GLOUCESTERSHIRE
REGISTRATION SERVICE

Approved Premises Application Pack

For the application for approval to hold civil ceremonies

(May 2026)

Table Of Contents

Application Form

Appendix A to the application

Appendix B to the application

Appendix C to the application

Appendix D to the application

Outside Structure Policy

Policy for Preliminary Interviews

Policy for taking photos and videos during a ceremony

Responsible Person Duties

Calculating Room Capacity

Outdoor Ceremony Checklist

Example Site Map

APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES IN PURSUANCE OF SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949 AND CIVIL PARTNERSHIPS IN PURSUANCE OF SECTION 6 (3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004.

This application must be made by the proprietor or a trustee of the premises. If successful, the applicant will be the holder of the approval. When completed, it should be forwarded to Approved Premises Manager **via email** gloucestershireapproved@gloucestershire.gov.uk together with the appropriate fee* (£2,700.00) payable by BACS. You will receive an invoice for the fee – please ensure you have provided us with details of who the invoice is to be made out to and invoicing address by completing section 1b of the form.

*Please note this fee is **non-refundable**. **If you are applying for the first time,** you may wish to consult with us before submitting your application. Please contact the Approved Premises Team via email gap@gloucestershire.gov.uk giving your name, contact details and brief information about the premises you wish to apply for approval for. A member of the team will get in contact with you as soon as possible.

1. I apply for the premises named at item 2 overleaf to be approved for the solemnisation of marriages and the registration of civil partnerships.

2. I attach a copy of the site map which shows the premises and surrounding land associated with the premises and marked clearly to indicate the boundary of the whole property. See example attached at the end of the document. Please note that the example shows the minimum amount of detail required. If the description submitted does not meet the minimum amount of detail it will not be accepted.

3. I attach a copy of floorplan(s) of the premises showing all of the named room(s) given in item 10 in which it is intended that marriages or civil partnerships will take place. The dimensions of each room to be licensed are clearly marked in metres to support safe capacity calculations.

4. I attach a copy of a plan showing the location of any licenced outside structure(s), along with dimensions in metres, in which it is intended that marriages or civil partnerships will take place.

5. I also attach the following mandatory documents and I understand that failing to attach these relevant documents may result in a delay with the application:
    - Current Premises Licence, must also include proof of payment for the last year paid to the relevant local council (or confirmation from the relevant local council to confirm one is not required;
    - Current Public Liability Insurance
    - A suitable and sufficient Fire Risk Assessment completed by a competent person within the last 3 years, as per the Regulatory Reform (Fire Safety) Order 2005;
    - Floor plans of each room to be licenced, with dimensions in metres, to support safe capacity calculations (see supporting occupancy calculations documents); and
    - Site map which shows the premises and surrounding land associated with the premises and marked clearly to indicate the boundary of the whole property.

6. 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 inspections and reviews of safe practice;
    b) the premises must satisfy the local authority on fire (safety) precautions;
    c) public notice of the application will be given by a notice on Gloucestershire County Council's website (www.gloucestershire.gov.uk) with a period of 21 days for objections; and,
    d) approval, if granted following the notice period, will be for a three year period, subject to revocation.

7. I declare that:
    a) I have read and understood the information contained in the terms and conditions form and Annexes A, B, C and D;

b) the building is not a register office or religious premises, and will not have any connection with any religious practice; and,

c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages or civil partnerships.

8. I further declare that if approval is granted:

a) the premises will be regularly available for public use for either the solemnization of marriages or the registration of civil partnerships; and,

b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

[Application Form overleaf]

Application For Licence To Hold Civil Ceremonies It is **mandatory** that ALL sections of the form are completed. Failure to do so may result in your application being returned and will delay the process. This form is for new applications & renewals.		
0.	Is this a first time application or a renewal of existing licence?	First time / renewal (delete as appropriate)
	Venue details	
1a.	Full names and private address(es) of applicant. If the application is made by a limited company please give the address of the registered office and, where different, also state the main trading address of the Company.	
1b.	**Invoicing details** Name (company or individual) invoice to be made out to:	
	Full address, including postcode, of where invoice should be sent:	
	If you would like the invoice to be emailed to you, please state email address to be used:	
2.	Name (**official name you wish the venue to be known as**), full postal address, and telephone number of the premises, which are the subject of this application.	
3.	Contact email address and venue's website address. Following successful approval, we will support you to add your venue details to The Gloucestershire Registration Service Celebrate With Us website. (https://gloucestershireregistrationservice.co.uk/)	Email: Website:

	All entries (for Celebrate With Us) *are accepted in good faith but if any of the entries contain any material which infringes copyrights of any other entity the body sending the entry shall completely indemnify Gloucestershire County Council against all possible claims or legal action.*	
4.	Contact person, postal address, email address and telephone number (if different from previous/above) in case of any queries relating to this premises and licence terms day to day.	
5.	Please state the nature of the premises (*e.g.* hotel, stately home, civic accommodation) and any other uses to which it is regularly put.	
6.	Do you confirm that the premises are seemly and dignified for the solemnisation of marriages and civil partnerships?	Yes/No (delete as appropriate)
7.	Do you confirm that the premises will be regularly available for public use for marriages and civil partnerships? The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.	Yes/No (delete as appropriate)
8.	Do you understand that this licence also covers civil partnerships and non-statutory naming, renewal & commitment ceremonies as well as marriage ceremonies? **Please let us know if you would like further information.**	Yes/No (delete as appropriate)
9.	Please state whether the venue is exclusive use or you can offer more than one ceremony per day.	
	Important information about room & sizes.	
	Please note that rooms are licenced to show **safe seated capacity** which will dictate the numbers for occupancy. Should you have any concerns as to whether or not a room is going to be of sufficient size to safely accommodate the numbers being applied for, you should contact the Approved Premises Team to discuss further your requirements before	

	proceeding with your application. You can contact us via email gloucestershireapproved@gloucestershire.gov.uk or telephone 01452 425060 (option 3)	
10a.	Name(s) of room(s) / Outside Permanent structures to be licensed and total number safely permitted in each room (this is to include the couple, the two Registration staff, and the venue's Responsible Person) **This must be calculated in line with fire safety regulations**. For more information visit https://www.gloucestershire.gov.uk/glosfire/business-safety/ Please add all rooms / outside structures which are likely to be used in the three year period as adding a room during the licence period will incur the full fee again. Should you choose to add a room following licensing, the renewal process can be activated early to accommodate this. If successful, a further full three year licence will be granted.	1) 2) 3) 4) 5)
10b.	Are there any outdoor areas you wish to have approved for Outdoor Ceremonies (If yes please complete the checklist at the end of application form)	
11.	If the application is for a renewal – Are there any alterations or additions to the existing approval? Please list (i.e. extra rooms, alterations to rooms)	
12.	Do you understand that public access to the ceremony room is required at all times? Do you confirm that: 1) The current licence will be permanently displayed in the most public place? (reception, entrance hallway) 2) A notice (which will be issued to you) will be displayed at all public entrances to the premises a minimum of one hour before and throughout the duration of the ceremony? The notice must identify and give directions to the	Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate)

	room in which the proceedings are to take place.	
13.	Does each ceremony room have: 1) A suitable table of at least 90cm x 50cm for the Registrar to use? The table must be free from candles/naked flames and any vessel containing liquid in order to prevent damage to registration paperwork. 2) Adequate lighting for Registration staff? (the registrars will need sufficient lighting to read and record the ceremony) 3) A further appropriate table and chair for the Registrar to complete any additional legal certificates whilst the couple enjoy photo opportunities. The table must be free from candles/naked flames and any vessel containing liquid in order to prevent damage to registration paperwork. 4) Adequate ventilation for a room full of occupants (e.g. air conditioning in summer, heating in winter)	Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate)
14.	Will the ceremony room(s) have appropriate entrances for: 1) Each of the couple, plus anyone who may be escorting them in or giving away? 2) Guests? 3) Registration staff?	Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate)
15.	Does the safe layout of the Ceremony Room allow for the following: 1) Sufficient safe room for seated guests? 2) A suitably wide aisle (minimum of 1.1m wide)? 3) Room for the Celebrant to comfortably conduct the ceremony (entire width of the room and a minimum of 3m depth)?	Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate)

	4) Safe available access to fire exits at all times? Please read the supporting **Calculating Room Capacity** document before completing this section. If you have any queries about sufficient room sizes, please contact us to discuss further.	Yes/No (delete as appropriate)
16.	Please state the name and location of the Interview Office for Registration staff statutory pre-ceremony interviews Please note that a quiet, private room MUST be provided with an adequately sized table and chair and have adequate lighting. This cannot be a bedroom and must remain clear of all personal effects/ photographic equipment. (Policy for Pre-ceremony interview rooms)	Name: Location:
	Registration staff requirements.	
17.	Please confirm two car parking spaces close to the venue will be reserved for registration staff whilst attending a ceremony. Please state their location (it will be helpful if you mark up the submitted site map with the location of the reserved parking, see Example Site Map)	Yes/No (delete as appropriate) Location:
18.	Is there a phone available for Registration staff to use if necessary?	Yes/No (delete as appropriate)
19.	Is there disabled access to the venue's main entrance?	Yes/No (delete as appropriate)
20.	Is there toilet/cloakroom/disabled access for registration staff to use?	Yes/No (delete as appropriate)
	Responsible Persons for venue & duties	
21.	It is a requirement of the licence that you name at **least two people** who will be trained to act as a Responsible Person (RP) and will be in attendance on the day ceremonies are being held. A list of the Responsible Person Duties is enclosed with this form and must be read and understood thoroughly before carrying out this	Responsible Person 1 (RP) Name: Position: Telephone number: Email address:

	mandatory role. It is the responsibility of the venue to inform Gloucestershire Approved Premises of any changes to Responsible Persons. **For any additional persons please attach a full list with this application.**	Responsible Person 2 (RP) Name: Position: Telephone number: Email address:
22.	Please confirm that the Responsible Person will be in control of the music unless a live band/orchestra is being used Note: The Responsible Person must be fully experienced in the venue's safety procedures and remain in the ceremony room throughout the ceremony.	Yes/No (delete as appropriate)
23.	Photo opportunities will be made available at the end of the ceremony. GRS photography and video policy is in place – the Registrar will advise on the day. (Photography policy)	Yes/No (delete as appropriate)
24.	Please confirm you understand that no food or alcohol may be consumed in the ceremony room a minimum of one hour prior to, or during, the ceremony.	Yes/No (delete as appropriate)
25.	Do you confirm that the premises will not have connections with any religious practice? Please confirm you understand that: 1) No ceremonial 'blessings' may take place after the ceremony until the registrars have left the premises 2) There may be no religious content in terms of music or readings during the ceremony The Civil ceremony licence could be subject to revocation if regular religious activity is deemed to be taking place.	Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate)

	Documentation requirements	
26.	Can you confirm that local planning requirements have been complied with? Please attach any relevant planning permission/ certificate of lawfulness or written evidence from the local planning authority that it is not required with this application (this should be an electronic copy). **This is particularly important for first time applications**.	Yes/No (delete as appropriate)
27.a	Please attach **an electronic copy** of your license authorising use for public entertainment or similar purposes. This licence can be known as "Premises Licence" -	
27.b	Please attach **proof of payment for the for public entertainment/premises licence** for the last year paid to the relevant local council.	
28.	Please attach **an electronic copy** of your Public Liability Insurance. This can be public & employee liability combined but it **MUST** contain public liability.	
29.	Has a suitable and sufficient Fire Risk Assessment of the venue been undertaken by a competent person **within the last three years**? Is the Fire Risk Assessment reviewed at least annually by a competent person? Please attach **an electronic copy** of the Fire Risk Assessment together with an update on any remedial items listed within the document. Please be aware it is the duty of the premises to ensure a suitable and sufficient fire risk assessment has been undertaken by a competent person (Regulatory Reform (Fire Safety) Order 2005). Information regarding what a fire risk assessment should cover can be found on the	Yes/No (delete as appropriate) Yes/No (delete as appropriate)

	Gloucestershire Fire and Rescue Service website. You should also consult the appropriate guidelines that apply to your venue (most venues fall under small and medium places of assembly).	
30.	Do you have fire alarm points/extinguishers located on the premises in accordance with local fire service guidelines?	Yes/No (delete as appropriate)
31.	Please state the location of: 1) Emergency Exits (to also be marked on all floor plans submitted with your application) and 2) Assembly point pertaining to the room(s) to be licensed	
32.	Is there anything from a general Health and Safety perspective that our staff should be made aware of prior to working at the premises?	Yes/No (delete as appropriate). If Yes, provide details:
	Venue Plans to be provided	
33.	Please attach electronic copies of 1. Floor plan(s) – showing the named rooms given in item (10a). with the **dimensions of each room clearly marked in metres**. 2. Overall venue plan 3. Site plan of the property with the boundary clearly annotated Please ensure that site plans clearly show: 1. The pre-ceremony interview room(s) 2. Emergency exits 3. Assembly points **Please see page 33 for an example site plan.**	 Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate) Yes/No (delete as appropriate)
34.	You will undertake to submit suitable and sufficient Risk Assessments relating to any other issues affecting public health which may arise in the future.	I agree - Yes/No (delete as appropriate)

35.	Inclement weather conditions: Are you willing to support GRS if weather conditions disrupt the safe travel of registrars to the venue? Under such emergency conditions, GRS will make contact with your venue to discuss practicalities at the time.	Yes/No (delete as appropriate)
	Outdoor Ceremonies	
36	**Outdoor Ceremonies come under amended legislation and cannot be confused with licenced rooms/outside permanent structures as above**. The 2005 Regulations (as amended) permit proceedings (if certain conditions are met) to take place in linked outdoor areas within the boundaries of the land of which the built premises form part. If you would like to add outdoor legal ceremonies to your 3-year civil ceremony licence, please complete and return the following checklist form with your application. It is very important that premises undertake this prior consultation with the Registration Service. Failure to obtain prior confirmation that the proposed location of outdoor proceedings is seemly and dignified with other conditions met will result in outdoor ceremonies not being permitted. Superintendent registrars will not conduct proceedings in contravention of the 2005 Regulations (as amended). It is important to note that locations must be capable of description so that couples, their guests, registration officers and the public can easily find their way to the location. It is for the applicant to ensure that these, and other conditions, are met and on the day this responsibility will be held by the responsible person at the Approved Premises. **You will be issued with an Outdoor Ceremony Certificate to be clearly displayed alongside your licence if you are able to hold outdoor ceremonies.** For further information about Outdoor Ceremonies, please visit https://www.gov.uk/government/publications/outdoor-civil-marriage-and-civil-partnership-ceremonies	
37.	Do you have any queries that you would like to raise? If so, please note them opposite and we will reply to you as soon as possible.	Yes/No (delete as appropriate)

Declaration Section

By signing below, you are confirming:

a) you have read and understood the information contained in the terms and conditions form and Annexes A, B and C;

b) the building is not a register office or religious premises, and will not have any connection with any religious practice;

c) you have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages or civil partnerships:

d) you have provided all plans and other required documentation in support of your application;

e) all information provided is, to the best of your knowledge, accurate and up to date; and,

f) that you understand the application fee is non-refundable.

Applicant confirmation & signature	
Completed By (name in capitals):	
Signature:	
Date:	
Position:	

If the name of the person above signing the document is not the actual licence holder, please provide the actual name of the person who will be the licence holder below.

Licence holder details	
Name of person who will be the licence holder (Name in capitals):	

Please complete and return this form to the email address overleaf. You may wish to keep a copy yourself.

To inform us of any changes relating to your premises or any queries regarding the Marriage Acts 1949-1994 should be directed to:

The Approved Premises Manager via gloucestershireapproved@gloucestershire.gov.uk or phone 01452 425060 (option 3).

[Appendices overleaf]

NOTES ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

The **non-returnable** fee for this application is £2700.00 and must be submitted with the application via BACS. You will be sent an invoice for the full fee. Please ensure you let us know the name to whom the invoice should be made out to and invoicing address by completing section 1b of the application form.

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in Schedule 1 to the Regulations:

1. 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 proceedings.

2. The premises must be regularly available to the public for use for the solemnization of marriages or the registration (formation) of civil partnerships.

3. The premises must have the benefit of such fire precautions as may reasonably be required by the authority, having consulted with the fire/ fire and rescue authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.

4. The premises must not be:

    (a) religious premises as defined by section 6(2) of the Civil Partnership Act 2004;*

    (b) a register office, but this paragraph does not apply to premises in which a register office is situated provided that the room which is subject to approval is not the same room as the room which is the register office.

5. The room or rooms in which the proceedings (marriage or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

- *"Religious premises" means premises which are used solely or mainly for religious purposes or have been so used and have not subsequently been used solely or mainly for other purposes.*

The premises must also fulfil the following requirements set by the authority:

1. There must be adequate toilet facilities.

2. There must be parking spaces close to the entrance of the building reserved for use by the registrar and superintendent registrar when officiating at ceremonies.

3. There must be **a private** 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.

4. It is desirable that adequate disabled access to the ceremony room is provided.

In considering the suitability of premises as a venue, the authority will have regard to the following Guidance from the Registrar General:

1. The laws relating to “approved premises” are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English law and Parliament's intention to maintain the solemnity of the occasion.

2. The term "premises" is defined in Regulation 2(1) as a permanently immovable structure comprising at least a room or any boat or other vessel, which is permanently moored. Any 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. In addition, there are requirements in Schedule1 that must be met before an approval can be granted.

3. The 2005 regulations (amended 2022) define “premises” as “built premises” together with “linked outdoor areas”.

4. “Linked outdoor areas” are now defined as “any areas within the boundary of the land of which the built premises form part, which are not built premises, and which may be used in common with the built premises”.

5. The premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.

6. The 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. A building that is certified for public worship would fall into this category, as would a chapel in a stately home or hospice. However, premises in which a religious group meets occasionally might be suitable if the other criteria are met.

7. The premises must not be any part of a register office on the plan submitted by the authority and approved by the Registrar General under the Registration Service Act 1953. Any rooms in the same premises as the register office that aren’t on this plan, e.g. a council chamber in the same town hall, can be approved but a room in a register office cannot be approved. However, an authority can set its fee for attending a marriage or civil partnership on approved premises at the same level as the prescribed fee for a marriage or civil partnership in a register office.

8. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

The authority has also resolved to adopt the following policy:

THE CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL Annex B

The authority must attach the following standard conditions from Schedule 2 to the Regulations to any approval. 'Proceedings' means the solemnisation of a marriage or the registration of a civil partnership and does not refer to any other activities on the premises.

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 and throughout each of the proceedings.

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 the appointment of a new responsible person.

4. The holder must notify the authority immediately of any change to any of the following -

   - the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises;
   - the name or full postal address of the approved premises;
   - the description of the room or rooms in which the proceedings are to take place;
   - the name or address of the holder of the approval; and,
   - 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 proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.

7. No food or alcohol may be sold or consumed in the room in which proceedings take place for a minimum of one hour prior to and during those proceedings.

8. All proceedings must take place in a room which was identified as one to be used for that purpose on the plan submitted with the approved application.

9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.

10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated.

11. (1) Any proceedings conducted on approved premises shall not be religious in nature.

(2) 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.

(3) But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.

(4) For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.

12. Public access to any proceedings 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 Marriage Act 1949, 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 premises or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.

14. If a change of name to the approved premises occurs after the issue of the schedule for marriage or the civil partnership document, but before the proceedings, the former name of the approved premises as recorded in the schedule for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.

Any further conditions the authority considers appropriate upon grant of approval.

Annex C

Schedule 2B - Regulation 6(1)(a)

CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL OF PREMISES WHICH ARE NOT RELIGIOUS PREMISES RELATING TO PROCEEDINGS HELD IN LINKED OUTDOOR AREAS

1. For the purposes of proceedings held in the linked outdoor areas, prior confirmation must be secured from the superintendent registrar of the district in which the approved premises are situated, or the authority, as the case may be, that in their opinion, having regard to the primary use, situation, construction and state of repair, the proceedings will take place in a seemly and dignified location within the linked outdoor areas.
2. The location within the linked outdoor areas at which the proceedings take place must be identifiable by directions which are capable of being stated in a notice under paragraph 4 to enable the public to access the location.
3. (1) For the purposes of proceedings held within the linked outdoor areas, save as provided below, no food or drink may be sold to or permitted to be consumed by persons attending the proceedings—
   (a) when gathering for the purposes of the proceedings; or
   (b) during the proceedings.
   (2) Non-alcoholic drinks may be permitted to be consumed prior to the proceedings.
4. For the purposes of proceedings held within the linked outdoor areas, a suitable notice stating—
   (a) that the premises have been approved for the proceedings;

   (b) the description of the location within the linked outdoor areas at which the proceedings are to take place; and

   (c) directions to the location within the linked outdoor areas at which the proceedings are to take place;

   must be displayed at each public entrance to the premises and the built premises for one hour prior to and throughout the proceedings.

ADDITIONAL INFORMATION

RENEWAL AND REINSTATEMENT

1. The holder may apply for the renewal of an approval when the current approval has less than twelve months to run. An application for renewal made in 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.

2. If the holder fails to apply for renewal before the expiry date and the approval expires, it will be reinstated by an application for renewal made within one month of the expiry date and continue until the application has been dealt with.

REVOCATION

3. The authority 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 standard or local requirements cannot be met or the holder has failed to comply with one or more of the standard or local conditions attached to the approval.

4. 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 or civil partnership on the approved premises. This is not subject to review by the authority.

5. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry or register a civil partnership on the premises.

REVIEWS

6. An applicant may seek a review by the local authority of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.

7. The review must be carried out by a different officer, committee or sub-committee than that which made the decision which is being appealed against. The review panel may confirm the decision, rescind it or vary it with the imposition of fresh or further conditions.

8. The authority may charge an additional fee for a review of its decision to refuse to grant an approval, to attach local conditions or to refuse to renew an approval.

REGISTRATION

9. Details of approved premises will be held for public inspection by the authority, copied locally and sent to the Registrar General who will publicise them.

GLOUCESTERSHIRE REGISTRATION SERVICE OUTSIDE STRUCTURE POLICY

If a free-standing or 'gazebo' structure is approved as a licenced room, then the following will be applied:

Special Licence Conditions:

1. The structure must be regularly available to be used for the celebration of civil marriage ceremonies or the formation of civil partnerships. *Suitability for the use of an outside structure may be affected by COVID-19 and related government guidelines*.

2. The structure will only be approved if there is also a private room in the venue which can be used as an interview room and provide relevant facilities for registration staff.

3. a) A separate licenced room must be available for the ceremony to take place should the weather be inclement and prevent its use due to protecting schedule, paperwork and Registrars. Room occupancy numbers to be adhered to.

   b) Or if the outside structure is considered suitable for staff x2, couple and witnesses in inclement weather, the Approved Premises will be responsible of managing couple/guest expectations from time of booking with venue, to conclusion.

   c) Safe, appropriate access to outside structure must be provided for registration staff in all weather conditions.

4. No food or alcohol may be consumed in the "free standing/gazebo structure" one hour prior to and during the ceremony

5. Any other activities taking place in the grounds, especially near to the "free standing/gazebo structure" and the adjacent area to be used for guests, are to be kept separate from any ceremony or activity to ensure a seemly and dignified aura.

6. The structure must provide a seemly and dignified venue in which civil marriage ceremonies and civil partnerships may take place.

7. These conditions will also apply to any non-statutory ceremony provided by Gloucestershire Registration Service.

8. The County Council reserves the right to amend, add to, delete or otherwise change these conditions from time to time, and in this respect the decision of the County Council is final.

9. If you are considering including an existing free-standing or ‘gazebo’ structure in your application or building a new structure you must contact us on 01452 425060 or email gloucestershireapproved@gloucestershire.gov.uk to ensure that it will be acceptable for Gloucestershire Registration Service.

10. Any venue wishing to construct a free-standing or “gazebo” structure to be used for the celebration of civil marriages and the formation of civil partnerships must obtain the relevant planning approval before applying to licence the structure.

11. The venue is responsible for seeking approval by the local planning authority.

12. A free-standing or “gazebo” structure must be permanent and immovable and in this respect the decision of the County Council on what is considered "permanent" and “immovable" will be final.

13. The structure must have a solid base (wooden/brick/stone/concrete) and ideally this should be raised above the surrounding ground level.

14. The structure should have a roof, which should be tiled although other coverings, e.g. thatch, will be considered providing they are waterproof and are a requirement of the local planning officer and/or a conservation/heritage decision. The roof should be supported by brick, stone, concrete or wood pillars or walls. The space between pillars may have trellising or other decoration. The roof should overhang the structure to provide shelter from strong/hot sunshine and/or rain.

15. The front should be open and sufficiently wide to enable the ceremony party to enter. Steps may need to be provided if the structure is raised above the surrounding ground level.

16. New structure requests – the structure should be of sufficient size (minimum 3.5m x 3.5m square or equivalent) to accommodate the following:

- Two Registration staff,
- A table (size approx. *1.2m x 1m*) and two chairs,
- The Couple (Bride and Groom or two Partners),
- Two witnesses,
- Comfortable space in which the ceremony can be conducted.

17. The decision of the County Council on what is considered sufficient space will be final.

18. The structure should have the facility to give good light to the schedule and have the facility for music to be played during the ceremony.

19. Sufficient warmth must be provided inside the structure to facilitate ease of handwriting and comfort when seated.

20. If considered necessary, an appropriate microphone system should be available for the Registration Officers to use which will allow all guests to hear the ceremony.

21. Consideration should be given to the area immediately in front of the structure where guests may be seated or stand. Sufficient room must be available for a central aisle to allow the ceremony party to make their entrance. Similarly, consideration for the route from the main building to the structure should also be given.

Notes:
It is the Approved Premises responsibility to ensure that the use of any outside free-standing or Gazebo structure continues to meet any planning permissions required by the local council.

For the legal parts of the ceremony, there will be 6 people required inside the licenced outside free-standing or Gazebo structure. *You will need to ensure that the outside structure is included in your COVID Risk Assessment and can safely accommodate 6 people in line with any government guidelines at the time.*

GLOUCESTERSHIRE REGISTRATION SERVICE
POLICY STATEMENT

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.

PHOTOGRAPHS and VIDEOS at MARRIAGE and CIVIL PARTNERSHIP CEREMONIES in GLOUCESTERSHIRE

Civil marriage and civil partnership registrations and ceremonies create a legal contract between the couple and are to be conducted in a dignified manner. Under the Marriage Act 1949, there are legal requirements placed on the registration officers to see and hear what the participants are saying, to ensure that the meaning and significance of the occasion are upheld, and to protect the confidentiality of personal information obtained in the course of their professional duties.

Photographs and videos of the ceremony are a special reminder of the occasion. However, it is important to prioritise the dignity and solemnity of the ceremony.

The celebrant will confer with the designated photographer to establish if the couple have made any specific photography requests.

Discreet photographs and videos may be taken during the ceremony if:

- They are taken by your named photographer (or a member of the party who is not a named witness)
- There is no distraction caused to the couple, registration officers or guests.
- There is no undue or unnecessary movement around the room.
- There is no flash photography or intrusive camera clicking.

The Registration Staff may request the photographer ceases photographing if they feel that the ceremony is being unnecessarily disrupted by their conduct.

The Registration Service is required to demonstrate and maintain compliance with the General Data Protection Regulation and Data Protection Act. This legislation applies even to information that is publicly made available and we have a statutory responsibility to ensure we safeguard personal information. It is therefore the policy of Gloucestershire Registration Service that:

- Any photographs taken during the ceremony do not include close-up photos where details of the schedule containing personal data can be read.
- Any photographs taken during the signing of the schedule must be taken at ground level from the back or the side of the room (or outdoor space if applicable)
- The photographer must not distract the couple while signing the schedule.
- Where the couple has requested a specific close-up photograph of the schedule being signed, the schedule will be removed, and the Registrar will position the couple for closer photographs where there is no risk of personal information being captured in the image.
- Video equipment can be set up and used during the ceremony but is at the discretion of the registration staff and must remain in one place through the duration of the ceremony.

Responsible Persons Duties

- Display a suitable notice (supplied by GRS at licensing) at each entrance and exit to the premises minimum 1 hour prior to and for the duration of each ceremony.

- Reserve **2 parking spaces** for the registration staff.

- Prepare the ceremony and interview rooms – the interview room should be private, free of personal belongings and effects, and photographic equipment.

- Be available on the premises a minimum of one hour prior to and throughout proceedings.

- Liaise with registrars for pre-ceremony interviews: groom or partner one, 20 minutes prior to the ceremony; bride or partner two, 10 minutes prior to the ceremony. Couples may NOT be interviewed together.

- Usher guests into ceremony room 15 minutes before the ceremony.

- Ensure no food or alcohol is sold or consumed in the ceremony room or outdoor area where proceedings are taking place, a minimum of **one hour prior to, and for the duration of**, the ceremony. Ensure that guests do not bring drinks into the ceremony room and that if there is a bar in the ceremony room, it is screened off or not in use according to timings above. (Non-alcoholic drinks may be consumed in an outdoor area where proceedings are to take place **prior** to the proceedings.

- Liaise with the couple and registrars regarding music for the ceremony and **ensure that a member of staff or an appropriate alternative is allocated to control the playing of recorded music** as requested by the couple.

- Refer any queries regarding readings, video recording and photographs to the registrars.

- Usher ceremony party into ceremony room for commencement of ceremony and close doors.

- Remain in the ceremony room for the duration of the ceremony.

- Support Registration staff in dealing with any emergencies which arise e.g. illness of guests or in the event of inappropriate behaviour.

- Be conversant with emergency procedures to ensure the safe evacuation of the building in the event of a fire.

Calculating Room Capacity

For rooms licensed for civil ceremonies, the usual method is to permit 1sqm per person seated based on square meterage of the room (allowing a depth of 3m for the ceremony area).

An alternative method (which may be helpful for smaller rooms measuring 30sqm or less) is to set out the room with chairs within the following guidelines:

- Ceremony area (accommodating bride, groom, two registrars and the schedule table/s) – should be the entire width of the room and a depth of at least 3 metres
- Aisle and Gangways – should be at least 1.1m wide
- Number of gangways – one gangway at one end of no more than 7 seats per row; a gangway at each end for no more than 14 seats in a row
- Space between rows – should be at least 30cm
- Space between seats from seatback to seatback – should be at least 74cms. This can be reduced to 60cms if bench seats are to be used
- Minimum exit widths with outward opening doors for escape routes in existing licenced premises: 75cm for a maximum of 100 people; 1.05m for a maximum of 200 people, with each additional person over 220 requiring a further 5mm
- Minimum exit widths with outward opening doors for escape routes in newly licenced premises: 75cm for a maximum of 60 people; 85cm for a maximum of 110 people; 1.05m for a maximum of 220 people, with each additional person over 220 requiring a further 5mm
- Minimum number of escape routes – 1 for up to 60 persons; 2 for up to 600 persons; 3 for numbers exceeding 600

If you have calculated safe room capacity using this alternative method, please provide photographs of each room to be licensed set up as described above as part of your application. Please ensure that photographs clearly show all exits will not be impeded when each room is set up in ceremony configuration.

You may wish to seek the services of your Fire Risk professional, when carrying out your fire risk assessment, to help you calculate safe seated room capacities for the licenced rooms and to record those capacities in the FRA document.

Approved Premises Checklist for Seemly and Dignified Outdoor Ceremonies

(Please tick which is applicable)

☐ This is for a one-off ceremony Date of the Ceremony:…….. Time of the ceremony: …… Couple's surnames: ……..	☐ This is for Outdoor Ceremonies to be confirmed until the end of the current licence period Once the Outdoor area(s) has been approved an Outdoor Ceremony Certificate will be issued which must be displayed near to the Approved Premises Licence

A site map clearly showing the boundary of the property and all additional details (please see example at the end of the form) must be submitted alongside this checklist.

Venue Name	
Confirm name of licenced room(s) to be used in the case of inclement weather	
Location for GRS Officers to report on arrival	
Confirm pre-ceremony interview room	

Checklist

		Response	**Signed applicant**
1a	Confirm there is a suitable Health & Safety risk assessment and relevant Fire Risk Assessment in place for public, staff, contractors and any visiting staff in an outdoor location.		
1b	Confirm appropriate public/staff liability insurance cover is in place.		
1c	Confirm that the premises holds the appropriate planning permissions to hold outdoor events (e.g., Certificate of Lawfulness for small/medium events)		
2.	Are there any access/egress issues or other low risk/acceptable hazards to make GRS aware of? For example, stone steps/ steep slopes/ proximity to water.		

3a.	Name(s) of clearly identifiable Outdoor Location(s) (add more lines if needed)	**1.** **2.** **3.** **4.**	
3b.	Please provide clear directions describing the walk from the pre-ceremony interview room to each linked outdoor ceremony area. Please refer to the example below for guidance on how this should be written. **From the pre-ceremony interview room which is the first room on the right from the main entrance. Exit the main entrance and turn left, walk to the end of the building and then turn left again. Walk straight along the stone path until they reach the stone path cross in the gardens. This takes approximately 2 minutes.** *(Please note that the example shows the minimum amount of detail required. If the description submitted does not meet the minimum amount of detail it will not be accepted.)*		
4.	Attach evidence proposed location is within the boundary of proposed/currently licenced premises and confirm is seemly and dignified for proceedings. *Evidence by means of Land Registry plan, screen shot of google maps or similar. See example at the end of the form. Please note that the example shows the minimum amount of detail required If the evidence submitted does not meet the minimum amount of detail it will not be accepted GRS acceptance and decision will be final for both.		
5.	Confirm ceremony area(s) are within a short walking distance from existing/agreed pre-Ceremony interview room		

6.	Confirm official signage **'Ceremony Taking Place Here Today'** will have full directions to the clearly identified area(s) and be displayed at each public entrance of the licenced premises a minimum of one hour prior to and during all proceedings. *The location for the proceedings must be identifiable by way of description to the public and a suitable notice must be displayed at each public entrance to the premises (both the built premises and the linked outdoor areas) stating (i) that the premises have been approved for the proceedings; (ii) a description of the location of the outdoor proceedings; (iii) directions to the outdoor proceedings*		
7.	Confirm food and drink will not be sold to or permitted to be consumed by persons gathering for the purpose of the proceedings, or during the proceedings (save for non-alcoholic drinks consumed prior to the proceedings). This condition applies to the immediate area where the ceremony is taking place, rather than to the venue as a whole at that time, thereby not prohibiting the sale of food and drink to be consumed elsewhere or as part of other events at the same time at the venue.		
8.	Confirm Responsible Person will meet Gloucestershire Registration Officers and escort to outdoor location. Responsible Person (RP) must be in attendance throughout proceedings. The name/s of all RPs must be provided to GRS as per existing licence condition. RP must be a member of the venue staff and be of sufficient standing to manage and direct all in the case of any emergency		
9.	Confirmation that arrangements have been made, if necessary, for couple, witnesses and both Registration Officers to hear the statutory declarations. Note: This may require microphones if outdoor space is large.		
10.	Confirmation that a suitable surface, e.g., table/desk lighting and seating will be available for couples and witnesses to sign the marriage schedule and for GRS staff to work.		

Registrar General 9th edition (revised 6th April 2022)

1. *The location for the proceedings must be identifiable by way of description to the public and a suitable notice must be displayed at each public entrance to the premises (both the built premises and the linked outdoor areas) stating (i) that the premises have been approved for the proceedings; (ii) a description of the location of the outdoor proceedings; (iii) directions to the outdoor proceedings*

2. *Further, whether a location is identifiable by description will depend on the particular relevant features of the linked outdoor areas, including the size of the outdoor areas, the particular terrain and whether there are landmarks or clearly distinct or defined spaces to which the description could refer. An example of a location which is not identifiable by description may be an obscure unmarked location in a vast field or extensive gardens. This condition requires that the location within the linked outdoor areas at which the proceedings take place be identifiable by directions which are capable of being stated in a notice to enable the public to access the location. Such a notice must state a description of the location of the proceedings.*

3. *Food and drink may not be sold to or permitted to be consumed by persons gathering for the purpose of the proceedings, or during the proceedings (save for non-alcoholic drinks consumed prior to the proceedings). This condition applies to the immediate area where the ceremony is taking place, rather than to the venue as a whole at that time, thereby not prohibiting the sale of food and drink to be consumed elsewhere or as part of other events at the same time at the venue.*

Notes to Venue: Once single ceremony approved

- The decision on whether any ceremony goes ahead outdoors sits with the Deputy Superintendent Registrar undertaking the proceedings on the day. This decision will be taken at any time prior to arrival up to commencement of ceremony.
- Ceremonies will only be undertaken within the agreed linked outdoor areas, or the alternative licensed room(s) indicated on the licence and this form. Ceremonies will not be moved between different areas on the same day. Ceremony timings must be adhered to as delay may cause other ceremonies in Gloucestershire to be compromised.
- If electrical equipment is required for the outdoor ceremony, fire safety precautions must have been undertaken by the venue. See question 1a.
- All communication and arrangement with couples is the venues responsibility. GRS will not advise or agree any outdoor ceremony. All must understand the ceremony may take place indoors if weather is inclement. The decision by GRS staff to hold the ceremony inside or outdoors on the day shall be final and the whole ceremony will take place in that one location The venue is responsible for safe numbers at each ceremony according to their licenced capacity in the event of moving inside to a licenced room.

Notes to Venue: Once signed off until end of the current licence period

- The Outdoor Ceremony Certificate will be displayed next to the Approved Premises licence at the venue at all times. This certificate will be issued to premises by GRS.
- The decision on whether any ceremony goes ahead outdoors sits with the Deputy Superintendent Registrar undertaking the proceedings on the day. This decision will be taken at any time prior to arrival up to commencement of ceremony.
- Ceremonies will only be undertaken within the agreed outdoor areas or the alternative licensed room(s) indicated on the licence and this form. Ceremonies will not be moved between different areas on the same day. Ceremony timings must be adhered to as delay may cause other ceremonies in Gloucestershire to be compromised.
- If electrical equipment is required for the outdoor ceremony, fire safety precautions must have been undertaken by the venue. See question 1a.
- All communication and arrangement with couples is the venues responsibility. GRS will not advise or agree any outdoor ceremony. All must understand the ceremony may take place indoors if weather is inclement. The decision by GRS staff to hold the ceremony inside or outdoors on the day shall be final and the whole ceremony will take place in that one location. The venue is responsible for safe numbers at each ceremony according to their licenced capacity in the event of moving inside to a licenced room.

Declaration Section

By signing below, you are confirming:

g) you have read and understood the information contained in the checklist form, information taken from the Registrar General 9th edition (revised 6th April 2022) and the relevant *Note to Venue* information

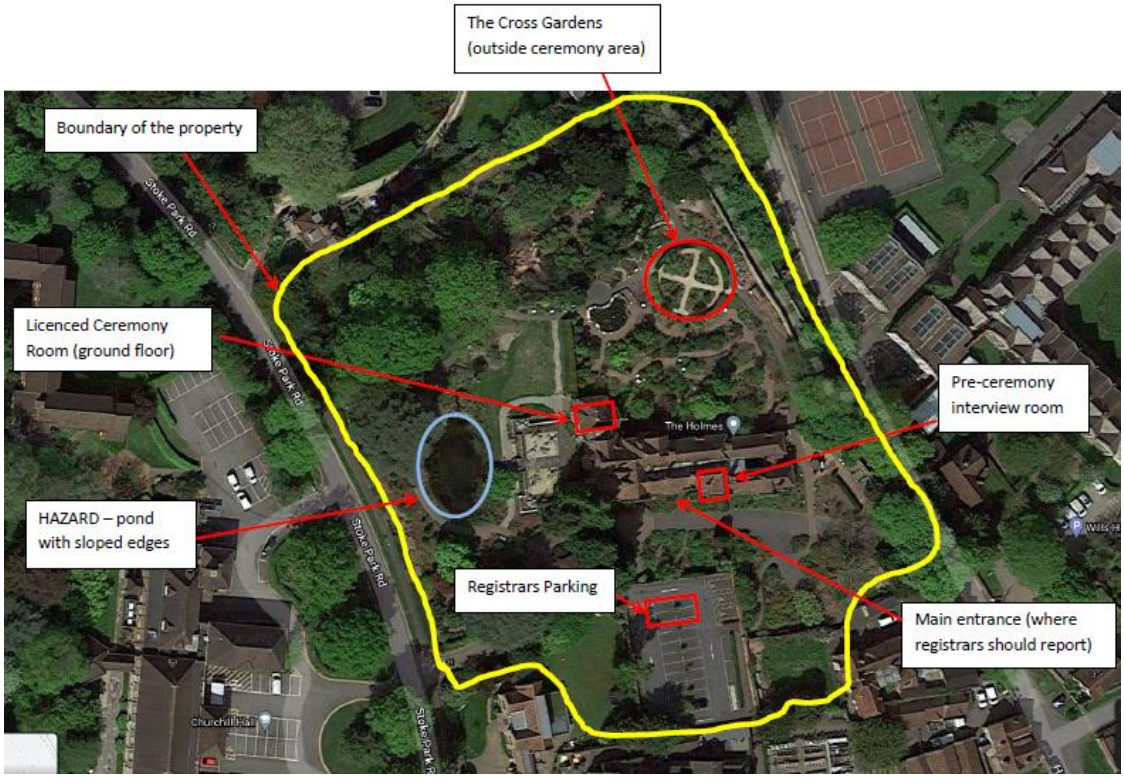
h) you have consulted the planning authority as to whether planning consent is required

i) you have provided a site plan which meets the minimum requirements

j) all information provided is, to the best of your knowledge, accurate and up to date

k) You understand that in inclement weather, the decision of whether the ceremony will be conducted outside rests with the Deputy Superintendent Registrar undertaking proceedings on that day

Completed By (name in capitals):	
Signature:	
Date:	

Please return this form via email to gloucestershireapproved@gloucestershire.gov.uk
Once the Outdoor Location(s) has been approved we will send confirmation via email.

Example Site Map