



GLOUCESTERSHIRE REGISTRATION SERVICE POLICY STATEMENT

September 2007

PRE-MARRIAGE AND CIVIL PARTNERSHIP INTERVIEWS AT APPROVED VENUES

1. When a venue applies for a licence to provide civil marriages and civil partnerships, the venue has to provide evidence that adherence to the guidance set out by the Registrar General is met.

If the terms and conditions of the granting of the licence are not adhered to the County Council has the right to revoke the licence.

One of the terms for the granting of a licence is that:

There must be a room available close to the room where the ceremony is to take place where the couple can be interviewed prior to the ceremony to ensure that all legal requirements for the ceremony have been completed.

The room should be an office, or similar type of function room. It is the policy in Gloucestershire that we do not routinely carry out preliminary ceremony checks in a bedroom. The pre-ceremony interview room should also be clear of any personal belongings or effects, such as guest's coats or bags, and should not be used to store photographic equipment.

2. If on the day of the ceremony unforeseen circumstance arise which mean that the usual room that would be used is unavailable, the Registration Officer concerned may decide where it is most appropriate to carry out the interviews.