

Tie The Knot

GUIDELINES FOR APPLICATIONS FOR APPROVAL OF PREMISES IN CAMDEN

Application information





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SCALE OF FEES FOR APPLICATION

1. Approval for Licence (Including Renewals)

A set fee is payable for the issue of the licence. The fee is set to recoup all reasonable costs which include an on-site inspection by the Superintendent Registrar, the placement of a public notice and consultation with the Camden Fire Safety Officer on the proposal and all administration costs.

On receipt of your completed application form and fee, a public notice for your venue will be placed on the Camden website. A period of 21 days will be allowed for any objections from the public. If no objections are made and the London Fire Brigade and the Superintendent Registrar are satisfied, your licence will be granted. You will then be in a position to take bookings. The whole process can take up to 12 weeks.

A recent fire risk assessment of the premises should be sent with the application.

The licence is valid for a three year period or a five year period. An application for renewal can be made when the current licence has between six months and a year to run.

Current fees

For 3 years	For 5 years
£1025	£1540

2. Fee for Review of Council's Decision

If your application for a licence is refused, you can appeal for a review. The review will be heard by an independent panel of officers not involved in the original, decision. The cost of the review will be determined according to costs involved. However, if your licence is revoked there is no charge for a review and an independent panel will hear your case.

The fee for renewal will be as per current premises licence holders (see above)

Notes

- (a) Fees are non-returnable
- (b) All fees must be paid in advance of premises approval or their renewal, and prior to ceremonies in the case of Registrars fees.
- (c) All cheques must be made payable to **London Borough of Camden**.
- (c) **Payment can be made by card – contact 0207 974 6942 (Ceremony Licencing Only use only) and speak to the Ceremonies Team.**

3. Fees for Attendance of Registrar at a ceremony

It will be necessary for a Superintendent Registrar to attend to conduct the ceremony and a Registrar to register the marriage / civil partnership. The fees have been determined on a sliding scale depending on the day chosen for the ceremony and include the cost of a marriage/civil partnership:

Ceremony Fees and Charges 2021-2022

1st April 2021 – 1st April 2022

All civil ceremonies

Non –refundable deposit to secure ceremony booking	£80
Ceremony amendment fee (payable for each change	£40
Monday – Friday (9am-before 5pm)	£575
Saturday (9am-before 8pm)	£655
Monday-Saturday (5pm-8pm)	£605

Sunday and bank holiday civil ceremonies

Sunday (9am-before 8pm)	£720
Bank holiday (9am-before 8pm)	£750
Christmas Day, New Year's Day, Good Friday (9am-before 8pm)	£955

IMPORTANT INFORMATION: There is also a statutory fee of **£35** per person to give notice. These fees are paid by the couple to their local register office.

GUIDELINES FOR APPLICATIONS FOR APPROVAL OF PREMISES

1) INTRODUCTION

1.1 The Obligation of the Council

The law requires that premises to be used for civil marriages/civil partnerships must be approved by the Council in the area where it is situated.

The Council must consider every application made for a premises approval on the grounds of suitability and safety. These criteria are expanded in Part Three of these guidelines

1.2 The Obligation of the Applicant

Applicants who do not follow the procedures set out in part two should reasonably expect that their applications will not be progressed until they have complied with the requirements.

Note: *Part Three of this Guidance must be considered and met if premises are to receive approval.*

1.3 The Obligation of Objectors

Anyone objecting to the granting of a licence should be prepared to meet with the Superintendent Registrar in person. Objectors are advised that their objections will be made known to the applicant.

1.4 The Legislation

The legislation under which premises approvals are dealt with are The Marriages Act 1994 – Marriages (Approved Premises) Regulations which took effect on 1st April 1995.

In general the law is intended to allow civil marriages and civil partnerships (since December 2005) to take place in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English marriage/civil partnership law and Parliament's intention to maintain the solemnity of the occasion. The term "premises" is defined in Regulation 2(1) and there are restrictions introduced in Schedule 1. These will mean that certain premises would not be suitable for approval. (See Part Three for guidance on suitable premises).

1.5 The Limitations of the Approval Permission

Approvals granted under the above legislation do not give any authority or consent in respect of matters of planning consent, building regulation approval, the sale and consumption of alcohol on the premises, the use of gaming machines or provisions of public entertainment.

2) APPLICATION PROCEDURES

2.1 Applicants

An application for a licence must be made by the proprietor or trustee of the premises. When the application is made on behalf of a limited company or partnership there should be a separate statement of the names and addresses of all the directors/partners.

The application form shall be signed by the applicant, or a solicitor or other fully authorised agents acting on behalf of the applicant. Applications and enquiries should be addressed to the office detailed at the end of this document.

2.2 Applications

An application for a licence shall be made on the form provided by this Council and shall be advertised in accordance with paragraph 2.7 of these Guidelines.

2.3 Fees

An application for an approval will only be considered on payment of the full fee to this Council. The appropriate fee level will be calculated to recover reasonable costs. Please note that the application fee is in respect of a **3 year or 5 year approval**.

In addition to the application fee, a fee is also payable to the register office by the couple in each case for the registrar's attendance at marriage/civil partnership ceremonies. (See table above).

2.4 Plans and Specifications

When application forms are submitted to this Council, the Camden Fire Safety officer will assess the fire safety arrangements and may advise of the total number of people who can use the premises at any one time. Two copies of scale drawings clearly highlighting the rooms to be licenced (1:100) and specifications should be submitted by the applicant. (If you are renewing your licence you only need to submit plans if you intend to add an additional room(s) or you have had extensive works done to the premises.

London Fire Brigade officers will notify the applicant of any works required to make the premises suitable.

2.5 Planning Considerations

Prior to submitting an application, applicants must ensure that planning consent for the premises is consistent with the approval being sought.

2.6 Public Notice

A notice of the application by the Council shall be published in an appropriate publication, which circulates in Camden. The cost for the notice is included in the fee.

2.7 Public Consultation

On the date the notice is published in a local publication the Council shall make the application and accompanying plans available to members of the public for inspection together with policy advice on the attachment of local conditions and the review process.

The availability of the application for inspection will continue until such time as the application is determined or withdrawn.

The application and plans will be held for inspection at the Camden Register Office between the hours of 9am and 4.30pm Monday to Friday (except the 1st Thursday of the month the hours are 9am to 1pm) – Tavistock House (entrance D), Tavistock Square, London, WC1H 9JP

2.8 Renewal

The holder may apply for the renewal of a licence when the current approval has between six and twelve months to run. An application for renewal made in this period will extend the current approval until the application has been finally dealt with. A renewal will run from the expiry date of the current approval.

The procedure for a renewal will be the same as that for the original application.

2.9 Revocation

The Council may revoke an approval if it is satisfied, after considering any representations from the holder, that the use or structure of the premises has changed so that any of the standard or local requirements cannot be met or the holder has failed to comply with one or more of the standard or local conditions attached to the approval.

The Registrar General may direct the Council to revoke an approval if, in his/her opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage/civil partnership on the approved premises.

When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to have their ceremony on the premises.

2.10 Reviews

An applicant may seek a review by the Council of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.

An independent officer panel of the Council not involved in the original decision will carry out the review. The review panel may confirm the decision, rescind it or vary it with the imposition of fresh or further conditions.

The Council will charge an additional fee for a review of its decision to refuse to grant an approval, to attach local conditions or to refuse to renew an approval.

A direction by the Registrar General to revoke an approval is not subject to review by the Council.

2.11 Registration

Details of approval premises will be placed on the Camden website – Registrars page. These details will be copied to the Registrar General who will periodically circulate the details to all Superintendent Registrars throughout England and Wales.

This list will be held in the Council by the Register Office, and will be available for inspection by the public between the hours of 9am and 4 30pm Monday to Friday. (except the 1st Thursday of the month the hours are 9am to 1pm). A list is also available on Camden's website.

3) REQUIREMENTS FOR GRANT OF APPROVAL

Before an approval can be granted the premises must fulfil the requirements listed below.

Part A requirements are standard as required in Schedule 1 to the Regulations. Those requirements listed in Part B are additional requirements set by Camden Council. Both sets of requirements will apply to all premises within the Borough of Camden.

PART A

- (1) 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 solemnization of marriages and the registration of civil partnerships.
- (2) The premises must be regularly available to the public for use for the solemnization of marriages and the registration of civil partnerships.
- (3) The premises shall comply with the Regulatory Reform (Fire Safety) Order 2005 and where necessary should contact their Fire Authority for advice, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.
- (4) 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 solemnization of marriages in pursuance of Section 26(1)(bb) of the Act.
- (5) The room or rooms in which ceremonies of marriage will be solemnized or civil partnership will be registered if approval is granted, must be identifiable by description as a distinct part of the premises.

PART B

- (1) If the ceremony is taking place on premises licensed for the sale of alcohol access to the room(s) licensed for marriage / civil partnership it must not be through an open public bar.
- (2) Premises must make provision for a separate room close to the one in which the ceremony is taking place. The room must be made available for the registrar to interview the couple in private prior to the ceremony.
- (3) The premises must have toilet facilities available for those persons that are attending ceremonies, which are suitable adequate for the maximum capacity set in the approval for the premises.
- (4) The Equality Act of 2010 states in is a requirement to make reasonable adjustments

to allow access for disabled people in relation to goods and services, as well as private clubs and associations. It is council policy to encourage the removal of barriers to disabled people within premises approved for marriage / civil partnership.

Please note that entrance/exit doors, ramps, steps and sanitary accommodation should be taken into account. Your application should include details of emergency plans for people with disabilities.

- (5) The capacity of the rooms approved for marriages / civil partnerships will be based on the maximum capacity of seated persons that can be comfortably and safely accommodated within the room and in connection with the overall facilities/layout of the premises regarding access, egress and in particular emergency escape provision. Your application must include a safe capacity figure.

Council Officers in considering the suitability of premises as a venue will have regard to the following Guidance from the Registrar General:

1. The law is intended to allow civil marriages & civil partnership to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English marriage / civil partnership law and Parliament's intention to maintain the solemnity of the occasion. The term "premises" is defined in Regulation 2(1) and there are restrictions introduced in Schedule 1. These will mean that certain premises would not be suitable for approval.
2. Ceremonies must take place on readily identifiable premises. This will preclude marriages / civil partnerships from taking place in the open air, in a tent, marquee or any other temporary structure and in most forms of transport.
3. Ceremonies must be solemnized in premises with open doors, which the Registrar General interprets to mean that the public must have unfettered access to witness the marriage / civil partnership and make objections prior to or during the ceremony.
4. A private house is unlikely to be an appropriate venue for civil marriage / civil partnership. It would not be known to the public as a marriage / civil partnership venue or regularly available for their use.
5. The primary use of a building would also render it unsuitable if that use could demean marriage / civil partnership or bring it into disrepute.
6. The secular nature of civil marriage / civil partnership precludes the use of any building with a recent or continuing religious connection. This effectively rules out any building or room whose description, purpose or appearance is still considered to be linked to religion. A chapel in a stately home and a building containing furniture or fittings associated with a place of religious worship, or which has stained glass windows depicting a religious image are examples of a continuing religious connection. However premises in which a religious groups meets occasionally may be suitable if the primary use of the premises is secular.
7. Marriages / civil partnerships on approved premises may be followed by a celebration, commemoration or blessing of the couples' choice, providing that it is not a religious ceremony and is separate from the civil ceremony. However if a religious blessing were to regularly follow ceremonies on particular premises, or be considered part of the service being offered on the premises, there may well be a religious connection, which would breach the requirements and lead to the local authority having to consider revoking the approval.

4) CONDITIONS ATTACHED TO APPROVALS

When the Council grant an approval for premises to be used for marriages / civil partnerships they must attach conditions.

These conditions fall into two groups which are standard conditions from Schedule 2 of the Regulations, and local conditions that the Council considers appropriate upon grant of the specific approval.

Standard Conditions

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”), indicate that he or she is in a position to ensure compliance with these conditions.
2. The responsible person or, in his or her absence, an appropriately qualified deputy appointed by him or her, shall be available on the premises for a minimum of one hour prior to each marriage / civil partnership ceremony and throughout each ceremony.
3. The holder must notify the authority:
 - (a) Of his or her name and address immediately upon his becoming the holder or 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 authority 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 holder of the approval;
 - (c) The description of the room or rooms in which ceremonies are be solemnized / registered;
 - (d) The name, address, or contact details of the holder of the approval;
 - (e) The name, address, contact details or qualification of the responsible person (a person on the premises who is available whilst the ceremony is taking place.)

5. The approved premises must be available at all reasonable times for inspection by the Authority and where deemed necessary the Fire authority and other enforcing agencies:
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 or Civil Partnerships in pursuance of section 6 (3A)(a) of the Civil Partnership Act or The Marriage (same sex couples) Act 2013 and identifying and giving direction to the room in which a 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 in which a ceremony takes place for one hour prior to that ceremony or during that ceremony.
8. All ceremonies must take place in a room which was identified as one to be used for the solemnization of marriages or registration of civil partnerships on the plan submitted with the approved application.
9. The room in which a marriage is solemnized or civil partnership is registered must be separate from any other activity on the premises at the time of the ceremony.
10. The arrangements for and content of each marriage/civil partnership 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, works or performance which forms part of a ceremony of marriage must be non -religious in nature, and 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 registered 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 or The Marriage (same sex couples) Act 2013 or 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 Authority, the Registrar General or any of the officers or employees of either of them.

Local Conditions Specified by Camden Council

1. If the marriage / civil partnership is taking place on premises licensed for the sale of alcohol access to the room(s) licensed for marriage / civil partnership must not be through an open public bar.
2. Noise or any disturbance connected with other activities taking place on the premises must not intrude on the ceremony.
3. The approval holder must not confirm a booking for a civil marriage or civil partnership on the premises without ensuring that the Superintendent Registrar at Camden Register Office has been informed.
4. A table and chair for the use of the Registrar must be provided in the room(s) designated for marriage / civil partnership as well as a table for the Superintendent Registrar.
5. A separate room, close to the one in which the ceremony is taking place, must be made available for the Registrar to interview the couple in private prior to the ceremony.
6. The set maximum capacity of persons stated on the approval document must not be exceeded.
7. No naked lights may be used in the ceremony room(s).

Guidance for those who wish to marry or register their civil partnership on approved premises.

1. **As soon as a couple have made provisional arrangements for their marriage/civil partnership on approved premises they must be advised to contact the [Camden registration services](#).**
2. Without the presence of this Superintendent Registrar and a Registrar there can be no marriage / civil partnership and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Superintendent Registrar for their attendance at their proposed marriage / civil partnership as soon as a booking is accepted. A fee for their attendance will be payable before the ceremony.
3. The couple will also have to give notice of marriage / civil partnership each to the Superintendent Registrar(s) of the district(s) in which they live. The notices must be given in person and are valid for twelve months. This is Different for Foreign nationals. For guidance click [HERE](#)

4. There is a fee for the attendance of a Superintendent Registrar and a Registrar of Marriages / civil partnership registrar are as follows:

The couples should be warned that any arrangements made for a marriage / civil partnership to take place on the approved premises are dependent on:

- (a) The attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated, and
 - (b) The issue of the authorities for marriage or schedules for civil partnership by the Superintendent Registrar(s) to whom notices of marriage / civil partnership were given.
5. The couple should be advised that only a civil ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance which form any part of the ceremony must be non-religious. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.
6. Any rights of copyright for music, readings, etc permitted at the ceremony are a matter for the couple and the holder of the approval.



APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES IN PURSUANCE OF Section 26(1)(bb) of the Marriage Act or The Marriage (same sex couples) Act 2013 or the formation of Civil Partnerships under section 6 (3A)(a) of the Civil Partnership Act 2004.

1. I apply for the premises named at Item 2 overleaf to be approved for regular use by the public as a venue for the solemnization of marriages & the registration of civil partnerships in the presence of a Superintendent Registrar.
2. I attach **two** copies of a plan of the premises (scale drawings 1:100) highlighting the room(s) in which it is intended that ceremonies will take place. The plan should also detail the fire safety arrangements.
3. I attach completed notice for advertisement, which will form part of the statutory consultation before a licence can be granted.
4. I attach a copy of our most recent fire risk assessment

I understand that:

- (a) The premises will be inspected for suitability before approval is granted and if this application is successful, may be subject to subsequent inspection;
- (b) Public notice of the application will be given by public notice in a local publication with a period of three weeks for objections;
- (c) Approval, if granted, will be for a three or five year period, subject to revocation; and
- (d) The premises must satisfy current fire safety legislation and health and safety provisions.

I declare that:

- (a) I have read and understood the information contained in this form and Parts 2, 3 and 4 of the Guidelines Document for Applications;
- (b) The building has no recent or continuing religious connection; and
- (c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages/civil partnerships.

I further declare that, if approval is granted:

- (a) The premises will be regularly available for public use as a marriage/civil partnership venue
- (b) I will comply with the standard conditions and any additional local conditions attached to that grant of approval.

The proprietor or a trustee of the premises must make this application. If successful the applicant will be the holder of the approval.

Name of Applicant**Signature of Applicant****Interest in the Premises****Date****Applicant Phone Number and
email address**



PUBLIC NOTICE TO BE PUBLISHED ON THE CAMDEN WEBSITE

Please insert below the full name and private address of the applicant(s) in block capitals. In the case of a partnership the names of all partners should be given. If a limited company, give its title and registered office. This is for private correspondence:

Name

Address

Complete the form below which will be available to the public.

WORDING OF ADVERTISEMENT MARRIAGE ACT 1994, CIVIL PARTNERSHIP ACT 2004, THE MARRIAGE (SAME SEX COUPLES) ACT 2013.

Notice of application for premises to be approved as a venue for marriage & civil partnership

I/We [insert names] _____

being the proprietor of the premises below apply to the London Borough of Camden for approval for **[insert title and name and address of venue]**

to be licensed under the Marriage Act & Civil Partnership Act as premises where civil marriage and civil partnership can take place.

The Marriage (Approval Premises) Regulation 1995 state that the premises can be approved by the Council if in their opinion and amongst things:

1. They are seemly and dignified and regularly available for civil ceremonies.
2. They have adequate fire precautions and other appropriate safety precautions.
3. They have no recent, or continuing connection with any religion, which is incompatible with the use of the premises as a venue for civil ceremonies.
4. Full details of these conditions can be obtained from the Superintendent Registrar, Tavistock house (entrance D), Tavistock Square, WC1H 9JB

Any person wishing to see the application I have made and plans of the premises may do so at the above address. Any person wishing to object to my application may only do so if my premises do not comply with the conditions required by these Regulations of the Council.

5. Objections must be made in writing to the Service Manager for Registration Matters, Tavistock House (Entrance D), Tavistock Square, WC1H 9JP and must be received within 21 days of the date of this publication.

The rooms you wish to licence and capacity:

PLEASE ALSO COMPLETE DETAILS BELOW (THESE WILL BE REQUIRED IF APPROVAL IS SUBSEQUENTLY GRANTED)

Name and full postal address of the approved Premises

Name and full postal and email address of the holder of the approval

Name, job title and full postal and email address of the Responsible Person (being the person in charge throughout the ceremony) notified to the London Borough of Camden

SENDING THESE FORMS AND FEE

By Post

Camden Registration Services,
Tavistock house (entrance D),
Tavistock Square,
WC1H 9JP
(Cheques made payable to London
borough of Camden)

By Email

If you prefer you can return these
forms via email to
tietheknot@camden.gov.uk and
make your payment using a debit or
credit card by telephoning 0207 974
6942.