

Annex B: The conditions attached to this grant of approval

1. The following standard conditions from Schedule 2 of the Regulations are attached to this 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 person's occupation, seniority, position of responsibility in relation to the premises, or other factors (his/her "qualification"), indicate that s/he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his/her absence, an appropriately qualified deputy appointed by him/her 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 Superintendent Registrar -
 - (a) of his/her name and address immediately upon him/her 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 Council 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 identified outside area on the premises nominated for weddings or partnerships to be conducted in the open air (weather and health and safety risks permitted)

- (e) the name or address of the holder of the approval; and
 - (f) the name, address or qualification of the responsible person.
5. The approved premises must be available at all reasonable times for inspection by the Council.
 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 for the formation of civil partnerships under the Civil Partnership Act 2004 and identifying and giving directions to the room or outside area in which a marriage or civil partnership ceremony is to take place must be displayed at each public entrance to the premises for one hour prior to the ceremony and throughout the ceremony.
 7. No food or drink may be sold or consumed in the room or outside area in which a marriage or civil partnership ceremony takes place for one hour prior to that ceremony or during that ceremony.
 8. All marriage and civil partnership ceremonies must take place in a room or outside area 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.
 9. The room or outside area 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.
 10. The arrangements for and content of each ceremony must meet with the prior approval of the superintendent registrar of the district in which the approved premises are 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 of marriage solemnized or civil partnership formed 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 Council as a venue for marriage or civil partnership, but shall not state or imply any recommendation of the premises or its facilities by the Council, the Registrar General or any of the officers or employees of either of them.

The following further conditions have been attached by South Gloucestershire Council to this approval:

14. A separate room must be available for pre-marriage questioning by the Registrar.
15. A parking space each should be provided for the Superintendent Registrar and the Registrar when they officiate at ceremonies.