

Leicestershire Registration Service **Premises Licence Checklist**

This sheet is for guidance only, although it is unlikely a licence will be granted if the conditions stated are not met.

Official paperwork can be found at:

www.leicestershire.gov.uk/registrars/other-ceremonies-and-services/approved-premises-licence

All documents/certificates need to be signed and dated where possible.

Evidence you will need to provide:

- 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 adequate toilet facilities?
- Have disabled access and facilities?

Do you have:

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

If you are looking to licence an outdoor structure for ceremonies, please read this:

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 as they are the official records of the ceremony.

On the day of the ceremony, if it is raining (or there is a likelihood of showers), windy, very cold, or any other extreme condition, the ceremony **will** be held in a suitable (licensed) indoor room, unless provisions can be made to shelter 2 Registrars, the couple, and 2 witnesses.

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

It is important that as a venue, you 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.

Fees:

The cost of a licence is £1,620* which includes an unlimited amount of rooms. To add a room mid-licence the fee will be £450* (per room). The licence lasts for 3 years.

**Subject to annual review/change.*