

# INFORMATION PACK

## *Application to become an Approved Premises for the celebration of Civil Marriages and Civil Partnerships*

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#### **In this document:**

- (i) References to the "Regulations" refer to The Marriages (Approved Premises) Regulations 1995 (Statutory Instrument 1995 No. 510) issued by the Secretary of State for Health.
- (ii) The term "Approved Premises" will mean an Approved Premises for the celebration of civil marriage licensed under Section 26(1)(bb) of the Marriage Act 1994 and Civil Partnerships in pursuance of section 6 (3A)(a) of the Civil Partnership Act 2004.

## **Section 1**

### ***INTRODUCTION***

#### **1. Civil Marriage**

- 1.1 Civil marriage was introduced on 1st July 1837. Until 1994 couples wishing to celebrate their marriage by a civil marriage ceremony had to marry in the register office for the registration district in which one of them had a residential qualification.
- 1.2 The Marriage Act 1994 changed that restriction by amending the Marriage Act 1949 to enable civil marriage to be celebrated in any registration district in England and Wales, without the need for a residential qualification, either:
  - In a register office; or
  - On premises approved and licensed as suitable by local authorities.
- 1.3 In Hampshire, the County Council is responsible for the provision of registration officers, and is the licensing authority for approved premises for civil marriages.
- 1.4 The Act gives couples wishing to have a civil marriage ceremony an element of choice in respect of a venue for their marriage.
- 1.5 The County Council is pleased to accept applications for an Approved Premises Licence in respect of premises which meet the criteria set out in this document.

#### **2. Conduct of Civil Marriage Ceremonies**

- 2.1 The Registration and Marriage Acts require that all civil marriages are conducted by a superintendent registrar and registered by a registrar of marriages, both of whom are appointed under the Hampshire Registration Scheme by the Proper Officer for the Hampshire Registration Service (Head of Registration). Couples marrying in approved premises will be responsible for paying a Hampshire County Council fee for the attendance of these registration officers. These fees will be set periodically by the County Council.
- 2.2 Approved premises will not, therefore, be responsible for providing anyone to conduct civil marriage ceremonies.
- 2.3 The declaratory and contracting marriage vows must be exchanged between the hours of 8am and 6pm.

### **3. Arrangements between the couple getting married, the Approved Premises and the Registration Service**

- 3.1 Couples seeking to be married at an approved premises must complete the legal preliminaries for civil marriages. They are each required to give Notice of Marriage to a superintendent registrar, for Hampshire residents the Registration district is Hampshire and Notice of Marriage can be given at any Hampshire Registration Office. This can only be done in the twelve month period preceding the intended date of marriage..
- 3.2 It will be the responsibility of couples to arrange the necessary booking of the marriage room and associated facilities at the approved premises. No booking can be confirmed, however, unless the superintendent registrar for the registration district in which the premises are situated has been informed and has confirmed that registration officers will be available to celebrate the civil marriage ceremony and register the marriage.
- 3.3 It follows from the above that the superintendent registrar who will conduct a marriage at the approved premises, (determined by the location) will not necessarily be the superintendent registrar/s for the district/s in which the Notices of Marriage were given (determined by the residency of the couple to be married).

### **4. Civil Partnership**

- 4.1 Civil Partnership was introduced on 5<sup>th</sup> December 2005. Same-sex couples are now able to gain formal recognition of their relationship by entering into a civil partnership, thereby gaining rights in law similar to married couples.
- 4.2 There is no requirement for a ceremony as part of the legal process of forming a civil partnership. The partnership is formed once the couple have signed the legal document in the presence of a registration officer and two witnesses. However couples are welcome to have ceremony if they so wish.

### **5. Conduct of Civil Partnership**

- 5.1 Civil Partnerships can take place in any Registration Office or Approved Premise.
- 5.2 The Civil Partnership Act requires that all civil partnerships are registered by Civil Partnership Registrars appointed by the Head of Registration. Couples forming a Civil Partnership in Approved Premises

will be responsible for paying a fee for the attendance of officers. The fees will be set periodically by the County Council.

5.3 The partnership must be formed between the hours of 8am and 6pm.

## **6 Arrangements between the Civil Partners, the Approved Premises and the Registration Service**

6.1 Couples seeking to form a civil partnership in approved premises must complete the legal preliminaries for civil partnership. Each is required to give Notice of Civil Partnership to the Civil Partnership Registrar of the registration authority in which they live. For Hampshire residents, the registration authority district is Hampshire and notice of civil partnership can be given at any Hampshire Register Office. This can only be done in the twelve month period preceding the intended date of the civil partnership.

6.2 It will be the responsibility of couples to arrange the necessary booking of the ceremonies room and associated facilities on approved premises. No booking can be confirmed, however, unless the superintendent registrar for the registration district in which the premises are situated has been informed and has confirmed that registration staff will be available to carry out the civil partnership formation (and ceremony if requested).

## Section 2

### **APPLICATION PROCEDURES**

These procedures are based on the provision of The Marriages (Approved Premises) Regulations 1995 and the Civil Partnership Act 2004 and will apply to all applicants for a Licence as an Approved Premises for civil marriages and civil partnerships in Hampshire. They may be amended from time to time by the County Council.

#### 1.1 **Who may apply?**

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

#### 1.2 **Applications**

Applications must be made on the County Council's official application form, a copy of which is enclosed with this document.

Application forms should be submitted to:

Registration Headquarters  
Hampshire County Council  
Three Minsters House  
76 High Street  
Winchester  
SO23 8UL

Applications must be accompanied by:

- Provide documentary evidence that you have in force a **public liability** insurance to the minimum value of £5 million and the renewal date.
- 1 copy of a plan (or plans) of the premises clearly identifying their location and the room(s) to be licensed. (Plans should be no larger than A3 size).
- A cheque to cover the inspection and licence fee (See paragraph 1.15).

#### 1.3 **Public Consultation**

The County Council will publicise the licence application in a local weekly newspaper to seek any objections during a statutory period of **21 days from the date of publication of the newspaper in which the advertisement appears.**

A copy of the application will be made available for public inspection at the Council's offices and at the local Registration Office during normal opening hours until such time as the application has been determined (or withdrawn).

#### **1.4 Other Consultation**

As part of its consideration of applications, the County Council will undertake such other consultations as it considers necessary.

This will include consultation with the appropriate Divisional Fire Safety Officer of the Hampshire Fire and Rescue Service.

Before submitting their application, owners/trustees are strongly advised to consult their local District Council Planning Department to establish that the regular use of their premises as a venue for civil marriages and civil partnerships is permitted and does not constitute development for which planning permission is required.

#### **1.5 Inspection of Premises**

The premises will be inspected on behalf of the County Council to ensure compliance with the Licence Requirements and Conditions.

#### **1.6 Grant of Approval**

Approval of an application will be subject to the outcome of consultations, the inspection of the premises and either non-receipt or non-acceptance of objections following public advertisement. The grant of a licence will be approved by the Head of Registration on behalf of the County Council and will be notified in writing to the applicant as soon as practicable following a decision being reached.

A licence document will be issued and may include special conditions as considered necessary, in addition to those set out in this document.

#### **1.7 Refusal of Approval**

If an application is refused the applicant will be notified as soon as practicable with the reasons for reaching that decision.

The County Council may refuse to grant approval if, notwithstanding that an application may fulfil the licensing requirements, it considers, having regard to the number of other approved premises in its area, that a superintendent registrar and a registrar are unlikely to be available regularly to attend the solemnisation of marriages or civil partnerships on the premises. (In those circumstances only, the licence fee would be returned).

## 1.8 Length of Licence and Renewal

A licence will normally run for 3 years less one day from the date of issue and will terminate at the end of that period unless renewed or revoked. A licence holder may terminate a licence by giving the County Council not less than three months notice in writing. A licence holder may apply for renewal of a ***licence not less than 6 months and not more than 12 months before its expiry date***. An application for renewal made in this period will extend the current approval until the renewal application has been finally dealt with. A renewal will run from the expiry date of the current approval.

Please Note:

This provision is to ensure continuity of approval for the booking and conducting of marriage/civil partnership. If a licence lapses – no bookings or ceremonies may take place on the premises even if arranged earlier when the licence was still valid. It is essential, therefore, that renewal is applied for in advance during the prescribed period.

## 1.9 To What does the Licence Apply?

The licence will apply to named premises and will not be transferable between premises.

Within the approved premises an individual and identifiable room or rooms will be specified as the ceremonies room(s) where civil marriages may be solemnised and civil partnerships may be formed. Only these rooms specified in the licence may be used for this purpose.

There is no limit to the number of rooms that may be specified in approved premises. It is recommended that all potential rooms should be included in the original application as additional rooms cannot be added at a later date. It is advisable that more than one room is specified whenever possible in case unforeseen problems arise which restrict the use of a room. Unless an alternative room is already named in the licence a ceremony may be prevented from taking place.

## 1.10 Additional Inspections

Approved premises may be subject to further compliance inspections during the period of the licence. No charge will be made for these inspections.

It is a requirement of the continuation of a licence issued by Hampshire County Council that the approved premises management comply with all current legislation affecting staff, service provision and customers e.g.

Disability Discrimination Act

Equality and Diversity Legislation

Health and Safety Legislation

#### **1.11 Responsible Person**

The standard conditions which will be attached to an approval (see Section 4) will require the holder of an approval to ensure that there is at all times an individual with responsibility who is in a position to ensure compliance with the conditions on which a licence has been granted. This may be the licence holder or someone appointed by him/her. A deputy must be appointed to act in the absence of the responsible person.

The responsible person will liaise with the superintendent registrar over all matters relating to and affecting civil marriage ceremonies and civil partnerships taking place on the approved premises.

#### **1.12 Revocation of a Licence**

The County Council may revoke a licence 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 conditions attached to the licence cannot be met, or the holder has failed to comply with one or more of those conditions.

The Registrar General may direct the County Council to revoke a licence if, in his opinion and after considering any representations from the holder, there have been breaches of the law relating to marriages or civil partnerships on the approved premises.

When a licence has been revoked the Regulations require the former holder to notify any couples who had arranged to marry or to form a civil partnership on the premises.

#### **1.13 Review of Decision**

An applicant may seek a review by the County Council of a decision to refuse to grant an approval (i.e. licence), to attach local conditions, to refuse to renew an approval or to revoke an approval.

Such reviews will be undertaken by a Panel of Members of the Council's Public Protection Committee who may confirm the decision, rescind it or vary it with the imposition of fresh or further conditions.

An additional fee (see paragraph 1.16) will be charged for a review of a decision to refuse to grant an approval, to attach local conditions or to refuse to renew an approval.

A direction by the Registrar General to revoke an approval is not subject to review by the County Council.

#### 1.14 **Registration of Approved Premises**

Details of approved premises will be held for public inspection by the County Council. These details will be copied to the superintendent registrar of the district in which the premises are situated and to the Registrar General who will periodically circulate the details to all superintendent registrars.

#### 1.15 **Fees**

The non-returnable fee payable for Licences is as follows:

Licence Fee - **£1,910**

This is for any number of rooms on the same site being licensed at application. Any variations to the above during the licence period will require a fresh application.

These fees will be periodically reviewed and may be varied at the County Council's discretion.

The appropriate fee must be enclosed with the application. Cheques should be made payable to 'Hampshire County Council'.

#### 1.16 **Review fee - £350**

## Section 3

### **LICENCE REQUIREMENTS**

The following will apply to all licences for approved premises in Hampshire granted by the County Council (the authority).

#### **1. Premises - Standard Requirements**

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

- 1.1 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 solemnization of marriages and for the formation of civil partnerships.
- 1.2 The premises must be regularly available to the public for use for the solemnization of marriages and formation of civil partnerships.
- 1.3 The 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 premises as the authority considers appropriate.
- 1.4 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 section 26(1)(bb) of the Marriage Act or the formation of civil partnerships in pursuance of section 6 (3A)(a) of the Civil Partnership Act 2004.
- 1.5 The room or rooms in which ceremonies of marriage or civil partnership will be solemnized if approval is granted must be identifiable by description as a distinct part of the premises.

#### **2. Premises - Additional Requirements**

The following are additional requirements of the County Council. They may be amended from time to time.

##### **The Licence holder must:**

- 2.1. Indemnify Hampshire County Council, its employees and Hampshire Registration Service staff against any claims for loss, damage or injury

whatsoever resulting from any defect in the premises or facilities, non-compliance with the County Council's licence requirements and conditions, or negligence by the licence holder, his servants or agents. The licence holder shall ensure that suitable insurance cover is in place to cover his liabilities in this respect.

- 2.2 The premises management must take all reasonable steps to comply with current legislation affecting staff, the provision of services and customers. This will include The Disability Discrimination Act: Diversity and Equality: Health and Safety.
- 2.3 Provide two reserved car parking spaces, as close as possible to the main entrance/ceremonies room for the use of registration officers attending the premises in their official capacity.
- 2.4 Provide a confidential interview room where the couple may be interviewed prior to the proceedings.
- 2.5 Provide a secure room where the registration officers officiating at ceremonies may change and leave their personal possessions.

### **3. Registrar General's Guidance**

In considering the suitability of premises as a venue the County Council will have regard to the following guidance from the Registrar General:

- 3.1 The law is intended to allow marriage and civil partnership 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. The term 'premises' is defined in Regulation 2(1) and there are restrictions introduced in Schedule 1. These will mean that certain premises would not be suitable for approval.
- 3.2 Marriages and civil partnerships must take place in readily identifiable premises. This will preclude such proceedings from taking place in the open air, in a tent, marquee or any other temporary structure and in most forms of transport.
- 3.3 Marriages and civil partnerships must be solemnized in premises with open doors, which the Registrar General interprets to mean that the public must have unfettered access to witness the marriage or civil partnership and make objections prior to or during the proceedings.

- 3.4 A private house is unlikely to be an appropriate venue for civil marriage or civil partnership formation. It would not be known to the public as an Approved Premises or regularly available for their use.
- 3.5 The primary use of a building would also render it unsuitable if that use could demean marriage or civil partnership or bring it into disrepute.
- 3.6 The secular nature of civil marriage and civil partnership precludes the use of any building with a recent or continuing religious connection. This effectively rules out 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.
- 3.7 Marriages or Civil Partnerships on approved premises may be followed by a celebration, commemoration or blessing of the couples choice, providing that it is not a religious ceremony and is separate from the civil ceremony. However, if a religious blessing were to regularly follow civil ceremonies on particular premises, or be considered part of the service offered on the premises, there may well be a religious connection which would breach the requirements and lead to the authority having to consider revoking the approval.

The premises may be used for the solemnisation of marriages and the registration of civil partnerships and must be regularly available to the public for use for one or the other. The holder of an approval may decide that the premises are only suitable for marriages or for civil partnerships and not for both. If a person is aggrieved by approved premises not being available for both, he or she should be advised that this cannot be enforced under marriage and civil partnership legislation. The authority has no powers to intervene and it is a matter that the person will have to pursue with the holder of the approval.

## Section 4

### ***LICENCE CONDITIONS***

The following will apply to all licences for approved premises in Hampshire granted by the County Council (the authority).

#### **1. Standard Licence Conditions**

The authority must attach to any licence approval the following standard conditions from Schedule 2 of the Regulations:

- 1.1 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.
- 1.2 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 or civil partnership formation and throughout the proceedings.
- 1.3 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.
- 1.4 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 solemnized or civil partnerships formed,
  - (d) the name or address of the holder of the approval, and
  - (e) the name, address or qualification of the responsible person.

- 1.5 The approved premises must be available at all reasonable times for inspection by the authority.
- 1.6 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 civil partnership registration in pursuance of Section 6 (3A)(a) of the Civil Partnership Act 2004 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 the ceremony and throughout the ceremony.
- 1.7 No food or drink may be sold or consumed in the room in which a marriage ceremony or civil partnership formation takes place for one hour prior to that ceremony or during that ceremony.
- 1.8 All marriage ceremonies and civil partnership formations must take place in a room which was identified as one to be used for the solemnization of marriages and formation of civil partnerships on the plan submitted with the approved application.
- 1.9 The room in which a marriage is solemnized or a civil partnership formed must be separate from any other activity on the premises at the time of the ceremony.
- 1.10 The arrangements for and content of each marriage ceremony or civil partnership formation must meet with the prior approval of the superintendent registrar of the district in which the approved premises are situated.
- 1.11 Any reading, music, words or performance for a civil ceremony of marriage or civil partnership formation must be secular in nature but may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context; 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.
- 1.12 Public access to any ceremony of marriage or civil partnership formation in approved premises must be permitted without charge.
- 1.13 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, and Civil Partnership formation in pursuance of 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.

## **2. Additional Licence Conditions**

The following are additional conditions which the County Council will attach to any licence approval. They may be amended from time to time.

The County Council also reserves the right to apply other special licence conditions to any grant of a licence as it considers necessary.

### **2.1 The licence holder must ensure:**

- that the Superintendent Registrar for the Registration district in which the Approved Premises are situated has been informed before booking the hire of a room for a civil ceremony
- the parties are informed that a marriage or civil partnership cannot take place unless the legal preliminaries have been duly complied with, i.e. Legal Notices of Marriage or Civil Partnership have been given to the relevant Superintendent Registrar not more than 12 months and not less than 15 days before the date of the marriage or civil partnership.

### **2.2 The licence issued by the County Council must be displayed in a prominent position in the main entrance area of the approved premises together with the name and address of the Superintendent Registrar for the Registration district in which the premises are situated.**

### **2.3 A licence holder must ensure:**

- That the person(s) booking the accommodation for a marriage ceremony or civil partnership formation is aware of any limitations imposed on the size of the party by the size of the ceremonies room.
- That registration officers officiating at ceremonies have free and unfettered access to the approved premises when required, in particular, access to the reserved parking spaces, the ceremonies room, interview room and changing room at least 30 minutes before a ceremony is due to begin.

- That where possible, access is available for disabled persons. That any provisions comply with the Disability Discrimination Act. That if there is no disability access this is in compliance with the exemptions provided for in the Disability Discrimination Act.
- That toilet facilities are available for registration officers and others attending proceedings.

2.4 Ceremonies Rooms must have:

- One table (approximately 6ft by 2ft 6 inches unless otherwise agreed) and at least four chairs.
- An adequate level of lighting, heating and ventilation.

2.5 A telephone must be available at all times for use by the registration officers.

2.6 The licence holder/responsible person will be responsible for ensuring that marriage ceremonies and civil partnership formations are not subjected to noise or disturbance from other users of the premises or other activities taking place in them.

## Section 5

### **GENERAL GUIDANCE**

The following notes outline the type of accommodation, facilities and good practice which may assist licence applicants.

#### **1 The Ceremonies Room**

- 1.1 Where possible a ceremonies room should be close to, or easily accessible from, the main entrance to the premises.
- 1.2 It should not adjoin accommodation which might be the source of noise or other disturbance.
- 1.3 Licence applicants should carefully consider the type of civil marriages and civil partnership formations they are hoping to attract (and the likely size of ceremony parties) when selecting a room (or rooms) to be licensed.
- 1.4 In addition to the required provision of a table and at least four chairs (for the registration officers and couple) chairs for most guests should be provided. The number and position will be determined by the size of the room and should be agreed in advance with the registration officers.
- 1.5 There should at all times be free access and movement within the ceremonies room during a marriage ceremony or civil partnership formation.
- 1.6 Ideally, a box of tissues, a carafe of water and four glasses should be provided on the marriage room table.
- 1.7 Large marriage rooms may require the use of a microphone/public address system if a large number of guests are attending. Such provision will be the responsibility of the licence holder on the advice of the superintendent registrar.

#### **2. Access**

- 2.1 Wedding and Civil Partnership parties, guests etc will require access to the premises at least 20 minutes before the ceremony is due to begin. A separate waiting room or area for their use is desirable.
- 2.2 **A civil marriage and a civil partnership formation is a public ceremony and any member of the public who wishes to attend must be able to do so.**

2.3 Any admission charge to the premises which normally applies to the premises must be waived for all persons attending civil ceremonies.

3. **Toilets**

3.1 Toilets should be available, clean and accessible.

4. **Cleanliness of Rooms**

4.1 The ceremonies room, and all other rooms to be used in association with marriages and civil partnerships, should be cleaned in good time prior to the ceremony.

5. **Car Parking**

5.1 Two free car parking spaces as close as possible to the main entrance/ceremonies room must be reserved for the use of the registration officers attending the premises to officiate at proceedings.

5.2 Access/waiting/parking for the ceremonial car(s)/limousine and car parking for guests will be at the discretion of the licence holder.

6. **Music**

6.1 If music is to be played prior to or as part of a marriage ceremony or civil partnership formation, with the prior approval of the superintendent registrar, a music system capable of playing cassettes and compact discs should be available. This should be situated so that it is under the control of the registration officers. Any music played must be secular.

6.2 The licence holder will be responsible for ensuring compliance with Performing Rights and Phonographic Performance requirements.

7. **Ushers**

7.1 Depending on the size of the marriage or civil partnership party, the licence holder may need to provide an usher or ushers to control or assist the guests. The usher(s) will be under the supervision of the responsible person, subject to any overall directions from the registration officers.

8. **Registration Officers**

- 8.1 Registration officers attending approved premises to officiate at civil marriages or civil partnership formations will make their presence known to the licence holder and/or responsible person on their arrival.
- 8.2 Registration officers will expect to conduct marriage ceremonies or civil partnership formations at the appointed time, since they may have other ceremonies to conduct elsewhere.
- 8.3 Registration officers will abide by any rules or regulations affecting the approved premises, provided they do not conflict with:
  - The County Council's Requirements and Conditions for Approved Premises for civil marriages and civil partnership formations
  - Regulations or guidance issued by the Registrar General.
  - The provisions of the various Marriage Acts and Civil Partnership Act
  - Their statutory responsibilities.

## **9. Liaison between Responsible Persons and Superintendent Registrars**

- 9.1 Responsible persons should maintain regular contact with the Superintendent Registrar within whose district the Approved Premises are situated.
- 9.2 Whilst the primary responsibility for making arrangements will rest with marriage or civil partnership couples, the establishment of good liaison and working arrangements between responsible persons and Superintendent Registrars will be an essential ingredient for the successful organisation and conduct of Civil Marriages and Civil Partnerships on Approved Premises.

## **10. Complaints**

- 10.1 Any complaints made by persons attending civil marriage ceremonies or civil partnership formations on approved premises or by registration officers officiating at such ceremonies will be investigated by the County Council.
- 10.2 The County Council may revoke a licence where the licence holder fails to comply with the Requirements and Conditions for Approved Premises for Civil Marriages and Civil Partnerships set out in this document.

## **Section 6**

The new Disability Discrimination Act (DDA) places a duty on public authorities to promote disability equality. Part of this duty includes 'taking steps that may involve treating disabled persons more favourably'. As previously stated Approved Premises management are expected to comply with DDA legislation. In addition the local authority is committed to ensuring equality for the whole community.

A Race and Equality Impact Assessment will be undertaken as part of the Licensing procedure.

## Section 7

### ***HAMPSHIRE REGISTRATION OFFICES/ANNEXES AND CONTACTS***

#### **Hampshire Register Office, Winchester**

winchester.registrars@hants.gov.uk

Sharon Smith  
Station Hill  
Winchester  
SO23 8TJ  
Telephone: 0845 603 5637

#### **Alton Registration Office**

alton.registrars@hants.gov.uk

Sharon Smith  
4 Queens Road  
Alton  
GU34 1HU  
Telephone: 0845 603 5637

#### **Aldershot Registration Office**

aldershot.registrars@hants.gov.uk

Christine James  
30 Grosvenor Road  
Aldershot  
GU11 3EB  
Telephone: 0845 603 5637

#### **Andover Registration Office**

andover.registrars@hants.gov.uk

Christine James  
Wessex Chambers  
South Street  
Andover  
SP10 2BN  
Telephone: 0845 603 5637

#### **Basingstoke Registration Office**

basingstoke.registrars@hants.gov.uk

Christine James  
Goldings  
London Road  
Basingstoke  
RG21 4AN  
Telephone: 0845 603 5637

**Fareham Registration Office**

fareham.registrars@hants.gov.uk

Carol Palmer  
4 Osborn Road South  
Fareham  
PO16 7DG  
Telephone: 0845 603 5637

**New Forest Registration Office**

new.forest.registrars@hants.gov.uk

Carol Palmer  
Public Offices  
Ringwood  
BH24 1DH  
Telephone: 0845 603 5637

**Petersfield Registration Office**

petersfield.registrars@hants.gov.uk

Carol Palmer  
The Old College  
College Street  
Petersfield  
GU31 4AG  
Telephone: 0845 603 5637

**Romsey Registration Office**

new.forest.registrars@hants.gov.uk

Carol Palmer  
Hayter House  
Hayter Gardens  
Romsey  
SO51 7QU  
Telephone: 0845 603 5637

**REGISTRATION HQ**

Registration.HQ@hants.gov.uk

Sara Teers  
Three Minsters House  
76 High Street  
Winchester  
SO23 8UL  
Telephone: 0845 603 5637

## **Section 8**

### ***GUIDANCE FOR THOSE WISHING TO MARRY ON APPROVED PREMISES***

1. As soon as a couple has made provisional arrangements for their marriage on approved premises they should be advised to contact the superintendent registrar for the district in which the premises are situated.
2. Without the presence of a superintendent registrar and a registrar there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the superintendent registrar for his/her attendance at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. Both the bride and groom need to give a notice of marriage to the superintendent registrar(s) of the district(s) in which they live. These notices must be given in person by each of the couple but is valid for only twelve months. Each party should, therefore, attend the register office where they live as soon as possible after notice can be given. There is a fifteen day waiting period after notice has been given before the marriage can take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take before notices of marriage can be given. The local superintendent registrar can advise further on these procedures.
5. 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 authorities for marriage by the superintendent registrar(s) to whom notice of marriage was given.
6. When notice is given in a different registration district(s) from the one where the marriage is taking place, the couple will have to collect the authority(ies) before the ceremony and ensure that it is delivered to the registrar who is to attend the ceremony.
7. 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.
8. Any rights of copyright for music, readings etc at the ceremony are a matter for the couple and the holder of the approval.

## Section 9

### ***GUIDANCE FOR THOSE WHO WISH TO REGISTER A CIVIL PARTNERSHIP ON APPROVED PREMISES***

1. As soon as a couple have made provisional arrangements for their civil partnership on approved premises they should be advised to contact the registration authority for the area in which the premises are situated.

2. Without the presence of a civil partnership registrar there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with a civil partnership registrar to ensure attendance at their proposed registration as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.

3. The couple will also have to give a notice of civil partnership to an authorized person of the registration authority in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the register office(s) where they live as soon as notice can be given.

There is a fifteen day waiting period after each notice has been given before the civil partnership can take place.

4. If either of the couple is subject to immigration control, there will be further procedures to take before notice of civil partnership can be given. The local registration authority can advise further on these procedures.

5. The couple should be warned that any arrangements made for a civil partnership to take place on the approved premises are dependent on:

- a) the attendance of civil partnership registrars for the area in which the premises are situated; and,
- b) the issue of the civil partnership schedule by the registration authority for the area in which the premises are situated.

6. The couple should be advised that only a civil, non-religious registration can be permitted by the civil partnership registrar. The contents of any proceedings must be agreed in advance by the civil partnership registrar who will be attending the registration.

7. Any rights of copyright for music, readings etc permitted at the registration are a matter for the couple and the holder of the approval.