

# Guidance Notes

Please read these notes carefully before completing the Application Form.  
If you have any enquiries please ring the Superintendent Registrar on 01925 442762

**Please keep these notes for reference**

## General

The fee of £... which covers the cost of Approval for a period of three years, must be included with the completed application form. Cheques should be made payable to Warrington Borough Council. You should note that if your application is unsuccessful the fee will not be refunded.

## Questions on the Application Form

- Q1. The application must be made by the proprietor or trustee of the premises. Examples of “position in organisation” are General Manager, Managing Director etc. When the application is made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.
- Q2. The full postal address should be given. Where there is any doubt about the primary uses of the premises, list *all* uses.
- Q3. The *Responsible Person* is defined as the individual who is responsible for ensuring that the conditions set out on the attached *Conditions Attached to Grant of Approval* are met in full for every *marriage/civil partnership* that takes place on the premises. He or she must be present one hour before and during each *marriage/civil partnership*. In the absence of the Responsible Person the Deputy must fulfil this function.
- Q4. Approval may be given for more than one room on the premises. However you should bear in mind that each room must clearly identifiable and satisfy the criteria set out in the *Conditions Attached to Grant of Approval*.
- Q5. The Fire certificate will normally include an Occupancy Rating for the room(s) to be used for *marriages/civil partnerships*. As part of the Approval process the local Fire Safety Officer will be consulted about all applications
- Q7. On the day of the *marriage/civil partnership*, the registrar must speak to the couple *in private* before the ceremony to check that the information which will be shown in the *marriage register or civil partnership schedule* is correct. If there is no separate room available the registrar will use the ceremony room.
- Q8. *The premises must have no recent or continuing connection with any religion, religious practice or religious persuasion which would be incompatible with the use of the premises for the solemnisation of marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949 and for the registration of civil partnerships in pursuance of section 6(3A)(a) of the Civil Partnership Act 2004.*

## **Public Notice**

Before Approval can be granted a Public Notice of the Application must be displayed in an appropriate local newspaper – one that is published at least weekly. The Public Notices must be in the form shown on the enclosed sheet.

It is the responsibility of the applicant to place the Public Notice. Once this has been done a copy of the Public Notice, together with the name of the newspaper and the date of its publication, should be sent to the Superintendent Registrar, The Register Office, Museum Street, Warrington, WA1 1JX. To allow time for any public objections to be made to the Application, a period of *three weeks* must elapse between the entry of the Public Notice and the issue of the Approval.

## **Planning Permission**

There is no planning use class which specifically allows *marriage/civil partnership* ceremonies. If applicants are in any doubt about whether planning permission is required they must contact their local planning authority before completing the Application Form.

## **Inspection of Premises**

As soon as possible after the application form has been received by the Superintendent Registrar the applicant or the Responsible Person will be contacted to arrange an inspection of the premises.

## **Arranging the Marriage/Civil Partnership Ceremony**

It is important to remember that a Superintendent Registrar and Registrar must attend on the day of the *marriage/civil partnership* to conduct the ceremony and register the *marriage/civil partnership*. Any couple who wish to have a ceremony in an approved premise must contact the Register Office for the district in which the premises are situated to arrange the attendance of the registrars. More information on this requirement and the legal preliminaries to *marriage/civil partnership* will be sent with the Grant of Approval.