

## Civil Marriage Licence Conditions

Renfrewshire Council, as licensing authority, attaches the following standard conditions from the Schedule to the Marriage (Approval of Places) (Scotland) Regulations 2002 to this period approval:

1. The approval holder must ensure that there is at all times a responsible person and that the responsible person's occupation, seniority, position of responsibility in relation to the place, or other factors, indicate that the responsible person is in a position to ensure compliance with these conditions. Further, the approval holder must make arrangements to ensure that in his or her absence a person of suitable responsibility is available in this regard.
2. The responsible person or, in the absence of the responsible person, an appropriately qualified delegate appointed by the responsible person, shall be available in or at the approved place for a minimum of one hour prior to each civil marriage ceremony and throughout each civil marriage ceremony itself.
3. The approval holder must notify Renfrewshire Council immediately of any change to any of the following:-
  - (a) the nature of the approved place from that described in the application for approval;
  - (b) the name, description and full postal address (if any) of the approved place; and
  - (c) the address of the approval holder.
4. Where a person is deemed to be an approval holder under Regulation 17 to the 2002 Regulations, that person shall be obliged to notify Renfrewshire Council immediately of that fact in accordance with Regulation 17(2) to the 2002 Regulations.
5. The approved place must be made available at all reasonable times for inspection by officials of Renfrewshire Council.
6. No food or drink may be sold or dispensed or consumed in any approved place in which a marriage ceremony takes place within one hour prior to that ceremony or during the ceremony itself, except where the ceremony takes place in a separate room or similarly defined space within the approved place, in which case this restriction shall apply only to that room or space.
7. The arrangements made by the approval holder for each civil marriage ceremony must meet with the prior written approval of the District Registrar of the registration district in which the approved place is situated.
8. (1) Any reference to an approved place on any sign or notice, or on any stationery or publication, or within any advertisement, relating to that place may state, subject to sub-paragraph (2), that the approved place has been approved by Renfrewshire Council as a venue for civil marriages in pursuance of the Marriage (Scotland) Act 1977 and, if it does so, must state that such approval does not bind Renfrewshire Council to perform or provide a service without prior consultation with and agreement of said Council.

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- (2) Any reference under sub-paragraph (1) above shall not state or imply any recommendation of the approved place or its facilities by Renfrewshire Council, the Registrar General or any of the officers or employees of either of them.
9. The approval holder may apply for the renewal of a period approval. A renewal will run from the expiry date of the current period approval and any application in this regard will require to be lodged with Renfrewshire Council PRIOR to the expiry of the existing period approval. Any renewal granted will be so granted for a period not exceeding 3 years.
10. Renfrewshire Council may revoke or suspend an approval or vary its terms, if in its opinion, after having considered any representations made by or on behalf of the approval holder, that:-
- (i) the approval holder has failed to comply with one or more of the standard or further, local conditions attached to the approval;
  - (ii) the approved place is no longer suitable for the solemnisation of civil marriages; or
  - (iii) in the case of a period approval, the approval holder is not or is no longer a fit and proper person.
- If the approval holder ceases to have an interest in the approved place, then the local authority may also revoke, suspend or vary the terms of the approval
11. When an approval has been suspended or revoked, the 2002 Regulations require the former approval holder to notify any couples who had arranged to marry in the approved place of the said suspension or revocation.
12. Subject to providing notice to the approval holder, Renfrewshire Council may, at any time, vary the conditions or temporary or the further local conditions attached to a period approval, on any grounds it thinks fit.
13. Renfrewshire Council is required to note that in terms of Section 18A of the Marriage (Scotland) Act 1977, an applicant or an approval holder may appeal to the Sheriff against any decision it makes under the 2002 Regulations if the approval holder considers that Renfrewshire Council: erred in law, based its decision on any incorrect material fact, acted contrary to natural justice, or exercised its discretion in an unreasonable manner. In upholding an appeal, the Sheriff may remit the case back to Renfrewshire Council for reconsideration of its decision, or reverse or modify the decision of the Council. Thereafter, an appeal to the Court of Session is only allowed on a point of law.
14. Details of approved places will be held for public inspection by Renfrewshire Council. These details will be copied to the Registrar of the district in which the places are situated, and to the Registrar General who shall both, in turn, keep a register of every approved place based upon the entries provided by the Council. Those registers shall be available for public inspection at all reasonable times.
15. As soon as a couple has made provisional arrangements for their marriage at an approved place they should be advised to contact the registrar for the district in which the place is situated, at Paisley Area Registration Office, 1 Cotton Street, Paisley, 0141 840 3388, or Renfrew Area Registration Office, Town Hall, Renfrew, 0141 886 3589, or Johnstone Area Registration Office, 16/18 McDowall Street, Johnstone, 01505 320012.

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16. Without the presence of the registrar, there can be no marriage and any arrangements for the use of the place depend entirely on the registrar's availability. It is, therefore, essential that the couple make an advance booking with the registrar for his or her attendance at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable in advance of the ceremony.
17. Each of the couple will also have to complete a formal notice of marriage and lodge it with the district registrar not more than three months, and not less than fifteen days, before the wedding.
18. The couple should be advised that any arrangements made for a marriage to take place at the approved place are dependent on:
  - (a) the attendance of the registrar for the district in which the place is situated; and
  - (b) the issue of the schedule for marriage by the registrar to whom notice of marriage was given.
19. The couple should be advised that only a civil, **non-religious** ceremony can be permitted by the registrar. Any music, reading, words or performance which form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the registrar who will be attending the ceremony.
20. Any rights of copyright for music, reading, etc, permitted at the ceremony are a matter for the couple and the holder of the approval.

