the couple the Council reserves the right to revoke this approval.

TRAFFORD BOROUGH COUNCIL

MARRIAGE ACT 1994

STANDARD CONDITIONS

The holder of an approval for the solemnisation of marriages at an approved premises shall ensure that:-

1. FIRE SAFETY PRECAUTIONS

- 1.1 All premises built or substantially refurbished after the 31st October, 1991, shall be provided with fire safety precautions in accordance with British Standard 5588 (Fire Precautions in the Design, Construction and Use of Buildings. Part 6. Code of Practice for Places of Assembly) in consultation with the Community Safety and Sports Grounds and Licensing Officer.
- 1.2 All premises built before the 31st October, 1991, shall be provided with fire safety precautions in accordance with the "Guide to Fire Precautions in Existing Places of Entertainment and Like Premises" (HMOS - ISBN0 11340907 9) in consultation with the Community Safety and Sports Grounds and Licensing Officer.
- 1.3. Suitable records shall be kept regarding the maintenance of fire safety precautions and when requested by the Community Safety and Sports Grounds and Licensing Officer, shall provide evidence that fire safety precautions are being effectively maintained.

2. ELECTRICAL SAFETY

- 2.1 All premises built or substantially refurbished after 31st January, 1992, shall have an electrical installation in accordance with the BS7671 in consultation with the Community Safety and Sports Grounds and Licensing Officer.
- 2.2 All premises built before 31st January, 1992, shall have an electrical installation which substantially complied with BS7671 or a similar standard in consultation with the Community Safety and Sports Grounds and Licensing Officer.
- 2.3 Suitable records shall be kept regarding the maintenance of the electrical installation and shall provide evidence that the electrical installation is being effectively maintained, when requested by the Community Safety and Sports Grounds and Licensing Officer.

3. STRUCTURAL SAFETY

- 3.1 All premises built, extended or substantially refurbished shall be done so in accordance with current building regulations in consultation with the Community Safety and Sports Grounds and Licensing Officer.
- 3.2 Suitable records shall be kept regarding the construction of the building and shall provide evidence that this structure is being effectively

maintained when requested by the Community Safety and Sports Grounds and Licensing Officer.

4. **HEALTH AND SAFETY REQUIREMENTS**

All premises shall comply with all relevant provisions for the Health and Safety of persons employed in, or visiting the premises, and shall comply with all reasonable requests of the Health and Safety Inspectorate.

5. **MAXIMUM OCCUPANCY**

The number of persons admitted to the premises during the ceremony shall not exceed the number specified in the approval. The permitted number shall be clearly displayed and easily visible to persons resorting thereto.

6. **PUBLIC LIABILITY INSURANCE**

The premises approved for the purposes of enabling civil marriages to be solemnised shall have adequate public liability insurance provided for all persons in attendance at the ceremony.

7. **SECULAR NATURE**

The premises must have no recent or continuing connection with any religion, religious practice or religious persuasion which would be incompatible with the use of the premises for the solemnization of marriages in pursuance of the Act. The room or rooms in which ceremonies or marriages will be solemnised must be identifiable by description as a distinct part of the premises.

8. **LITTER/CONFETTI**

The use of confetti following the marriage ceremony is entirely at the discretion of each holder, but any litter or confetti arising from the ceremony which falls onto the highway must be cleared immediately following the departure of the parties.

9. **DISTURBANCES**

No disturbances are created from any other use of the premises during the marriage ceremony. Notices should be placed by all entrances to the marriage room to ensure that other users remain quiet.

10. **INTERVIEW ROOM**

There is provision of a separate room to allow the couple to be interviewed prior to the marriage. This room would have to be apart from the room in which the ceremony is conducted and will have to allow confidential interviewing preventing the questions and answers being overheard.

11. It is the responsibility of the responsible person/nominated deputy to ensure that there is full compliance with all the requirements of the Civil Marriage procedure in consultation with the Superintendent Registrar of the Authority.

REMINDER OF APPLICATION PROCEDURE

The Regulations state that an application for renewal of an approval may be made by the holder of that approval not less than six months nor more than twelve months before it is due to expire.