

## **INTRODUCTION SHEET**

### **EXTRACT FROM THE REGISTRAR GENERAL'S GUIDANCE TO AUTHORITIES FOR THE APPROVAL OF PREMISES AS VENUES FOR MARRIAGES UNDER SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949 AND CIVIL PARTNERSHIPS UNDER SECTION 6 (3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004. (Third Edition December 2005)**

#### **INTRODUCTION**

1. This guidance is issued by the Registrar General under section 46A(k) of the Marriage Act 1949, section 6A(k) of the Civil Partnership Act 2004 and Regulation 11 of the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 (SI 2005/3168) and supplements the provision made by those Regulations.
2. The Regulations refer to "proceedings", defining these as the solemnization of marriages or the formation of civil partnerships and this guidance uses this term, where appropriate. It also refers to registration authorities and local authorities as "authorities".

#### **TYPES OF PREMISES**

3. 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.
4. 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 Schedule 1 that must be met before an approval can be granted.
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 criteria are met.
7. The premises will be approved for the solemnisation of marriage and the registration of civil partnerships and must be regularly available to the public for use for one or the other. Under the terms of the Equality Act (Sexual Orientation) Regulations 2007 (which came into effect on 30<sup>th</sup> April 2007) it is unlawful for a person concerned with the provision to the public of goods, facilities or services to discriminate against a person who seeks to use those goods, facilities or services on the grounds of the sexual orientation of that person. The holder of an approval who does not allow premises to be used for both marriages and civil partnership, or who provides accommodation, services or facilities for one and not the other, is liable to legal action as a result. In common with other equality legislation, this action would need to be taken by the parties concerned against the holder of the approval. The local authority that granted the approval has no powers to act or intervene, unless of course, it is the holder of the approval.
8. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

**OTHER REQUIREMENTS BEFORE AN APPLICATION CAN BE CONSIDERED**

9. In addition to being satisfied that the requirements relating to the type of premises are met, the authority will have to consult the fire and rescue authority and be assured that the premises comply with their requirements as well as any relating to health and safety. There is no planning use class which specifically allows marriage ceremonies or civil partnership registrations, so the owner will have to consult the local planning authority and, if regular use as a venue for marriages or civil partnerships would constitute development, obtain planning permission. Authorities will need to be assured that the local planning authority is content that the premises can be regularly used for these proceedings.

**PLEASE NOTE THAT LEICESTERSHIRE COUNTY COUNCIL WILL DISPLAY A NOTICE ON ITS WEBSITE WHICH DETAILS PREMISES WHICH HAVE APPLIED FOR A LICENCE. THIS IS TO ENABLE THE 21 DAY PERIOD FOR OBJECTIONS TO BE SATISFIED.**

## Local guidance on the approval of premises as venues for civil marriages and civil partnerships

This guidance is issued by Leicestershire County Council to supplement that provided by the Registrar General as to the types of premises which the authority is likely to approve as venues suitable for marriages under section 26(1)(bb) of the Marriage Act, 1949 and civil partnerships under section 6 (3A)(a) of the Civil Partnership Act 2004

In providing this general guidance the County Council wishes to make it clear that every application is judged in its own merits and there may be good reason why, on occasions, it is appropriate to deviate from this guidance.

- 1. Having regard to their primary use of the premises should be fitting and appropriate for the solemnization of marriages and the formation of civil partnerships. Normally, public houses, cafes and similar premises are unlikely to fulfil these requirements.**
- 2. The room(s) in which marriages may be solemnized and civil partnership's formed should –**  
  
**be free from any items which may compromise the solemnity of the occasion;  
e.g. gaming machines, catering facilities;**  
  
**have any bar facilities fully screened from view during the course of any  
ceremony (see through grills are not acceptable for this purpose).**
- 3. The premises should be accessible by all persons regardless of any disability.**
- 4. The premises should have adequate toilet facilities available for the maximum number of persons likely to attend the proceedings at the premises;**
- 5. There should be available on the premises a separate room in which the Registrar may interview the couple prior to any ceremony.**
- 6. There should be adequate car parking provisions.**

**APPLICATION FOR PREMISES TO BE APPROVED IN PURSUANCE OF  
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**

*This form when completed must be forwarded to the Head of Regulatory Services, Leicestershire County Council, County Hall, Glenfield, Leicester LE3 8TD together with the appropriate fee (Annex A).*

**I (full name of owner).....**

**apply for the premises known as :- (full postal address of premises)**

.....  
.....  
.....

**to be approved for regular use by the public as a venue for the solemnisation of marriages in and the registration of civil partnership.**

**I attach a copy of a plan of the premises showing the room(s) in which it is intended that marriages or civil partnerships will take place.**

**I understand that:**

- (a) the premises will be inspected for suitability before approval can be granted and, if the application is successful, may be subject to subsequent inspections.**
- (b) approval, if granted, will last for a period of 3 years, subject to revocation;**
- (c) the premises must satisfy the reasonable requirements of the County Council on fire precautions and health and safety provisions.**

**I declare that:**

- (a) the applicant named in response to Question 1 below is the owner or trustee of the premises.**
- (b) I have read and understood the information contained in this form and the Annexes A ,B and C;**
- (c) the building is not a religious premise;**
- (d) the applicant named in response to Question 1 below complies with all current relevant Health and Safety Legislation.**
- (e) I have consulted the planning authority as to whether planning consent is required and confirm that the premises may be used for marriages or the registration of civil partnership.**
- (f) if approval is granted, the premises will be regularly available for public use for either the solemnization of marriages or the registration of civil partnerships and I will comply with the standard conditions (Annex B) and any local conditions that may be attached .**

Signed by or on behalf of the Applicant:.....

Date:.....

(Please ensure you complete the back of this form)

<p><b>1. Full names and private addresses of applicant.</b> <b>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.</b></p>	
<p><b>2. Name, postal address and telephone number of the premises which are the subject of this application.</b></p>	
<p><b>3. Please describe the nature of the premises at question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</b></p>	
<p><b>4. Is the person or company named in reply to question 1 the occupier of the premises?</b></p>	
<p><b>5. If the answer to question 4 above is "No" and there is another occupier, please give their name(s) and address(es).</b></p>	
<p><b>6. 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.</b> <b>Please attach a copy of your fire risk assessment. The occupancy figure will include the</b> <b>Bride,Groom,Registrars,Hotel Staff,Photographer and any Music Groups.</b></p>	
<p><b>7. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g. for the provision of regulated entertainment)</b></p>	

Address for correspondence:

.....  
.....  
.....

Telephone No: .....

E-mail address: .....

**Marriage Act 1994  
Civil Partnership Act 2004  
The Marriages and Civil Partnerships (Approved Premises) Regulations  
2005**

**NOTES ON THE REQUIREMENTS BEFORE APPROVAL CAN BE GRANTED**

**A fee which is non-refundable must accompany the application.**

The Application Form and fee should be sent to the Chief Regulatory Officer, County Hall, Glenfield, Leicester LE3 8RN.

Cheques should be made payable to: "Leicestershire County Council"

As at 1st April 2017 the fees set by the County Council are as follows:

For a new application or renewal covering all ceremony rooms	£1620.00
Any additional rooms added mid licence	£450.00
A change in occupancy figure	£250.00

***An application can only be made by the proprietor or 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.***

***The premises must fulfil the following statutory requirements which are set out in Schedule 1 of the Marriages and Civil Partnership (Approved Premises) Regulations 2005 (SI2005/3168):***

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the County Council, 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 County Council and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the County Council considers appropriate.
4. The premises must not be a religious premise as defined by Section 6(2) of the Civil Partnership Act 2004. These are premises which;
  - a) are used solely or mainly for religious purposes
  - b) have been so used and have not subsequently been used solely or mainly for other purposes.
5. The room or rooms in which the proceedings (marriages or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

***The premises must also meet the following requirements set by the County Council.***

6. The premises must be accessible by all persons regardless of any disability.
7. The premises must have adequate toilet facilities available for the maximum number of persons likely to attend proceedings at the premises.
8. There must be available a separate room in which the Registrar may interview the couple prior to the ceremony.

## **CONDITIONS TO BE ATTACHED TO A GRANT OF APPROVAL**

("proceedings" means the solemnization of a marriage or the registration of a civil partnership)

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

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 persons occupation, seniority, position of responsibility in relation to the premises, or other factors (his "qualification"), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to each 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 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 proceedings are to take place,
  - (d) the name or address of the holder of the approval, and
  - (e) the name, address or qualification of the responsible person.
5. The approved premises must be available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which 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 proceedings.
7. No food or drink may be sold or consumed in the room in which proceedings take place for one hour prior to those proceedings.
8. All proceedings must take place in a room which was identified as one to be used for the 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 or 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 certificate for marriage or the civil partnership document, but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.

The County Council may attach such further conditions as it thinks reasonable in order to ensure that the facilities provided at the premises are suitable and that proceedings on the premises does not give rise to a nuisance of any kind.

**Marriage Act 1994  
Civil Partnership Act 2004  
The Marriages and Civil Partnerships (Approved Premises) Regulations  
2005**

## ADDITIONAL INFORMATION FOR ALL APPLICANTS

### RENEWAL AND RE-INSTATEMENT

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 re-instated by an application for renewal made within one month of the expiry date and continue until the application has been dealt with.

### REVOCACTION

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 to 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.
9. A direction by the Registrar General to revoke an approval is not subject to review by the authority.

### REGISTRATION

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

## **Marriage Act 1994 The Marriages and Civil Partnerships (Approved Premises) Regulations 2005**

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

1. As soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contact the County Superintendent Registrar for the Leicestershire Registration District.
2. Without the presence of the 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 County Superintendent Registrar for 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. The couple will also have to give a notice of marriage to the superintendent registrar(s) of the district(s) in which they live. This notice must be given in person by both parties but is valid for twelve months. The couple should, therefore, attend the register office where they live as soon as possible when 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 notice of marriage can be given. The County Superintendent Registrar can advise further on the 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 notices have been given in a different registration district from the one where the marriage is taking place, the couple will have to collect the authorities before the ceremony and ensure that they are 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. 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 permitted at the ceremony are a matter for the couple and the holder of the approval.



**Marriage Act 1994  
Civil Partnership Act 2004  
The Marriages and Civil Partnerships (Approved Premises) Regulations  
2005**

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 County Superintendent Registrar for Leicestershire Registration District.
2. Without the presence of the civil partnership register there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on his or her availability. It is, therefore, essential that the couple make an advance booking with the civil partnership registrar for his or her 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 authorised 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 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 place 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 the civil partnership registrar 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 holder of the approval

**Inspection of Premises for Marriage and Civil Partnership under Marriages and Civil Partnerships  
(Approved Premises) Regulations 2005**

TYPE OF APPLICATION: RENEWAL / GRANT (Delete as Appropriate)

Details of Inspection	
Name and Address of Premises:	
Date of Inspection:	
Inspector Name:	
Position:	
Management Representative:	
Registration Service Representative:	

Health and Safety Policy Statement	
Question	Details
Is there a H&S Policy Statement?	
Has it been reviewed within the last 3 years?	
Is it authorised and endorsed by a member of Senior Management?	
Are persons other than employees covered in this policy statement?	

Public Liability Insurance	
Question	Details
Is there a current public liability insurance certificate on site?	
Insurance Expiry Date:	
Insurance Provider:	
Insurance Policy Number:	

Fire Precautions	
Question	Details
Has a fire risk assessment been completed as required by RRFSO (2005)?	
Who is the onsite responsible person?	
Have fire log book checks been undertaken accordingly?	
Are emergency evacuation procedures documented and communicated?	
Have they been tested?	
Are staff trained and aware of their responsibilities in the event of a fire?	
Is there adequate fire escape signage?	
Are the occupancy figures in the application appropriate?	
Is the alarm system independently maintained? Who by?	
Have fire extinguishers been tested within the last year?	

First Aid Arrangements	
Question	Details
Are there adequate first aid provisions available on site?	
Are trained first aiders available during wedding / civil ceremonies?	

Access for People with Disabilities	
Question	Details
Is there appropriate access and egress for people with disabilities?	
Is there a disabled toilet on site?	
Does this have a pull cord integrated into an audio / visual alarm system?	

Are Evac Chairs / Drag mats available (where appropriate)?	
Are staff trained in the use of Evac chairs / Drag Mats (where appropriate)?	
If a disabled lift is on site, has it had a 6 monthly LOLER inspection?	

Electrical Safety	
Question	Details
Has mains electrical circuitry been inspected within the last 5 years?	
Have portable electrical appliances been inspected in accordance with <a href="#">HSE guidelines</a> ?	
When was the last PAT test carried out?	

Other Statutory Duties	
Question	Details
Have risk assessments been conducted in consideration of wedding activities and associated hazards?	
Are there processes in place for the reporting and investigating of accidents? (Including RIDDOR).	
Any previous accidents of significance?	

<b>Additional Comments / Recommendations:</b>	
<b>License Granted</b>	<b>License Not Granted</b>

Findings detailed in this inspection report relate to the information presented or observed during the time in which the inspection was completed. On the basis of the inspections findings, it is the opinion of Leicestershire County Council's HS&W Service that the premises **IS / IS NOT** suitable for hosting civil ceremonies.

Signed (Inspector): \_\_\_\_\_ Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Management Rep): \_\_\_\_\_ Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

## SUITABILITY of PREMISES FOR MARRIAGES AND FORMATION OF CIVIL PARTNERSHIPS

Type of application: Renewal/Grant (delete as appropriate)

Name and address of premises:-

- Is the premises/room a permanently and immovable structure YES NO
- Could the premises be described as a seemly and dignified venue? YES NO
- Regularly available for use? YES NO
- Are the premises used solely or mainly for religious purposes or have been so used and have not subsequently been used solely or mainly for other purposes? YES NO
- Are room(s) distinctly identifiable? YES NO
- Are the premises accessible for people with disabilities? Health & Safety Adviser to advise  
YES NO
- Are there adequate toilet facilities? Health & Safety Adviser to advise  
YES NO
- Have the premises a separate interview room with a telephone for use by the Superintendent Registrar? YES NO
- Is the room separate from any other activities? YES NO
- Is there unfettered public access?
- Are any business continuity provisions in place? YES NO

Superintendent Registrar Comments

Signed

Date

**PRINT NAME**

**MARRIAGE ACT 1994 AND CIVIL PARTNERSHIP ACT 2004**  
**MARRIAGES AND CIVIL PARTNERSHIPS (APPROVED PREMISES) REGULATIONS**  
**2005**

## **Guidance on Occupancy Figures for Approved Premises**

In order to ensure the safety of guests and members of staff within a licensed ceremony, Leicestershire County Council (LCC) Registration Service request that evidence is provided to ensure that room occupancy levels have been correctly considered by a *competent person*.

Occupancy calculations should be considered as part of a wider Fire Risk Assessment process and in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Equality Act 2010 and the Building Regulations 2010. Various guidance documents have been published to assist with these occupancy calculations, including:

Building Regulations- [http://www.planningportal.gov.uk/uploads/br/BR\\_PDF\\_AD\\_B2\\_2013.pdf](http://www.planningportal.gov.uk/uploads/br/BR_PDF_AD_B2_2013.pdf)

HM Government- Fire Risk Assessment in Small / Medium Places of Assembly,

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14888/fsra-small-medium-assembly.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14888/fsra-small-medium-assembly.pdf)

LCC request a plan diagram / photograph of the room and seating layout for the maximum occupancy figure prior to the Health and Safety inspection. This will be checked by the LCC Health, Safety and Wellbeing Service during the venue's health and safety inspection and prior to issuing a license to host civil ceremonies. If the health and safety inspection finds that the occupancy figure is too high, then an amendment to the application will be made accordingly. If LCC Registration Service Personnel consider that occupancy levels have been exceeded during a civil ceremony, then a license **may** be revoked.

The occupancy calculation is not based on the size of the room but the number and width of available exits combined with adequate space allocated for aisles, chairs (and space between rows) and routes to the exits. In addition, other factors need to be considered such as the general risk profile for the room, i.e. is it near any particular fire hazards – kitchen etc., is there a means of detection, is there fire fighting equipment available, are staff trained etc., the nature of the guests and staff within the area, distance to an exit etc.

It is the Applicant's responsibility to assess occupancy and calculate the number of seated guests during such ceremonies.

Where figures have been agreed in the past then Leicestershire County Council will advise that these are carried forward at the time of application for any renewal. If an Applicant wishes to reassess their occupancy levels in order to increase / decrease these occupancy levels then LCC recommends that an independent *competent person* is appointed to complete the assessment. This will then be checked by LCC Health, Safety and Wellbeing Service during their inspection.

A competent person is someone with appropriate knowledge, qualification, experience and personality to be able to effectively carry out fire risk assessment and occupancy calculation.

LCC have a legal responsibility to ensure the safe conduct of registration ceremonies. This cannot be fulfilled if the premises are unsafe.

# Checklist

Please ensure you have included all the following documents in your application

- 1 copy of a plan clearly stating which room (s) are to be licenced.
- Fire and Risk Assessment document.
- Application form completed.
- Cheque made payable to “Leicestershire County Council”.
- Please note that there is an example of the Health and Safety Inspection form that the Health and Safety officer will fill in when they come and inspect your property **please don't fill this in.**
- Please note that there is an example of the Suitability of Premises for Marriages and Formation of Civil Partnerships form that the Superintendent Registrar will fill in when they come and inspect your property **please don't fill this in.**