

# **Licensed Venue Marriages and Civil Partnerships**

## **Introduction and Application**

**APPLICATION FOR PREMISES  
TO BE APPROVED AS A VENUE FOR MARRIAGES/CIVIL PARTNERSHIPS  
AND CELEBRATORY CEREMONIES IN PURSUANCE OF SECTION 26(1)(bb) OF THE  
MARRIAGE ACT 1949/CIVIL PARTNERSHIP ACT 2004**

This form, when completed, must be forwarded to the Proper Officer for Registration Matters at The Register Office, 4 Lindum Road, Lincoln, LN2 1NN, together with the appropriate fee of £1,500 plus £50 per additional room, payable to Lincolnshire County Council.

1. I apply for the premises named at item 2. below to be approved for regular use by the public as a venue for the solemnization of Marriages, Civil Partnerships and Celebratory Ceremonies.
2. I attach 3 copies of a floor plan of the premises clearly showing the room(s) in which it is intended that the ceremony will take place.
3. I understand that:
  - (a) the premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
  - (b) public notice of the application will be given by advertisement in a local newspaper, published not less than at weekly intervals. A period of 21 days will be allowed for objections;
  - (c) approval, if granted, will be for a three year period, subject to revocation; and
  - (d) the premises must satisfy the local authority on fire precautions and health and safety provisions.
4. I declare that:
  - (a) I have read and understood the information contained in this document: and
  - (b) the building has no recent or continuing religious connection; and
  - (c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages and civil partnerships.
5. I further declare that, if approval is granted:
  - (a) the premises will be regularly available for public use as a ceremony venue; and
  - (b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

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.

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Name of Applicant (please print)

Signature of Applicant:

Date:

**Interest in the premises:**

Address for correspondence and contact telephone number:

.....

Email: .....

.....

<p>1. Full names and private addresses of applicant.</p> <p>If the application is made by a limited company, please give the address of the registered office and, where different, state also the main trading address of the Company.</p>	
<p>2. Name, postal address and telephone number of the premises which are the subject of this application.</p>	
<p>3. Please describe the nature of the premises in Question 2. (eg hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</p>	
<p>4. Is the person or company named in reply to Question 1, the occupier of the premises?</p>	
<p>5. If the answer to Question 4 above is `No' and there is another occupier, please give their name(s) and address(es).</p>	
<p>6. Please state the name(s) of the room(s) area to be licensed.</p>	
<p>7. Please state here the maximum number of people permitted to occupy each room in which ceremonies are intended to be held, under your fire risk assessment.</p>	
<p>8. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (eg for the provision of regulated entertainment). If so please attach a copy.</p>	

## **INTRODUCTION**

Lincolnshire County Council is responsible for the provision of the Registration Service in the County of Lincolnshire. Part of this service deals with the registration and celebration of civil marriages, the registration of civil partnerships, and includes the licensing of venues where civil marriages and partnerships may take place.

Under The Marriage Act 1994, the Civil Partnership Act 2004 and the Civil Partnership Regulations 2005, Lincolnshire County Council may approve the licensing of suitable venues where civil marriages and civil partnerships may take place without compromising the fundamental principles of English law and Parliament's intention to maintain the solemnity of the occasion for these important events. These venues are called 'Licensed Venues' and include hotels, stately homes, civic halls, castles and similar places. Many venues also have garden gazebos or other freestanding structures where marriage may be celebrated - subject to suitable weather conditions.

Lincolnshire County Council welcomes applications in respect of all types of venues that meet the requirements and conditions detailed in this booklet.

### **Civil Marriages**

Civil marriages take place between the core hours of 8.00am and 8.00pm on any day of the week including Sundays, Bank and National Holidays.

All civil marriages are solemnised by a Superintendent Registrar and registered by a Registrar of Marriages. The staff are provided by Lincolnshire County Council and will normally arrive at the venue one hour prior to the start of the ceremony.

Providing a couple are legally able to be married, Lincolnshire County Council will endeavour to provide staff to conduct the ceremony but on days where there are a large number of bookings, we may ask that the timings are altered to meet demand.

### **Civil Partnerships**

Civil partnerships take place between the core hours of 8.00am and 8.00pm on any day of the week including Sundays, Bank and National Holidays.

Unlike a civil marriage, a civil partnership is legalised by a registration. However, couples may wish to enhance their registration with a ceremony and Lincolnshire County Council is pleased to provide a ceremony combined with the registration.

Providing a couple are legally able to form a civil partnership, Lincolnshire County Council will endeavour to provide staff to conduct the ceremony but on days where there are a large number of bookings, we may ask that the timings are altered to meet demand.

All civil partnerships are registered by a Civil Partnership Registrar. The staff are provided by Lincolnshire County Council and will normally arrive at the venue one hour prior to the start of the ceremony.

## **Other Ceremonies**

In addition to civil marriage and partnership ceremonies, other ceremonies may be held at licensed venues:-

These currently include the following:-

- **Renewal of Vows** – these are for married couples who wish to renew their marriage or civil partnership vows and may take place on anniversaries, where the couple may have had a ceremony abroad or at certain events in a couple's relationship.
- **Naming Ceremonies** – these are for parents who wish to have a non-religious ceremony to welcome a new addition to the family. This could be a new baby, an adopted child or where the parents are re-marrying or entering into a partnership and wish to welcome the children from previous marriages/relationships in to the new family unit. This ceremony can be held following a marriage or civil partnership ceremony.

These ceremonies have no legal basis and although the preferred option is to perform them in the room/area agreed for ceremonies, they can take place in any other agreed room/area within the venue or in the venue grounds, subject to the weather being fine. These ceremonies cannot include any religious content.

## **Fees**

Fees for licensing venues and fees for ceremonies are set annually by Lincolnshire County Council. In respect of ceremonies, the couple or person booking the ceremony is responsible for paying the fee to Lincolnshire County Council direct – the premises do not get involved in this transaction.

## **Partnership with Lincolnshire County Council**

Lincolnshire County Council's intention is that the licensing of a venue should work as a partnership between the County Council and the venue. Each works individually and together within the partnership to promote being married in Lincolnshire, and to provide couples with a range of venues in which to celebrate their ceremony.

Lincolnshire County Council is committed to providing an effective backup and support network which includes:-

- Promoting of licensed venues through wedding and other fayres
- 365 days attendance at licensed venues for civil marriages, partnerships and other ceremonies

- seeking to continuously improve the licensed venue system.

For their part licensed venues are expected to:

- abide by conditions and requirements set by the local authority
- show integrity and commitment in dealing with couples/parents wishing to hold a ceremony at their venue
- be fair, responsive and courteous in the delivery of a quality service
- be professional and have well informed employees who take pride in what they do
- inform couples/parents of any limitations or conditions applying to the venue in respect of civil marriage, civil partnership and other ceremonies
- respond effectively to complaints.

### **What type of Venue is suitable?**

A licensed venue must be a permanent immovable structure of at least one room, or any boat or other vessel which is permanently moored.

Marriages and civil partnerships cannot legally be held in the open air, in tents, marquees or any other temporary structure.

Lincolnshire County Council will consider applications which include free standing 'gazebo' structures providing that they are permanent buildings with a solid floor and a roof. The free standing 'gazebo' structure must be part of an overall application involving a building with at least one inside room to be used for marriage and civil partnership ceremonies.

Lincolnshire County Council will also consider applications which include a permanent marquee providing that the local planning authority has given permission for the siting to be permanent. The permanent marquee must be part of an overall application involving a building with at least one inside room to be used for marriage and civil partnership ceremonies.

The venue must be in keeping with the solemnity and dignity of the marriage or civil partnership ceremony.

The venue should where possible comply with disabled access requirements. However, it is accepted that this may not always be possible given the age, construction and style of a building.

### **Other Criteria**

The premises must be regularly available for the solemnization of civil marriages or the formation of civil partnerships.

The public have unrestricted access to witness the marriages or civil partnerships, and/or make an objection to or during the ceremony. No charge may be made to any member of the public attending a ceremony.

## **Within the Venue**

Within the venue an individual room or area will be registered as the 'Ceremony Room' and registrations and ceremonies may only take place within the registered room or area. The licence fee provides for one 'Ceremony Room' but a venue may have a number of 'Ceremony Rooms or areas' – each additional room after the first is subject to an additional fee. Additional rooms/areas cannot be added once the licence has been drawn up.

Whilst the 'Ceremony Room' does not have to be separate from other activity at the venue, it must not be affected by any other activity happening at the same time.

There is no required minimum or maximum size of room or area as this will vary between venues. It is suggested that an ideal minimum occupancy of 25, divided between seating and standing, is preferred.

The proposed room or area should be suitably decorated appropriate to its use for ceremonies and in accordance with the overall décor, age, condition and style of the venue.

The room or area will need to be provided with a table and two chairs at one end where the ceremony will take place. This should also include a comfortable space where the couple, and the registration officer will stand to conduct the ceremony. Chairs should be provided for guests. These can be set 'theatre style' with a central aisle or as agreed with the couple subject to final approval by the registration staff. Subject to agreement with the couple chairs do not need to be provided for all guests.

A 'red carpet' for an aisle may be provided but is not essential. Where a 'red carpet' is provided the venue must ensure that it is cleaned regularly and maintained, and does not present a health and safety hazard.

In addition to the 'Ceremony Room' a further separate room or area should ideally be available to allow for the confidential interviewing of the ceremonial party prior to the start of the ceremony and such other appropriate ceremony use.

The 'Ceremony Room' and other rooms to be used must be cleaned, set-up and ready one hour before the agreed start time for the ceremony.

## **Fire and Health and Safety**

The applicant will be deemed by Lincolnshire County Council to be the responsible person (or acting on their behalf) under the Regulatory Reform (Fire Safety) Order 2005, to ensure that a fire risk assessment has been carried out on the premises.

The assessment is required to reduce the risk of fire, and make sure that all people who might be on the premises can escape if there is a fire. Lincolnshire County Council will ask the applicant at the time of inspection, for a copy of the fire risk assessment to confirm that one has been carried out. Advice may be obtained from the Fire Authority.

When a premises first submits an application, Lincolnshire County Council are also obliged to officially consult with the Fire Authority. The Fire Authority may wish to inspect the premises and any recommendations regarding fire precautions, alarms, signage etc, may need to be resolved prior to a licence being approved or become a special condition of the licence.

Lincolnshire County Council will also consider the health and safety of both the registration officers and public who visit the premises.

## **Planning Decision**

Applicants are advised to consult with their local planning authority to check whether use as a venue for civil ceremonies would constitute development or change of use.

Lincolnshire County Council reserve the right to contact the planning authority where any doubt occurs.

## **Public Liability/Third Party Insurance**

The building or structure to be licensed must have public liability (third party) insurance cover during the three year period of the licence.

## **Car Parking**

Where car parking is available two free or reserved car parking spaces should be provided for the use of the registration staff. These spaces should be near to the main entrance of the building/ceremony room and must allow easy access and exit so that the registration staff may leave the venue quickly once the ceremony is finished.

The responsible person will be responsible for car parking and access arrangements for the bridal or partner's car, and for any car parking provided for guests attending the ceremony.

## **Food and Drink**

No food or drink may be served and/or consumed within the ceremony room/area one hour before and during the ceremony. In respect of a gazebo or outside structure, Lincolnshire County Council will agree an area around the gazebo or structure where food and/or drink may not be served or consumed.

Food and/or drink can be served and consumed elsewhere at the venue but the responsible person is to ensure that no food and/or drink is brought into the ceremony room/area or the agreed area around the gazebo or outside structure.

## **Guests**

The number of guests that can be comfortably accommodated within the ceremony room/area will be discussed with the venue. Lincolnshire County Council may place a restriction on the number of guests dependent upon the size of the room/area. If a venue is seeking to include a gazebo or outside structure within its licence, consideration will need to be given to the number of guests that can be accommodated within an indoor room/area if for any reason the ceremony cannot proceed outside.

It will be the responsibility of the applicant to deal with inappropriate behaviour by guests.

## **Heating**

Ideally all rooms included within the approval should have suitable heating appropriate to their use, age, construction and location. Any person booking the venue for a ceremony must be informed if heating is not available.

## **Lighting**

Lighting levels must be satisfactory and conditional upon the size and location of the ceremony room.

At the discretion and requirement of the registration staff, additional portable lighting may be required in that part of the room where the register and other documentation is completed and signed.

## **Toilets**

Toilet facilities must be available, and should be clean and easily accessible. Wherever possible a disabled toilet should be available.

## **Ventilation**

Where appropriate all rooms/areas included within the approval should have suitable ventilation to fresh/outside air either by opening windows or air conditioning system.

## **Freestanding and Gazebo Structures – Further Information**

The following further guidance is provided in respect of the licensing of freestanding or 'gazebo' structures. Please read this carefully. If you are considering including an existing freestanding or 'gazebo' structure in your application or building a new structure, you are advised to seek advice from Lincolnshire County Council to ensure that this will be acceptable.

Any venue wishing to construct a freestanding or 'gazebo' structure to be used for the celebration of ceremonies must have the plans approved by Lincolnshire County Council and access must be available to Lincolnshire County Council to inspect the construction of the structure. The venue is

responsible, where appropriate, for any discussions with, or seeking approval by, the local planning authority.

The County Council reserve 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.

A freestanding 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.

The structure must have a brick, stone or concrete base and ideally this should be raised above the surrounding ground level.

The structure must have a roof which should be wood or tiles although other coverings, eg 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 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.

The structure should be of sufficient size (minimum 4 metres square or equivalent) to accommodate the following:

- two registration officers
- a table (size approx. 4' x 4') and two chairs
- the couple (bride and groom or two partners)
- and a comfortable space in which the ceremony can be conducted

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

Consideration should be given to the area immediately in front of the structure where guests may be seated or may stand. Soft ground should be avoided and a hard standing may need to be provided. Sufficient room must be made available for a central aisle to allow the ceremony party to make their entrance should they choose to do so.

The structure must be regularly available to be used for the celebration of civil marriages or the formation of civil partnerships.

The structure will only be approved if it forms part of a larger venue which must include either one or a number of other approved ceremony rooms.

**In this respect whenever a ceremony is booked within an outside structure, another licensed ceremony room must be kept available so**

**that if for any reason the ceremony has to be moved inside, venue staff are able to set up the room at short notice.**

Above all, the structure must provide a seemly and dignified venue in which civil marriages and civil partnerships may be celebrated.

**If a freestanding or 'gazebo' structure is approved, then the following Special Licence Conditions will be applied:**

Civil marriage and partnerships will normally only be celebrated in a 'free-standing/gazebo structure' between 1 April and 30 September each year. Any ceremonies outside these dates **must** be subject to written agreement with the officers who will be carrying out the ceremony duties.

No food or drink may be consumed in the freestanding/gazebo area or the adjacent seating/standing area for guests one hour prior to and during the ceremony.

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.

Whenever the 'free standing/gazebo structure' is booked for a ceremony then the premises other ceremony room **MUST** be kept available so that it may be used if for any reason the ceremony cannot take place in the 'freestanding/gazebo structure'.

The main reason why a ceremony may not take place in the 'free-standing/gazebo structure' will normally be because of inclement weather conditions. Inclement weather can include wet, cold, heat and other extreme conditions.

The decision as to whether, because of inclement weather, a ceremony has to be moved into a ceremony room inside the venue will be made by the registration staff after discussion with the couple/partners and the venue.

**The decision of the registration staff is final**

## **THE APPLICATION PROCEDURE**

All applications must be made on a Lincolnshire County Council Licensed Venue application form.

The form requires the following information:

- Name and address of Applicant - the application must be made by a named individual who may be the proprietor, manager or a trustee of the venue concerned. If the application is made on behalf of a Limited Company a separate statement should be attached detailing the names and addresses of all Directors.
- Address of the premises to be approved.
- Description of type of premise eg stately home
- Occupier of premises – if not the Applicant
- Number and names of the proposed ceremony rooms/areas.
- Occupancy of rooms/areas as per fire risk assessment.
- A plan (no larger than A3 size) of the venue showing the proposed ceremony rooms/area. This does not need to be to scale but should show the relationship of the proposed ceremony rooms/areas to the main entrance and other rooms etc.
- Copies of any booklets or information leaflets about the venue.
- The licence application fee is non-returnable and must be submitted with the application form.
- Payment of the fee by cheque made payable to 'Lincolnshire County Council' or BACS (details on request).

### **Advertisement**

The application will be advertised in a newspaper circulating within the county. A period of 21 days is available for any person or organisation to make comment on the application. The advertisement will be placed by Lincolnshire County Council and the cost is included in the application fee.

### **The Licence**

The licence is valid for a period of three years. The licence fee includes the registration of ONE ceremony room/area where ceremonies will take place. Applicants may register any number of ceremony rooms/areas and an additional fee is payable for each additional room/area.

## The Licence Notice

The licence notice supplied by Lincolnshire County Council must be displayed prominently and permanently at the main entrance to the venue. Additional copies can be provided for other parts of the venue or for display in the ceremony room/area.

## Refusal by Lincolnshire County Council to Approve a Licence

If a licence is not approved the applicant will be given notice in writing together with the reason for the decision.

An applicant who is aggrieved in relation to:

- The refusal of Lincolnshire County Council to grant a licence, or
- The attachment of Additional or Special conditions to the grant of a licence

may seek a review which will be carried out by Members of the County Council's Appeals Sub Committee.

## Promotion of the Licence

The licence holder or any person or persons employed or acting on his/her behalf in respect of the licensed venue, may not imply in any advertisement, statement or document that the Lincolnshire County Council or the Registrar General recommends the Licensed Venue as a venue for civil marriage or civil partnership.

Licence holders may use the following words to describe the granting of a licence as a Licensed Venue:

*“Approved by Lincolnshire County Council as a venue for the solemnization of Civil Marriages and the formation of Civil Partnerships”.*

## Renewing a Licence

Application can be made to renew the licence one year before the expiry date but in any case application should be made **no later** than six months before the expiry date of the licence.

## Revoking a Licence

Lincolnshire County Council may revoke a licence if:

- Any conditions attached to the granting of the licence have been broken.
- The use or structure of the Licensed Premise has changed in that Lincolnshire County Council no longer considers the premises as a suitable venue for the solemnization of civil marriages and the formation of civil partnerships.
- If directed to do so by the Registrar General.

The licence holder may revoke the licence at any time within the three year licence period.

## **Transfer of Licence**

The licence is not transferable between premises. The licence, subject to the approval of Lincolnshire County Council, may be transferred between licence holders. This would normally apply on the sale of a venue or an appointment of a new manager. Lincolnshire County Council will be informed of any changes by letter.

## **Acoustics**

Dependent upon the size of the 'Ceremony Room or Area' a venue may be asked to provide a microphone and amplification system to ensure that all guests may hear the ceremony.

A microphone and amplification system may need to be provided by the venue where a freestanding or gazebo structure is approved. (It is the responsibility of the venue to ensure that all guests are able to hear the ceremony).

## **Celebration, Commemoration or Blessing**

Marriages and Civil Partnerships at Licensed Venues can be followed by a celebration, commemoration or blessing, provided that it is not (1) a religious marriage ceremony and (2) is separate from the civil ceremony.

Ideally there should be a measurable break between the end of the civil ceremony and the start of any blessing eg 30 minutes. However, if a religious blessing were to regularly follow ceremonies at a particular venue, or be considered part of the service being offered, there may well be a religious connection which would be incompatible with the licence requirements and may lead to Lincolnshire County Council having to consider revoking the licence.

## **Confetti**

It is traditional for confetti to be thrown at ceremonies. The licence holder will need to decide whether to allow confetti to be thrown. Confetti may cause a nuisance to adjoining premises.

## **Flowers**

Flowers and floral arrangements will be at the discretion of the venue but should not be sited as to restrict the area where the ceremony is to be conducted.

## **Music**

Couples may choose to have music played before, during and after their ceremony and a venue is required to provide a CD music system which can

be operated either by a member of the venue's staff or someone nominated from the guests. Alternatively if live music is to be provided, space, without compromising the area needed to conduct the ceremony, should be made available either in the ceremony room or adjacent to it.

Music should normally be of a secular nature although music that contains an incidental reference to religion may be permissible.

The venue is responsible for ensuring compliance where necessary with Performing Rights and Phonographic Performance licence requirements.

## **Photographs**

Ideally facilities should be available either within or outside the 'Licence Venue' for photographs.

## **LICENCE REQUIREMENTS**

The following approval requirements as set out in Schedule 1 of The Marriages and Civil Partnership (Approved Premises) Regulations 2005, will apply to all licences for 'Licensed Venue' in the County of Lincolnshire. There may be amendments from time to time on the instructions of the Registrar General.

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:
  - (a) the solemnization of marriages, or
  - (b) the 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 Authority [or, in England, 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 2004 Act;
  - (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 are to take place if approval is granted, must be identifiable by description as a distinct part of the premises.

## LICENCE CONDITIONS

The following approval requirements as set out in Schedule 1 of the Marriages and Civil Partnerships Regulations 2005, will apply to all Licensed Venues in the County of Lincolnshire. They may be amended from time to time on the instructions of the Registrar General.

These require that:

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 (their 'qualification'), indicate that they are in a position to ensure compliance with these conditions.
2. The responsible person or, in their absence, an appropriately qualified deputy appointed by them, shall be available on the premises for a minimum of one hour prior to each ceremony and throughout each ceremony.
3. The holder must notify the authority:
  - (a) of their name and address immediately upon them 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 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 Licensed Venue;
  - (c) the description of the room or rooms in which ceremonies are to be held;
  - (d) the name or address of the holder of the approval; and
  - (e) the name, address or qualification of the responsible person.
5. The Licensed Venue must be available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the solemnization of marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949 and the registration of civil partnerships under section 6(3A)(a) of the Civil Partnership Act 2004, must be displayed at the public entrance to the premises for one hour prior to, and throughout the

ceremony. It should identify and give directions to the room(s) in which the proceedings are to take place.

7. No food or drink may be sold or consumed in the room in which a ceremony takes place for one hour prior to that ceremony or during that ceremony.
8. All ceremonies must take place in a room which was identified as one to be used for the solemnization of Marriages/Civil Partnership and Celebratory Ceremonies on the plan submitted with the approved application.
9. The room in which a ceremony is to take place must be separate from any other activity on the premises at the time of the ceremony.
10. The arrangements for and content of each ceremony must meet with the prior approval of the Registration Officer of the district in which the Licensed Venue is situated.
11. Any reading, music, words or performance which forms part of a ceremony must be secular in nature; for this purpose any such material used by way of introduction to, in any interval between parts of, or by way of conclusion to the ceremony shall be treated as forming part of the ceremony.
12. Public access to any ceremony taking place in Licensed Venues 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/civil partnership in pursuance of section 26(1)(bb) of the Marriage Act 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.

*Any further conditions the local authority considers appropriate upon grant of approval:*

14. Clearance of confetti.
15. Absence of noise from other activities at the time of the ceremony.
16. The availability of an Induction Loop for people with a hearing impairment should be considered.