

SUFFOLK COUNTY COUNCIL

STANDARD CONDITIONS ATTACHED TO THIS GRANT OF APPROVAL

1. Suffolk County Council cannot guarantee to offer every couple the exact ceremony date and time of their choosing.
2. Parking provision for Registration Staff to be made available.
3. 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 is in a position to ensure compliance with these conditions.
4. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available to guests for a minimum of one hour prior to each marriage or partnership registration ("ceremony") and available to Registration Staff on their arrival as well as throughout the duration of the ceremony.
5. The holder must notify Suffolk County Council:-
 - a) of his name and address immediately upon him 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.
6. 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 approved premises;
 - c) the description of the room or rooms in which ceremonies are to take place;
 - d) the name or address of the holder of the approval; and
 - e) the name, address and qualification of the responsible person.
7. The approved premises must be available at all reasonable times for inspection by the authority.

8. 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 and for the registration of civil partnerships in pursuance of Section 6(3A)(a) of the Civil Partnerships Act 2004 and identifying and giving directions 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.
9. 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.
10. All ceremonies must take place in the room which was identified as one intended to be used for the ceremonies on the plan submitted with the approved application.
11. The room in which ceremonies take place must be separate from any other activity on the premises at the time of the ceremony.
12. The arrangements for and contents of each ceremony must meet with the prior approval of the Senior Registrar of the area in which the approved premises are situated.
13. Any reading, music, words or performance which forms part of any ceremony must be secular in nature; 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.
14. Public access to any ceremony in approved premises must be permitted without charge.
15. 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 for civil partnership registrations in pursuance of Section 6(3A)(a) of the Civil Partnerships 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.
16. Ceremonies must not be disturbed by noise or otherwise by other activities taking place in or in the proximity of the approved premises.
17. All reasonable efforts should be made by the holder to ensure that no noise, litter or any other nuisance or disturbance is caused to local residents, neighbours or others.
18. Holders must ensure that they have adequate and appropriate insurance cover.
19. The maximum permitted numbers for ceremonies are for the total occupancy of the room during ceremonies (this will include two Registration Officers, the Bridal Party, photographer(s), musicians etc). All guests to be seated.
20. You may be required to produce your fire safety risk assessment at any time; this document should reflect the maximum numbers permitted as required by the Regulatory Reform (Fire Safety) Order 2005. (See www.communities.gov.uk for more information regarding Fire Safety Risk Assessments.)

21. Candles may not be used within the immediate working area of the Registration Officers.
22. Where the maximum numbers for a room exceed 150, or at the request of the Registration Staff for smaller numbers, a PA system must be provided.