



Licensing Authority

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 (Fire, Police, Health & Safety, Highways, Planning, Environmental Health, ward Councillors and the local registry office.)
- 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

If your premises have planning restrictions on them in relation to hours or use any application granted by the licensing authority will not affect these restrictions and they will remain in place.

It is therefore suggested that you contact the Council’s Planning Office should you fall within this situation to discuss your options with them. Failure to do so may result in enforcement action being taken against you for not complying with your planning conditions.

For further information contact:

In person or in writing to:	Licensing Section Oldham Council Sir Robert Peacock House, Vulcan Street Oldham OL1 4LA 8:40 to 17:00 Monday to Friday
By phone:	0161 770 4730 8:40 to 17:00 Monday to Friday
Fax:	0161 770 4481
E-mail:	<u>licensing@oldham.gov.uk</u>
Website	<u>www.oldham.gov.uk/licensing</u>

**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.**