

DEVON REGISTRATION SERVICE

GUIDANCE FOR THOSE WHO WISH TO MARRY ON APPROVED PREMISES

1. As soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contact the local Registration Office for the area in which the premises are situated.
2. Without the presence of a Deputy Superintendent Registrar and a Deputy Registrar, or their deputies, there can be no marriage 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 local Registration Office for attendance at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. The couple will also have to give a notice of marriage to the Superintendent Registrar(s) of the District(s) in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the Registration Office(s) where they live as soon as notice can be given. There is a fifteen day waiting period after notice has been given before the marriage may take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take before notice of marriage may be given. The local Registration Office can advise further on these procedures.
5. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:
 - (a) the attendance of the Deputy Superintendent Registrar and a Deputy Registrar, or their deputies, for the area in which the premises are situated; and
 - (b) the issue of the authority or authorities for marriage by the Superintendent Registrar(s), or her deputies to whom notice was given.
6. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the Superintendent Registrar's certificate for marriage before the ceremony and ensure that it is delivered to the Deputy Superintendent Registrar who is to attend the ceremony.
7. The couple should be advised that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar or deputy. The content of the ceremony must be agreed in advance with the Deputy Superintendent Registrar who will be attending the ceremony.
8. Any rights of copyright for music, readings, etcetera permitted at the ceremony are a matter for the couple and the holder of the approval.

9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
10. The arrangements for and content of the proceedings must meet with the prior approval of the Deputy Superintendent Registrar or his/her deputy of the Registration Office for the area in which the approved premises are situated.
11.
 - (a) Any proceedings conducted on approved premises shall not be religious in nature.
 - (b) In particular, the proceedings shall not:
 - (i) include extracts from an authorized religious marriage service or from sacred religious texts,
 - (ii) be led by a minister of religion or other religious leader,
 - (iii) involve a religious ritual or series of rituals,
 - (iv) include hymns or other religious chants, or
 - (v) include any form of worship.
 - (c) But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.
 - (d) For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.
12. The holder of the approval must ensure compliance with any number restrictions placed on approved rooms. It should be noted that any number restriction would include Registration Officers required to be present at the proceedings.
13. Public access to any proceedings in approved premises must be permitted without charge.
14. 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 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.
15. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document, but before the proceedings, the former name of the approved premises as recorded in the certificate of marriage or the civil partnership document shall remain valid for its duration for the purposes of the proceedings.

DEVON REGISTRATION SERVICE**GUIDANCE FOR THOSE WHO WISH TO REGISTER A CIVIL PARTNERSHIP
ON APPROVED PREMISES**

1. As soon as a couple have made provisional arrangements for their civil partnership on approved premises they should be advised to contact the local Registration Office for the area in which the premises are situated.
2. Without the presence of the Civil Partnership Registrar there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on his or her availability. It is, therefore, essential that the couple make an advance booking with the Civil Partnership Registrar for his or her attendance at their proposed registration as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. The couple will also have to give notice of civil partnership to an authorised person of the Registration Authority in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the Registration Office(s) where they live as soon as notice can be given. There is a fifteen day waiting period after notice has been given before the civil partnership may take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take before notice of civil partnership can be given. The local Registration Office can advise further on these procedures.
5. The couple should be warned that any arrangements made for a civil partnership registration to take place on the approved premises are dependent on:
 - (a) the attendance of the civil partnership registrar for the area in which the premises are situated, and,
 - (b) the issue of the civil partnership schedule by the Registration Authority for the area in which the premises are situated.
6. The couple should be advised that only a civil, non-religious registration can be permitted by the Civil Partnership Registrar. The contents of any proceedings must be agreed in advance by the Civil Partnership Registrar who will be attending the registration.
7. Any rights of copyright for music, readings, etcetera permitted at the registration are a matter for the couple and the holder of the approval.