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# Conditions attached to grants of approval

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The council must attach the following standard conditions from schedule 2 to the regulations to any approval.

## Conditions

Proceedings mean the solemnisation of a marriage or the registration of a civil partnership and do not refer to any other activities on the premises.

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"), indicates 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 and throughout each of the proceedings
3. The holder must notify the council: a) of his name and address immediately upon his 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:
  1. The layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises
  2. The name or full postal address of the approved premises
  3. The description of the room in which marriages are to be solemnised
  4. The name and address of the holder of the approval
  5. 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 proceedings 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 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 or during the proceedings
8. All proceedings must take place in a room which was identified as one to be used for that purpose on the plan submitted to the local authority inspector
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. Any proceedings conducted on approved premises shall not be religious in nature. In particular, the proceedings shall not:
  1. Include extracts from an authorised religious marriage service or from sacred religious texts
  2. Be led by a minister of religion or other religious leader
  3. Involve a religious ritual or series of rituals
  4. Include hymns or other religious chants
  5. include any form of worship
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 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 council, 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

15. In addition to the above, Blackpool Council has imposed the following conditions:

1. There must be adequate access to the room(s) for disabled persons
2. A separate private room must be available to enable registration staff to question the parties to the proceedings confidentially prior to the proceedings
3. Toilet facilities commensurate with the capacity of the room(s) must be available
4. The seating and seating capacity of the room(s) must comply with any requirements of the council
5. Reserved car parking must be available at the premises for the council staff (2) attending the proceedings and the couple whose proceedings are taking place
6. Any voice amplification system or system for the playing of recorded music shall be under the control of registration staff during the course of wedding ceremonies
7. Adequate furniture and lighting shall be available to facilitate the completion of the registration of the proceedings
8. A free telephone should be available to enable registration staff to make official calls
9. Neither registration staff nor the council shall have any responsibility whatsoever with regard to any contravention of the right of copyright or performance in respect of readings or music used at marriage ceremonies

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## Blackpool Council

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