

CITY OF  
WOLVERHAMPTON  
COUNCIL

**APPLICATION  
FOR  
PREMISES  
TO BE APPROVED  
AS A VENUE  
FOR  
MARRIAGES**

## CITY OF WOLVERHAMPTON COUNCIL

### ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

#### GUIDANCE NOTES

1. I apply for the premises named within the application to be approved for regular use by the public as a venue for the solemnisation of marriages in the presence of a Superintendent Registrar.
2. 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 displayed on Council's website for 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.
  - e) If the application is granted I will become the holder of the approval.
3. **Fees:**
  - First Licence Application or licence renewal (Charge applicable from 01.04.2018 to 31.03.19) - **£1,370.00**  
These are non-returnable fees payable to City of Wolverhampton Council – CWC and must be submitted with the application to:  
  
Proper Officer for Registration Matters  
c/o Licensing Services  
Civic Centre  
St Peter's Square  
Wolverhampton WV1 1DA
4. The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company the names and addresses of all the directors and or other persons responsible for or involved in the management of the company must be given.
5. The premises must fulfil the following requirements:
  - 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 solemnisation of civil marriages.
  - The premises must be regularly available to the public for use for the solemnisation of marriages.
  - The premises must have the benefit of such fire precautions as may reasonably be required by the authority and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.

- 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 solemnisation of marriages in pursuance of section 26(1)(bb) of the Act.
- The room or rooms in which ceremonies of marriage will be solemnised if approval is granted must be identifiable by description as a distinct part of the premises.
- A room or rooms must be identified in which confidential interviewing of the bride and bridegroom can be conducted before the ceremony.
- The premises must have easy and accessible access that is also suitable for use of people with disabilities. Adequate toilet and sanitary facilities, including such adapted for use of people with disabilities must also be readily available.

6. In considering the suitability of premises as a venue the local authority will have regard to the following:

- The new 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. There are restrictions, detailed below. These will mean that certain buildings would not be suitable for approval.
- Marriages must take place in readily identifiable premises. This will preclude marriages from taking place in the open air, in a tent, marquee or in any other temporary structure and in most forms of transport.
- 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.
- 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 nor regularly available for their use.
- The primary use of a building would also render it unsuitable if that use could demean marriage or bring it into disrepute.
- The secular nature of civil marriage precludes the use of any building with a recent or continuing religious connection. This will apply to 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.
- Marriages on approved premises may be followed by a celebration, commemoration or blessing of the couples choice, providing that it is not a religious marriage ceremony and is separate from the civil ceremony. However, if a religious blessing were regularly to 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.

## **THE CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL**

1. The following conditions will be attached
  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, 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 also 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 solemnised;
  - 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 available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the solemnisation 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 and giving the address and telephone

number of Wolverhampton Register Office must be displayed at each public entrance to the premises for one hour prior to 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 and during that ceremony.
8. Ceremonies must take place in a room which was identified as one to be used for the solemnisation of marriages on the plan submitted with the approved application.
9. The room in which a marriage is solemnised 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 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 solemnised 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 holder of the approval must ensure that the Marriage Room is suitably furnished with a table and chairs as required by Register Office staff.
15. The holder must ensure that the Marriage Room is adequately lit. Additional lighting must be provided for the Register Office staff should it be necessary for completing the Marriage Register.
16. Measures should be in place to ensure that noise or other nuisance is not caused from activities at the approved premises.
17. All fire safety requirements must be complied with on each occasion.
18. The maximum occupancy limit must be observed at all times.
19. Marriages may only be conducted between 9am and 6pm.

## **ADDITIONAL INFORMATION**

### **REGISTRATION**

1. Details of approved premises will be held by the authority for public inspection. These details will also be copied to the Superintendent Registrar of the district in which the premises are situated and to the Registrar General.

### **RENEWAL**

2. The holder may apply for the renewal of an approval when the current approval has between six and 12 months to run. An application during 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.

3. Fees are payable for re-inspection of the building and the issuing of a renewed Licence.

### **REVIEWS**

4. An applicant may seek a review by City of Wolverhampton Council of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.
5. The review will be carried out by Licensing Sub-Committee. The Committee may confirm the decision, rescind it or vary it with the imposition of fresh or further conditions.
6. An additional fee will be charged for a review of a decision.
7. A direction by the Registrar General to revoke an approval is not subject to review by City of Wolverhampton Council.

### **REVOCATION**

8. City of Wolverhampton Council 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 requirements cannot be met, or the holder has failed to comply with one or more of the conditions attached to the approval.
9. 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 on the approved premises.
10. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry on the premises.

## **GUIDANCE FOR THOSE WHO WISH TO MARRY ON APPROVED PREMISES**

1. As soon as they have made provisional arrangements for their marriage on approved premises, the couple should be advised to contact the Superintendent Registrar at the Register Office, Civic Centre, St Peter's Square, Wolverhampton (tel: 01902 554980), to obtain confirmation of the arrangements. Without the presence of this Superintendent Registrar and a Registrar there can be no marriage. It is, therefore, essential that the couple make an advance booking with this Superintendent Registrar for his/her attendance at their proposed marriage as soon as a booking can be accepted. An advanced booking confirmation form will be issued up to a maximum of 12 months prior to the date of the ceremony. A fee for attendance will be payable before the ceremony.
2. The couple will also have to give a notice of marriage to the Superintendent Registrar(s) of the district(s) in which they live. This notice must be given in person by each of the couple and is valid for twelve months. Each of the couple should, therefore, attend the Register Office(s) for the districts(s) where they live as soon as possible after notice can be given.
3. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:
  - a) the attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated; and
  - b) the issue of the authority or authorities for marriage by the Superintendent Registrar(s) to whom notice of marriage was given.
4. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the Registrar who is to attend the ceremony.
5. The couple should be advised that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance which form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.
6. Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.



**PART B (COMPANY APPLICATION)**

1. Full Name of Company .....

2. Where was the Company incorporated? .....

3. Address of Registered or Principal Office .....

.....

.....

Telephone Number of Registered Office: .....

Telephone Number of Company Secretary: .....

4. Full names and private addresses of all Directors or other persons responsible for or involved in management of the Company:-

Full Name

Full Private Address

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5. Is the person named in Question 1 the occupier of the premises

YES

NO

6. If the answer to Question 4 is NO please state the name(s) and address(es) of the occupier(s) of the premises

NAME

ADDRESS

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**PART C (ALL APPLICANTS)**

1. Full name and address of the premises for which the application is made including telephone number of the premises:

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2. Is the premises to trade under a different name? YES  NO

If yes please state the trading name: .....

3. Please describe the nature of the premises at (eg. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.

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4. Please state all the rooms required including the maximum number of people permitted to occupy each room(s) and detail this information onto the plan(s) provided.

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**5. RESPONSIBLE PERSONS**

(a) Responsible person:

<u>NAME</u>	<u>ADDRESS</u>	<u>POSITION HELD WITHIN ORGANISATION</u>
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(b) Deputy in Absence of Responsible Person:

<u>NAME</u>	<u>ADDRESS</u>	<u>POSITION HELD WITHIN ORGANISATION</u>
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6. Do the premises have the benefit of a current certificate of inspection/ installation of electrical equipment associated with:-

a) Emergency Lighting System YES  NO   
b) Fire Alarm System YES  NO

7. Do the premises currently hold a premises licence (under the Licensing Act 2003)?

YES  NO

If yes please supply a copy of the licence (**new application only**).

***I HEREBY DECLARE THAT:-***

(1) I declare that:

a) I have read and understood the information contained within this application.

b) the building has no recent or continuing religious connection; and,

c) I have consulted the planning authority as to whether planning consent is required and attach evidence (**new application only**) that it is content that the premises may be used for marriages.

(2) I further declare that, if approval is granted:

a) the premises will be regularly available for public use as a marriage venue; and,

b) I will comply with the conditions attached and any further local conditions which may be attached to that grant of approval.

(3) All of the information contained in this application form is correct and no relevant information has been omitted.

(4) **The application fee must be enclosed with this application. (see page 2).  
CHEQUES SHOULD BE MADE PAYABLE TO CITY OF WOLVERHAMPTON COUNCIL  
(CWC)**

**This application must be made by the proprietor of a freehold or leasehold interest in the premises or a trustee of the premises. If successful the applicant will be the holder of the approval.**

Signed ..... (Applicant)

or

Signed ..... (Capacity  
ie Solicitor/Company Director/Trustee etc)

Date .....

**PLEASE STATE ADDRESS FOR CORRESPONDENCE AND CONTACT TELEPHONE NUMBER IF DIFFERENT TO THAT CONTAINED WITHIN THE APPLICATION**

Address:.....

.....

.....

Telephone No: .....

**THE INFORMATION GIVEN MAY BE HELD IN MANUAL OR COMPUTERISED FORM AND WILL BE SUBJECT TO THE PROVISIONS OF THE DATA PROTECTION ACT 1998.** For more details please visit the City of Wolverhampton Council website and search Privacy Notice.

The City of Wolverhampton Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For more details please visit the City of Wolverhampton Council website:

<http://www.wolverhampton.gov.uk/article/3057/Fraud-and-Corruption>.

**CHECKLIST**

(a) Fee

(b) Four copies of a plan of the premises showing the room(s) to be used and the maximum number of people to occupy each room

(c) Does the venue hold a Premises Licence (under the Licensing Act 2003)  
YES  NO

If YES please supply a copy of the Licence (**New Application only**)

(d) Letter from planning authority as to planning consent (**New Application only**)

City of Wolverhampton Council  
Licensing Services  
Civic Centre, St Peter's Square  
Wolverhampton WV1 1DA

For any queries please email [licensing@wolverhampton.gov.uk](mailto:licensing@wolverhampton.gov.uk)

For official use only
Date .....
Amount .....
Receipt No .....
Initials .....