

## Annex C: Additional information for the approval of premises

### Renewal

- 1 The holder may apply for the renewal of an approval when the current approval has between six and 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.

### Revocation

- 2 The Council 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.
- 3 The Registrar General may direct the Council to revoke an approval if, in his/her opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage on the approved premises.
- 4 When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry on the premises.

### Reviews

- 5 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.
- 6 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.
- 7 The Council 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.
- 8 A direction by the Registrar General to revoke an approval is not subject to review by the Council.

## Registration

- 9 Details of approved premises will be held for public inspection by the 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.