West Lothian Council

Guidance to the Requirements and Conditions For Approved Premises for Civil Marriages

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INTRODUCTION

This guidance is issued with reference to the Marriage (Scotland) Act 1977 as amended by the Marriage (Scotland) Act 2002
(available on www.scotland-legislation.hmso.gov.uk/legislation/scotland/acts2002/20020008.htm*)*
and the Marriage (Approval of Places) (Scotland) Regulations 2002
(available on www.scotland-legislation.hmso.gov.uk/legislation/scotland/ssi2002/20020260.htm*)*

This amendment allows for an Approval to be granted by the Local Authority (in this case West Lothian Council) for civil marriages to be solemnised at suitable premises/locations.

The Act allows two types of Approval to be granted:-

(a) a Period Approval - valid for 3 years – covering all civil ceremonies at the designated premises.
(b) a Temporary Approval - valid for one event only on a specified date at the designated place.

Part 1

Requirements for Premises

1. Who can apply for Approval?

(a) 3 year Period Approval – applications may be made by the Proprietor or a trustee of suitable premises for use as a civil marriage venue.
(b) Temporary Approval – applications must be made by either of the parties to an intended civil marriage.
(c) Period Approval shall not be granted where West Lothian Council is of the opinion that the applicant is not a fit and proper person.

2. Which premises/locations can be approved?

Any premises/location which meets the requirements of West Lothian Councils Approval process. The following conditions will determine suitability:-

(a) The premises/location must provide an appropriate and dignified setting for the celebration of marriage.
(b) Civil marriages must be solemnised at identifiable places within the Registration district.
(c) Health and Safety regulations and Fire regulations must be satisfied.
(d) Public Liability Insurance must be provided.
(e) The premises must have no recent or continuing religious connections.
(f) The safety of Registration Office staff and their legal documents will be a consideration as to the suitability of the premises.

3. Additional Information

(a) There is no limit to the number of rooms which can be approved for marriages. The Council would expect the number of rooms to be kept to a minimum to avoid confusion. Please note each application fee covers the rooms contained in one building.
(b) Marriages must take place only in a room/location which is approved.
(c) A separate room must also be available for the confidential interviewing of marriage parties.
(d) Where approval is sought for outdoor locations – appropriate shelter must be provided incase of inclement weather. If the alternative is a separate location (i.e. hotel where reception is to be held) Approval for this location must also be obtained.

Part 2

Issuing an Approval

1. How to apply

Application forms can be obtained from: Miscellaneous Licensing, Legal Services, West Lothian Council , West Lothian House, Almondvale Boulevard, Livingston, West Lothian, EH54 6QG.

2. Application

The completed form must be signed by the Proprietor of the Premises, his/her Trustee or in the case of Temporary Approvals, the bride or groom.
Forms should be submitted with all appropriate documents and fees to the Miscellaneous Licensing at the address above.
Application must be made not less than 6 months or not more than 12 months from the date Approval is required.
The Marriage (Approval of Places) (Scotland) Regulations 2002 require that public notice be given of an application. The Council requires that this be displayed by the applicant in a prominent place on/at the premises/place for 21 days. (see paragraph 12)

3. Objections

Any person may give notice in writing to the authority of an objection to an application for the granting of an approval in accordance with the regulations. The authority shall consider the objection providing that the objection: -
(a) specifies the name and address of the person making it
(b) specifies the reason for the objection
(c) was made to West Lothian Council within 21 days from the date on which public notice was given (see Part 2. 2)
The Marriage (Approval of Places) (Scotland) Regulations 2002 also allow for an authority to consider an objection to which the above applies received outwith the notice period.

West Lothian Council shall send a copy of any objection submitted in accordance with the regulations to the applicant.

4. Decision Making

All applications will be acknowledged within 10 days of receipt.
Approvals will be issued within 3 months of application providing all requirements have been met. Refusals will be issued within 3 months. (see paragraph 8).

5. Appeals
See Appendix D4.

6. Inspection

The premises will be inspected by the Chief Registrar and/or other representatives of the Council, the police and the Fire Brigade. Further inspections may be carried out should a 3 year Period Approval be granted. Temporary Approvals will be granted on condition that the “marriage venue” remains the same as at inspection.

7. Validity

A Period Approval will be valid for 3 years from the date of issue – Updated copies of any certificates, which may expire during this time, must be submitted to the Miscellaneous Licensing.
A Temporary Approval will be valid only for the date and place as stated on the Approval - any requests for changes can be made to the Miscellaneous Licensing but this may require re-application and incur charges.

8. Renewal

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. Application should be submitted not less than 2 months and not more than 6 months before the current Approval expires. A further application fee is payable for inspection of the premises and the issue of a renewed Approval.

Temporary Approvals cannot be renewed – even if a civil marriage has previously taken place at that location – each civil marriage will require separate temporary approval.

9. Expired Approval

Civil marriages cannot take place in premises or locations where the approval has expired, unless a renewal of application has been applied for and has not been finally determined before the previous application expires. In such cases the approval shall continue in effect until such time as the application is finally determined or withdrawn.

10. Refusal or Non-Renewal of Approval

Where an application or renewal is refused the applicant will be notified in writing and the reason for refusal given.

11. Revocation and Suspension

West Lothian Council has the right to revoke or suspend an Approval at any time.(see Appendix D1)

Before revoking the approval the Legal Services Manager will:
(a) notify in writing the reasons why it is proposed to revoke the Approval.
(b) the holder will be given an opportunity to answer and rectify any breaches of requirements, conditions and regulations.
(c) if the Approval holder is still unable to meet these requirements the Legal Services will notify in writing the date approval will be revoked from. It will be the responsibility of the Approval holder to notify all parties that marriages cannot take place on the premises or at the location concerned. Any fees paid are non-refundable.

12. Surrendering Approval

The holder of a 3 year Period Approval or Temporary Approval may surrender the approval at any time which will be revoked as soon as is practicable. It will be the responsibility of the Approval holder to notify all parties that marriages cannot take place on the premises or at the location concerned. Any fees paid are non-refundable.

13. Variation

Subject to providing notice to the Approval Holder West Lothian Council may at any time vary the conditions attached to any Approval on any grounds it thinks fit.

14. Register of Approved Premises

A Register of all premises holding 3 year Period Approvals will be kept by the Chief Registrar , Legal Services and notified to the Registrar General for Scotland. The register will contain:

- name, description and full postal address (if any)
- name and address of approval holder
- description and location of approved room(s)
- date approval granted
- date approval expires
- date the renewal of approval is granted
- date approval revoked
- name and address of responsible person (present at time of marriage)

This register will be available for public inspection during office hours.

Approval Holders Responsibilities

The Approval Holder must:

1. Appoint a "Responsible Person" who will be named on all applications. The responsible person will have sufficient authority to guarantee all requirements and conditions are fulfilled and all arrangements are in place to ensure the solemnity and dignity of the occasion. A Deputy may be appointed providing they have been named at the time of application. Subsequent amendments may be made, in writing to the Miscellaneous Licensing, prior to the date of marriage. The Approval Holder may appoint himself or herself as a responsible person.

2. Ensure that all information held by the Miscellaneous Licensing is current and complete i.e. changes to names or telephone numbers of responsible person or depute.

3. Ensure the responsible person is aware of the responsibilities and requirements for co-ordinating marriages. The responsible person must be present at least 1 hour before each ceremony and throughout the ceremony.

4. Ensure compliance with any limitations imposed by Health and Safety regulations and Fire regulations in respect of the number of guests allowed into the approved room *.

5. Ensure the premises are available for inspection at all reasonable times by the Miscellaneous Licensing and or Council Representatives.

6. **Ensure that all parties are aware that the granting of approval does not guarantee the availability of a Registrar**.

7. Ensure advertising of premises or locations where approval has been granted is not implied to be a recommendation of that place by West Lothian Council or the Registrar General.

8. Ensure no food or drink is sold, dispensed or consumed within the approved room where the ceremony will take place for at least one hour before or during the ceremony.

9. Ensure that smoking is not permitted in the approved room for at least one hour before or during the ceremony.

10. Ensure that the approved room is clearly signposted and that no charge is made for anyone attending.

11. Ensure a separate room is available to the Registrar before and after the ceremony.

12. Ensure car parking is available at the venue for the Registrar.

13. Ensure music is organised and controlled by a designated person. This music must be secular and take into account any copyright issues.

14. Ensure guests are aware that photographs may not be taken during the ceremony. Also that couples are aware that only one video camera will be permitted for use during the ceremony – preferably hand held and battery operated.

15. Ensure that there will be no connection with religion or religious practice.

The Approval Holder must be aware that marriage is a solemn and dignified occasion and must ensure that nothing of a frivolous or unseemly nature is permitted before or during the ceremony, which detracts from the dignity of marriage.

* approved room – the room, place or location as defined on the approval certificate where the marriage ceremony will be held.

Arranging a Marriage at Approved Places or Premises

Once approval has been granted the Marriage Ceremony requires to be arranged. Arrangements will be made between the Approval Holder, the parties and the Registrar. The following procedures must be followed in the case of 3 year Period or Temporary Approvals.

1. Parties wishing to marry must make preliminary enquiries with the Approval Holder or Responsible Person. Please note that, in the case of a temporary approval the Approval Holder must be either the bride or groom.

2. Form AP1 (a) must be completed by the Approval Holder or Responsible Person agreeing that the marriage can take place on their premises/ location. These forms will be supplied to the Approval Holder by the Chief Registrar. **The Approval Holder should remind the parties that the completion of Form AP1(a) does not guarantee the availability of the Registrar and therefore the date and time cannot be confirmed at this point**.

3. The parties must be advised to attend the Registrars Office as soon as possible, bringing with them the completed AP1(a) and the Registrars attendance fee.

4. At this time Form AP1(b) will be completed confirming the availability of the Registrar and the date and time of the ceremony. The Registrar will issue copies of the completed Form AP1 to the Approval Holder and to the parties within 21 days of receiving the application AP1(a).

5. An advance booking may, in most cases, be made with the Registrar up to 1 year before the date of the proposed marriage.

6. The parties must be advised of any limits to the number of guests attending their marriage as required by Health and Safety regulations and Fire regulations.

7. The parties must be advised that punctuality on the day of the marriage is essential as the Registrar may have other appointments on that day.

   West Lothian Council accepts no responsibility for the cancellation of ceremonies due to the late arrival of any member of the bridal party.

8. Any civil marriage taking place on a vessel or vehicle will be carried out on the understanding that it remains stationary throughout the ceremony to allow the Registrar to leave once the ceremony has been completed.

9. The Approval Holder and Responsible Person must be aware that the necessary legal preliminaries to marriage must be completed by the parties. Form M10 must be completed by the bride and groom and lodged with the Registrar about four to six weeks before the date of the marriage. Failure to comply with these preliminaries will mean the marriage cannot take place.

Procedures on the day of the Wedding

1. The Registrar will arrive at the premises/location about 30 minutes before the agreed time of the wedding.

2. Car parking space should be provided for The Registrar as near to the main entrance as possible.

3. On arrival the Registrar will make themselves known to the Responsible Person. The Responsible Person will liaise with the Registrar to ensure conditions and requirements are met and procedures are in place to allow for the smooth running of the ceremony.

4. Where an admission fee is normally charged this must be waived for all wishing to attend the ceremony.

5. The Registrar must, on arrival, have access to where the ceremony will take place and interview facilities.

6. The Responsible Person may have to ensure Ushers are provided to assist the marriage party and the Registrar.

7. Music may be provided but must be secular in content and organised by the Responsible Person. (see Part 3. 13)

8. The Responsible Person should remind the guests at the ceremony of the procedure regarding photography and video recording. (see Part 3. 14)

8. Immediately before the ceremony the Registrar will conduct a confidential interview with the parties to the marriage.

9. After the marriage the Registrar will require the Bride, Groom and Witnesses to sign the Marriage Schedule. A table should be provided for this purpose. Once the Marriage Schedule has been signed the Registrars duties will be complete.

It is important to be aware that when conducting a marriage ceremony the Registrar is obliged to act in accordance with the Marriage (Scotland) Act 1977, all amendments to this Act and associated Regulations and guidance from the Registrar General for Scotland.

Appendix A

Guidance from the Registrar General

In considering the suitability of places as venues for civil marriages the local authority will have regard to the following guidance from the Registrar General:

1. The new law is intended to allow civil marriages to be solemnised at any approved location, including any premises, fixed buildings, temporary structures, enclosures and similar structures, land (including any land covered with water insofar as within the jurisdiction of the registration district) and any vessels or vehicles, without compromising the fundamental principles of Scottish marriage law and the solemnity and dignity of civil marriage. These will mean that certain places are not suitable for approval.

2. Civil marriages must be solemnised at identifiable places within the registration district in respect of which the marriage schedule has been issued. The position of the place must be suitably defined in words or figures so as to enable it to be recorded in the Marriage Schedule. Such a system is already in place in relation to religious marriages. Local registrars are familiar with what is required for describing the location of religious marriages and will be able to use that experience in describing civil marriage venues. For the avoidance of doubt, local authorities may approve moving vessels as approved places provided that for the duration of the marriage ceremony any such vessel remains within the boundary of the registration district in which the marriage is to be solemnised. This may result in the owner or operator of a vessel seeking approval from more that one local authority if they intend that the vessel should be approved for civil marriages to be carried out on board. Each approval will apply to the vessel in respect of that area of water within the registration district boundary to which the approval applies.

3. A local authority is required not to approve a place if the authority is of the opinion that the place will compromise the solemnity and dignity of civil marriage. The primary use of a place would render it unsuitable if that use could be regarded as demeaning marriage or bringing it in to disrepute.

4. The local authority is also precluded from granting approval to any place with a recent or continuing connection with any religion or religious practice which would be incompatible with the use of that place for the solemnisation of civil marriages. This would, for example, rule out any place, any building or any specific room or space within a building whose primary purpose is still considered to be linked to religion e.g. a chapel in a stately home. However, a place in which a religious group meets occasionally may be suitable if its primary use is secular. GROS also recognises that there are places where the issue may not be clear-cut. For instance, ruined abbeys and churches clearly would have had an historical religious connection. In determining whether such places might be approved as venues for civil marriages, local authorities should examine and take into account the present-day circumstances.

5. Civil marriages in approved places may be followed by a celebration, commemoration or blessing of the couple's own choice, provided that this does not purport to be a religious marriage and that it is distinct from the civil ceremony.

Appendix B

Conditions of Approval

The following conditions are set by the Registrar General for Scotland and will be attached to notices of Approval.

1. The Approval Holder is responsible for compliance with these conditions and must make arrangements to ensure that in his or her absence a person of suitable responsibility is available in this regard.

2. The Approval Holder (or his/her delegate) shall be available in or at the approved place for a minimum of one hour prior to each civil marriage ceremony and throughout the ceremony itself.

3. The Approval Holder must notify the authority immediately of any change to 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, that person shall be obliged to notify the authority immediately of that fact in accordance with regulation 17(2).*

5. The approved place must be made available for inspection by the authority at all reasonable times.

6. No food or drink may be sold or dispensed or consumed in any approved place in which a marriage ceremony is to take place within one hour prior to that ceremony or during the ceremony itself, except where the ceremony takes place in separate room or similarly defined space within the approved place in which case this restriction shall only apply 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, in or on any stationery or publication, or within any advertisement, relating to that place, may state, that the approved place has been approved by the authority as a venue for civil marriages in pursuance of the Act and if it does so, must state that such an approval does not bind the authority to perform or provide a service without prior consultation with and agreement of said authority.

   (2) Any reference under (a) shall not state or imply any recommendation of the approved place or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.

*Regulations available on www.scotland-legislation.hmso.gov.uk/legislation/scotland/ssi2002/20020260.htm

Appendix C

Registrar Generals Guidance for those wishing to marry at an Approved Place

1. 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.

2. Without the presence of the Registrar there can be no marriage and any arrangements for the use of place depend entirely on the registrars 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.

3. Each of the couple will also have to complete 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.

4. The couple should be warned 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.

5. The couple should be advised that only a civil **non-religious** ceremony can be permitted by the Registrar. Any music, readings, words or performance that 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.

6. Any rights of copyright for music, reading etc. permitted at the ceremony are a matter for the couple and the holder of approval.

Appendix D

Revocation and Suspension of Approval

Revocation and Suspension

(1) The authority may revoke or suspend an approval if, in its opinion, after considering any representations by or on behalf of the Approval Holder, that:

(a) the Approval Holder has failed to comply with one or more of the standard or local conditions attached to the approval;
(b) the approved place is no longer suitable for the solemnisation of civil marriages: or
(c) 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.

(2) When approval has been suspended or revoked the regulations require the Approval Holder to notify any couples who had arranged to marry in the place.

Variation

(3) Subject to providing notice to the Approval Holder, a local authority may, at any time, vary the conditions attached to a temporary approval, or the further conditions attached to a Period Approval, on any grounds it thinks fit.

Appeal

(4) Local authorities should note that, under section 18A of the Marriage (Scotland) Act 1977, an applicant or an Approval Holder may appeal to the Sheriff against any decision of the local authority if the Approval Holder considers that the local authority: 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 the local authority for reconsideration of its decision or reverse or modify the decision of the local authority. Thereafter, an appeal to the Court of Session is allowed only on a point of law.

West Lothian Council

Application for Premises to be Approved as a Venue for Civil Marriages

Name of Venue ……..

The granting of this application does not guarantee the attendance or service of a Registrar. You are strongly advised to contact the Registrar to make arrangements for the ceremony.

For official use only			
Date of application		**Fee paid**	
Date to Police		**Receipt no.**	
Firemaster		**Deadline for initial decision**	
Environmental Health		**Deadline for final decision**	
Building Control		**Date to Committee**	
Registrar		**Decision**	
		Date application determined	

Please read the enclosed "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages".

1. DETAILS OF PREMISES

Please give the full name, address and telephone number of the Premises

Title:	
Address:	
Telephone No:	

2. DETAILS OF APPLICANT

Please give the full name, address, e-mail address and telephone number of the person or body making the application. The applicant should be the Proprietor or Trustee of the Premises. If the applicant is a limited company, please give the address of the registered office and where different state also the main trading address of the company
(see Guidance Part 1.1)

Name:	
Address:	
E-mail address:	
Telephone No:	
Date of Birth	

If an approval is granted the Applicant will be known as the "Approval Holder" and will be responsible for ensuring all conditions and requirements are satisfied in respect of the premises for its use as a venue for civil marriages.

3. NATURE OF PREMISES

Please describe the nature of the premises (e.g.Hotel, Civic Building etc.) and the primary and other uses to which they are regularly put. (see Guidance Part 1.2 and Appendix A)

4. PREMISES

4.a OCCUPIER OF PREMISES

Is the person named in Section 1 the sole occupier of the Premises?	**Yes**	**No**

If No, please give the names and addresses of other occupiers and the nature of their occupancy below:

4.b OWNER OF PREMISES

Are you the owner of the premises	**Yes**	**No**
If the answer is no you will have to obtain written permission to use the site from the owner		

5. MARRIAGE ROOM(S)

Please describe the primary and other use(s) of the room(s) which is (are) to be used for marriage ceremonies (e.g. Banqueting hall, conference room, garden area, marquee etc.)
Please also state the maximum number of people who are permitted to occupy these room(s) under any fire certificate which applies. (see Guidance Part 1.3)

Room/Location	Max No:

Please ensure there is a separate confidential interview room conveniently located to the marriage room, which is available to the Registrar.

6. RESPONSIBLE PERSON(S)

Please give details of the person and his/her deputy who will be responsible for arranging and co-ordinating the marriage ceremony and ensuring compliance with requirements and conditions as attached. (see Guidance Part 3.1)

Name:	
Occupation:	
Private Address:	
Telephone No:	
Home/Mobile:	
Date of Birth	

Name:	
Occupation:	
Private Address:	
Telephone No:	
Home/Mobile:	
Date of Birth	

7. ENCLOSURES

Enclosed with this application are:

(1) 6 plans of the premises/location showing the marriage rooms and interview room and floor plan . You may be requested to provide additional plans for parking and grid reference if outside location ☐

(2) Copy of fire certificate (where applicable) ☐

(3) Certificate of Public Liability Insurance ☐

(4) Written consent of site owner (if applicable) ☐

(5) Application fee of £489 ☐
(please note: applications without payment will not be processed. If payment is rejected the application will be void.)

Cheques should be made payable to **"West Lothian Council"**

8. DECLARATIONS AND SIGNATURE

1. I apply for the premises identified in Section 1 to be approved for solemnisation of civil marriage ceremonies for a period of 3 years

2. I understand that:

   (a) That the place may be inspected for suitability before approval is granted and, if this application is successful may be subject to subsequent inspection.
   (b) The premises must satisfy the local authority on fire precautions and health and safety provisions.
   (c) Approval, if granted will be for an inclusive 3 year period subject to revocation, suspension or variation.
   (d) Approval, if granted, does not guarantee the availability of a Registrar

3. I enclose the documents requested in part 7 overleaf

4. I declare that:

   (a) I have read and understood "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages".
   (b) The place has no recent or continuing religious connection.
   (c) I have obtained any necessary permissions regarding use of and access to the premises
   (d) I will publish in a prominent place notice of my application for a period of 21 days.
   (e) If an Approval is granted, I will comply with the Conditions attached to the Approval.

Signature of Applicant: …….

Business Title:……..

Name in block capitals:…….

Date:……...

Please return to:

Licensing Services
West Lothian Council
West Lothian House
Almondvale Boulevard
Livingston
West Lothian EH54 6QG

SITE NOTICE Notice No. 1

Marriage (Approval of Places) (Scotland) Regulations 2002

APPLICATION FOR THE GRANT/RENEWAL OF A :

TYPE OF LICENCE:
See Note 1

NOTICE IS HEREBY GIVEN THAT

NAME:
See Note 2

has applied to the **WEST LOTHIAN COUNCIL** for the grant/renewal of a licence. (See Note 1) to approve as a *Temporary/Period Venue for a Civil Marriage on (*for temporary approval only – enter the date and time of the intended civil marriage)*

ADDRESS or DESCRIPTION of Site
See Note 3

Members of the public may object to this application or make representations concerning it. Any objection or representation must be made in writing and must give grounds for the objection or representation. The name and address of the person objecting or making representations must be stated clearly and the letter must be signed by either the objector or an agent authorised to act for them. Objections or representations should be sent to the Chief Solicitor, West Lothian Council, West Lothian House, Almondvale Boulevard, Livingston, West Lothian, EH54 6QG by (See note 7).

Any written objections or representations should be either delivered by hand to the address given above or sent by Recorded Delivery mail or by normal mail to the same address provided it might be expected to be delivered within the objection period. Copies of all objections or representations will be sent to the applicant.

The Council may consider late objections, provided a final decision has not been taken on the relevant application. If a late objection is made, it must be accompanied by an explanation for that lateness. If the Council is satisfied with the explanation offered, the objection can be considered.

Signed See Note 4

Dated See Note 5

Certificate of Compliance Notice No. 2

Marriage (Approval of Places) (Scotland) Regulations 2002

NAME:

See Note 2

ADDRESS:

See Note 3

having made application to West Lothian Council for the grant/renewal of a:

TYPE of LICENCE:

See Note 1

in respect of:

SITE ADDRESS:

See Note 4

HEREBY CONFIRM THAT I/WE have complied with the terms of the **Marriage (Approval of Places) (Scotland) Regulations 2002** by displaying a notice at or near the above mentioned premises or site where it could be conveniently be read by the public for a period of 21 days from (See Note 6)

Signed: (See Note 5)

Date: (See Note 8)

West Lothian Council
Marriage (Approval of Places) (Scotland) Regulations 2002

Site Notices and Certificates of Compliance

Regulation 5 of the Marriage (Approval of Places) (Scotland) Regulations 2002 requires the Authority to cause public notice of the application to be displayed. Under the terms of Regulation 5 the Authority resolved that all applicants shall cause to be displayed at or near the site a public notice of the application informing the general public that an application has been submitted to the Council.

Two notices are attached to these notes. Notice No. 1 provides an outline of the notice to be displayed on the premises. It is called the **Site Notice**. Notice No. 2 is a **Certificate of Compliance** and states simply that the applicant, or the applicants agents, has complied with the law in the display of the site notice.

The **Site Notice**, once completed, must be displayed on the premises which are the subject of the application. **It must be placed where it can be read easily by the public and must remain on display for a period of 21 days**.

The **Certificate of Compliance** must be completed and submitted to the Council once the site notice requirements have been fully complied with.

The Site Notice and Certificate of Compliance **must** contain the following information:-

Note 1. The type of licence which is being sought for the premises.

a) Temporary (one day only – the day of the marriage)

b) Period (3 year licence)

Note 2. The full name of the applicant must be given. This may be an individual name or that of a company or partnership.

Note 3. The address or description of the site which form the subject of the application must be stated clearly even though the site notice must be displayed at that same address or as close as possible.

Note 4. The site notice must be signed by the applicant or an agent acting on the applicant's behalf.

Note 5. The date on which the site notice was first displayed should be clearly stated.

Note 6. Any person wishing to object to the application or make other representations must make their views known to the Council within 21 days of the date of application or within 21 days of the site notice being displayed. Normally these two dates would be the same. The closing

date for the submission of objections or representations must be set out on the site notice by the applicant. This closing date should be 21 days after the submission of your application, or 21 days after first displaying the site notice, whichever is later.

Note 7. The Certificate of Compliance **only** should be signed and dated when it is submitted to the Council and should state quite clearly when the site notice was displayed. There has to be **at least** a period of 21 days between the two dates specified.

If you have any difficulties completing either of these notices, please contact licensing staff who will be pleased to help. Telephone 01506-777229 or 01506-777230.