

Applying for a Marriage Premises Licence

Status of this leaflet

This is not statutory guidance and does not replace the Act or any statutory guidance issued under it, so reference should always be made to that before submitting applications.

General

This guidance should be read in conjunction with the notes and licence conditions contained with the application form. This is not a stand-alone document.

A Marriage Premises Licence is required for venues proposing to hold marriages or civil partnerships ceremonies.

The premises must fulfill the following standard requirements in Schedule 1 to the Regulations:

- 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.
- The premises must be regularly available to the public for use for the solemnization of marriages or the registration (formation) of civil partnerships.
- The premises must have the benefit of such fire precautions as may reasonably be required by the authority, having consulted with the fire/ 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.

The premises must not be-

- religious premises as defined by section 6(2) of the Civil Partnership Act 2004; *
- 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.
- The room or rooms in which the proceedings (marriage or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

*Religious premises” means premises which are used solely or mainly for religious purposes or have been so used and have not subsequently been used solely or mainly for other purposes.

Requirements for a Premises Licence:

- You must submit the relevant application form
- 3 copies of the plans of the premises marking out the areas you wish to be licensed must be attached
- The relevant fee must be paid

Upon receipt of the Application

- The council will consult with relevant agencies, i.e. Fire, Police, Health & Safety, highways, Environmental Health
- The council will advertise the application in a local newspaper.
- The consultation period will run for 21 days starting on the date the notice appears in the local newspaper.

What happens next

- After the closing date for objections has passed if no objections have been received a licence will be granted for a period of three years
- The local registry office and the General Registry Office will be notified that you are licensed
- You will be sent a licence and a public notice that you must display stating that you are licensed
- You may only hold ceremonies in the rooms listed on the licence

Planning Restrictions

As part of the licensing application process the Local Planning Authority will be consulted. If your premises are subject to any planning restrictions, including conditions restricting hours or types of use permitted, this could affect your licence application.

Therefore, before making your application you can request the Planning Service undertake a Planning History Search of your premises to reveal whether such restrictions are in place, or whether your proposals to use your premises for wedding ceremonies would require planning permission for any reason.

A request for this advice can easily be made by sending an email in the first instance to planning@oldham.gov.uk providing the following information:

1. Your name and contact telephone number
2. The full postal address of the premises concerned and,
3. Confirmation that you are intending to make an application for a Marriage Premises Licence and that you request a Planning History Search to be undertaken

Once submitted contact will be made to confirm receipt of your request and to arrange payment of the required fee for this service.

(A schedule of the fees can be found on the Council's website [here](#) with the relevant service being "Planning History search").

For further information contact:

Licensing Section
Oldham Council
Sir Robert Peacock House,
Vulcan Street
Oldham
OL1 4LA

licensing@oldham.gov.uk

www.oldham.gov.uk/licensing

**Any advice given in this guidance is not to be taken as legal advice.
Independent legal advice should be sought on any points of law.**