

## Fees

The cost of a licence is £1,620\* which includes an unlimited amount of rooms as long as they are declared at the time of application or renewal.

Adding an additional room at any other time will incur a £450\* (per room) fee.

The licence lasts for 3 years.

\*Correct at time of publication. Subject to annual review/change.

## How to Apply

1

Contact us on **0116 305 65 65** or **registration@leics.gov.uk** to arrange an informal visit (free of charge). This will allow us to spot any glaring issues and answer any questions you have.

2

Complete the paperwork found online at **[www.celebrateinleicestershire.co.uk/yourceremony/approved-venues](http://www.celebrateinleicestershire.co.uk/yourceremony/approved-venues)**  
We will then “officially” visit your venue to ensure it meets the required criteria.

3

All done! Providing there are no outstanding issues, your licence and contract will be posted out and you can start promoting to customers.  
We will visit you again after three years should you wish to renew.

**[www.celebrateinleicestershire.co.uk](http://www.celebrateinleicestershire.co.uk)**

**f** /LeicsRegistrationService



# Celebrate in Leicestershire

## Civil Ceremony Licensing

**Are you a venue based in the county of Leicestershire?  
Do you offer wedding receptions or breakfasts?**

If so, have you considered applying for a civil ceremony licence?

## Why Apply?

**Increased revenue** - You can offset the costs of a licence by selling the “complete package” to couples. Since the mid 90s, the number of couples getting married in approved venues has steadily increased and around 70% of all ceremonies are now civil\*.

**Better for the customer** - If you **do not** have a licence, couples will have to have a legal ceremony elsewhere. Owning a licence is much more convenient for the customer.

**Be part of a family** - We are proud of our 70 approved venues. Each one gets access to dedicated marketing support and advertising opportunities provided by our service. You will also receive an official “licensed venue” window sticker.

\*Based on Office of National Statistics “Trends in civil and religious marriages, 1966-2011” data.

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## Licensing Criteria

As part of the licensing process, we will visit your venue to ensure it meets certain criteria. This checklist will give you an idea of what we will be looking at. Although the list looks daunting, as a modern business it is likely you have all this in place.

Documents/statements/certificates must be signed and dated where possible.

- ☐ Room plan.
- ☐ Public liability insurance certificate(s).
- ☐ General health & safety policy statement.
- ☐ Civil ceremony specific risk assessment.

### Fire Precautions

- ☐ Fire risk assessment & emergency evacuation plan.
- ☐ Ongoing fire logbook checks.
- ☐ Fire alarm service and testing record(s).
- ☐ Fire extinguisher service and inspection record(s).
- ☐ Emergency lighting service and testing record(s).
- ☐ Fire safety training record(s).
- ☐ Fire safety signage.

### First Aid Precautions

- ☐ Training certificate(s) (valid for 3 years).
- ☐ Accident/injury log book.

### Electrical Precautions

- ☐ PAT test certificate(s).
- ☐ Mains electrical testing certificate(s) (valid for 5 years).

### Is the proposed room:

- ☐ A permanent and immovable structure?
- ☐ Seemly and dignified, and free from anything which may compromise the solemnity of the occasion? E.g. a bar or gaming machines (unless they can be covered).

- ☐ Available for frequent use?
- ☐ NOT used solely or mainly for religious purposes?

### Does the proposed room:

- ☐ Allow for unobstructed public access?
- ☐ Have easy access to a secluded area to interview the bride/groom?
- ☐ Have nearby toilet facilities?
- ☐ Have disabled access and facilities?

### Do you have:

- ☐ A business continuity plan in the event a ceremony cannot take place?



## Outdoor Structures

If you are looking to license an outdoor structure such as a gazebo, you must ensure it:

- ☐ Is a permanent and immovable structure and has a roof.
- ☐ Is big enough to comfortably hold two registration staff, a table, four chairs, two witnesses and the couple (3.5m in diameter as a rough guide).
- ☐ Has adequate lighting should ceremonies be held in the evening/at night.

**Please note:** As it is a legal requirement that marriage registers and all other legal paperwork must be kept safe, dry and in pristine condition at all times, if it is raining (or there is a likelihood of showers), windy, very cold, or any other extreme condition, on the day of the ceremony, a licensed indoor room will be used instead.

As a precaution, you must prepare an alternative room (which can accommodate the same amount of guests), and inform the couple prior to booking that there are no guarantees the ceremony will be held outdoors, and that it is weather permitting.

Registrars will have the **final** decision on whether it can be held outside or not.