

## Approved Premises Checklist for Seemly and Dignified Outdoor Ceremonies

*(Please tick which is applicable)*

<input type="checkbox"/> This is for a one-off ceremony  Date of the Ceremony: .....  Time of the ceremony: .....  Couple's surnames: .....
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<input type="checkbox"/> This is for Outdoor Ceremonies to be confirmed until the end of the current licence period  Once the Outdoor area(s) has been approved an Outdoor Ceremony Certificate will be issued which must be displayed near to the Approved Premises Licence
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*A site map clearly showing the boundary of the property and all additional details (please see example at the end of the form) must be submitted alongside this checklist.*

<b>Venue Name</b>	
<b>Confirm name of licenced room(s) to be used in the case of inclement weather</b>	
<b>Location for GRS Officers to report on arrival</b>	
<b>Confirm pre-ceremony interview room</b>	

### Checklist

		Response	Signed applicant
<b>1a</b>	Confirm there is a suitable Health & Safety risk assessment and relevant Fire Risk Assessment in place for public, staff, contractors and any visiting staff in an outdoor location.		
<b>1b</b>	Confirm appropriate public/staff liability insurance cover is in place.		
<b>1c</b>	Confirm that the premises holds the appropriate planning permissions to hold outdoor events (e.g., Certificate of Lawfulness for small/medium events)		
<b>2.</b>	Are there any access/egress issues or other low risk/acceptable hazards to make GRS aware of? For example, stone steps/ steep slopes/ proximity to water.		
<b>3a.</b>	Name(s) of clearly identifiable Outdoor Location(s)	<b>1.</b>	

	(add more lines if needed)	2. 3. 4.	
3b.	<p>Please provide clear directions describing the walk from the pre-ceremony interview room to each linked outdoor ceremony area.</p> <p>Please refer to the example below for guidance on how this should be written.</p> <p><b>From the pre-ceremony interview room which is the first room on the right from the main entrance. Exit the main entrance and turn left, walk to the end of the building and then turn left again. Walk straight along the stone path until they reach the stone path cross in the gardens. This takes approximately 2 minutes.</b></p> <p><i>(Please note that the example shows the minimum amount of detail required. If the description submitted does not meet the minimum amount of detail it will not be accepted.)</i></p>		
4.	<p>Attach evidence proposed location is within the boundary of proposed/currently licenced premises and confirm is seemly and dignified for proceedings.</p> <p>*Evidence by means of Land Registry plan, screen shot of google maps or similar.</p> <p>See <a href="#">example</a> at the end of the form. Please note that the example shows the minimum amount of detail required If the evidence submitted does not meet the minimum amount of detail it will not be accepted</p> <p>GRS acceptance and decision will be final for both.</p>		
5.	<p>Confirm ceremony area(s) are within a short walking distance from existing/agreed pre-Ceremony interview room</p>		
6.	<p>Confirm official signage '<b>Ceremony Taking Place Here Today</b>' will have full directions to the clearly identified area(s) and be displayed at each public entrance of the</p>		

	<p>licenced premises a minimum of one hour prior to and during all proceedings.</p> <p><i>The location for the proceedings must be identifiable by way of description to the public and a suitable notice must be displayed at each public entrance to the premises (both the built premises and the linked outdoor areas) stating (i) that the premises have been approved for the proceedings; (ii) a description of the location of the outdoor proceedings; (iii) directions to the outdoor proceedings</i></p>		
7.	<p>Confirm food and drink will not be sold to or permitted to be consumed by persons gathering for the purpose of the proceedings, or during the proceedings (save for non-alcoholic drinks consumed prior to the proceedings).</p> <p>This condition applies to the immediate area where the ceremony is taking place, rather than to the venue as a whole at that time, thereby not prohibiting the sale of food and drink to be consumed elsewhere or as part of other events at the same time at the venue.</p>		
8.	<p>Confirm Responsible Person will meet Gloucestershire Registration Officers and escort to outdoor location. Responsible Person (RP) must be in attendance throughout proceedings. The name/s of all RPs must be provided to GRS as per existing licence condition. RP must be a member of the venue staff and be of sufficient standing to manage and direct all in the case of any emergency</p>		
9.	<p>Confirmation that arrangements have been made, if necessary, for couple, witnesses and both Registration Officers to hear the statutory declarations.</p> <p>Note: This may require microphones if outdoor space is large.</p>		
10.	<p>Confirmation that a suitable surface, e.g., table/desk lighting and seating will be available for couples and witnesses to sign the marriage schedule and for GRS staff to work.</p>		

**Registrar General 9<sup>th</sup> edition (revised 6<sup>th</sup> April 2022)**

1. *The location for the proceedings must be identifiable by way of description to the public and a suitable notice must be displayed at each public entrance to the premises (both the built premises and the linked outdoor areas) stating (i) that the premises have been approved for the proceedings; (ii) a description of the location of the outdoor proceedings; (iii) directions to the outdoor proceedings*

2. *Further, whether a location is identifiable by description will depend on the particular relevant features of the linked outdoor areas, including the size of the outdoor areas, the particular terrain and whether there are landmarks or clearly distinct or defined spaces to which the description could refer. An example of a location which is not identifiable by description may be an obscure unmarked location in a vast field or extensive gardens. This condition requires that the location within the linked outdoor areas at which the proceedings take place be identifiable by directions which are capable of being stated in a notice to enable the public to access the location. Such a notice must state a description of the location of the proceedings.*
  
3. *Food and drink may not be sold to or permitted to be consumed by persons gathering for the purpose of the proceedings, or during the proceedings (save for non-alcoholic drinks consumed prior to the proceedings). This condition applies to the immediate area where the ceremony is taking place, rather than to the venue as a whole at that time, thereby not prohibiting the sale of food and drink to be consumed elsewhere or as part of other events at the same time at the venue.*

#### **Notes to Venue: Once single ceremony approved**

- The decision on whether any ceremony goes ahead outdoors sits with the Deputy Superintendent Registrar undertaking the proceedings on the day. This decision will be taken at any time prior to arrival up to commencement of ceremony.
- Ceremonies will only be undertaken within the agreed linked outdoor areas, or the alternative licensed room(s) indicated on the licence and this form. Ceremonies will not be moved between different areas on the same day. Ceremony timings must be adhered to as delay may cause other ceremonies in Gloucestershire to be compromised.
- If electrical equipment is required for the outdoor ceremony, fire safety precautions must have been undertaken by the venue. See question 1a.
- All communication and arrangement with couples is the venues responsibility. GRS will not advise or agree any outdoor ceremony. All must understand the ceremony may take place indoors if weather is inclement. The decision by GRS staff to hold the ceremony inside or outdoors on the day shall be final and the whole ceremony will take place in that one location The venue is responsible for safe numbers at each ceremony according to their licenced capacity in the event of moving inside to a licenced room.

#### **Notes to Venue: Once signed off until end of the current licence period**

- The Outdoor Ceremony Certificate will be displayed next to the Approved Premises licence at the venue at all times. This certificate will be issued to premises by GRS.
- The decision on whether any ceremony goes ahead outdoors sits with the Deputy Superintendent Registrar undertaking the proceedings on the day. This decision will be taken at any time prior to arrival up to commencement of ceremony.
- Ceremonies will only be undertaken within the agreed outdoor areas or the alternative licensed room(s) indicated on the licence and this form. Ceremonies will not be moved between different areas on the same day. Ceremony timings must be adhered to as delay may cause other ceremonies in Gloucestershire to be compromised.
- If electrical equipment is required for the outdoor ceremony, fire safety precautions must have been undertaken by the venue. See question 1a.
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indoors if weather is inclement. The decision by GRS staff to hold the ceremony inside or outdoors on the day shall be final and the whole ceremony will take place in that one location. The venue is responsible for safe numbers at each ceremony according to their licenced capacity in the event of moving inside to a licenced room.

### Declaration Section

By signing below, you are confirming:

- a) you have read and understood the information contained in the checklist form, information taken from the Registrar General 9th edition (revised 6th April 2022) and the relevant *Note to Venue* information
- b) you have consulted the planning authority as to whether planning consent is required
- c) you have provided a site plan which meets the minimum requirements
- d) all information provided is, to the best of your knowledge, accurate and up to date
- e) You understand that in inclement weather, the decision of whether the ceremony will be conducted outside rests with the Deputy Superintendent Registrar undertaking proceedings on that day

<b>Completed By</b> (name in capitals):	
<b>Signature:</b>	
<b>Date:</b>	

Please return this form via email to [gap@gloucestershire.gov.uk](mailto:gap@gloucestershire.gov.uk)

Once the Outdoor Location(s) has been approved we will send confirmation via email.

