

## **GLOUCESTERSHIRE REGISTRATION SERVICE OUTSIDE STRUCTURE POLICY**

If a free-standing or 'gazebo' structure is approved as a licenced room then the following will be applied:

### Special Licence Conditions:

1. The structure must be regularly available to be used for the celebration of civil marriage ceremonies or the formation of civil partnerships. *Suitability for the use of an outside structure may be affected by COVID-19 and related government guidelines.*
2. The structure will only be approved if there is also a private room in the venue which can be used as an interview room and provide relevant facilities for registration staff.
3. a) A separate licenced room must be available for the ceremony to take place should the weather be inclement and prevent its use due to protecting register, paperwork and Registrars. Room occupancy numbers to be adhered to.  
  
b) Or if the outside structure is considered suitable for staff x 2, couple and witnesses in inclement weather, the Approved Premise will be responsible of managing couple/guests expectations from time of booking with venue, to conclusion.  
  
c) Safe, appropriate access to outside structure must be provided for registration staff in all weather conditions.
4. No food or alcohol may be consumed in the "free standing/gazebo structure" one hour prior to and during the ceremony.
5. Any other activities taking place in the grounds, especially near to the "free standing/gazebo structure" and the adjacent area to be used for guests, are to be kept separate from any ceremony or activity to ensure a seemly and dignified atmosphere.
6. The structure must provide a seemly and dignified venue in which civil marriage ceremonies and civil partnerships may take place.
7. These conditions will also apply to any non-statutory ceremony provided by Gloucestershire Registration Service.

8. The County Council reserves the right to amend, add to, delete or otherwise change these conditions from time to time, and in this respect the decision of the County Council is final.
9. If you are considering including an existing free-standing or 'gazebo' structure in your application or building a new structure you must contact us on 01452 425060 or email [gap@gloucestershire.gov.uk](mailto:gap@gloucestershire.gov.uk) to ensure that it will be acceptable for Gloucestershire Registration Service.
10. Any venue wishing to construct a free-standing or "gazebo" structure to be used for the celebration of civil marriages and the formation of civil partnerships must obtain the relevant planning approval before applying to licence the structure.
11. The venue is responsible, for seeking approval by, the local planning authority.
12. A free-standing or "gazebo" structure must be permanent and immovable and in this respect the decision of the County Council on what is considered "permanent" and "immovable" will be final.
13. The structure must have a solid base (wooden/brick/stone/concrete) and ideally this should be raised above the surrounding ground level.
14. The structure should have a roof, which should be tiled although other coverings, e.g. thatch, will be considered providing they are waterproof and are a requirement of the local planning officer and/or a conservation/heritage decision. The roof should be supported by brick, stone, concrete or wood pillars or walls. The space between pillars may have trellising or other decoration. The roof should overhang the structure to provide shelter from strong/hot sunshine and/or rain.
15. The front should be open and sufficiently wide to enable the ceremony party to enter. Steps may need to be provided if the structure is raised above the surrounding ground level.
16. New structure requests – the structure should be of sufficient size (minimum 3.5m x 3.5m square or equivalent) to accommodate the following:
  - Two Registration staff,
  - A table (size approx. 1.2m x 1m) and two chairs,
  - The Couple (Bride and Groom or two Partners),

- Two witnesses,
  - Comfortable space in which the ceremony can be conducted.
17. The decision of the County Council on what is considered sufficient space will be final.
  18. The structure should have the facility to give good light to the register and have the facility for music to be played during the ceremony.
  19. Sufficient warmth must be provided inside the structure to facilitate ease of handwriting and comfort when seated.
  20. If considered necessary an appropriate microphone system should be available for the Registration Officers to use which will allow all guests to hear the ceremony.
  21. Consideration should be given to the area immediately in front of the structure where guests may be seated or stand. Sufficient room must be available for a central aisle to allow the ceremony party to make their entrance. Similarly, consideration for the route from the main building to the structure should also be given.

**Notes:**

It is the Approved Premise's responsibility to ensure that the use of any outside free-standing or Gazebo structure continues to meet any planning permissions required by the local council.

**COVID-19**

For the legal parts of the ceremony, there will be 6 people required inside the licenced outside free-standing or Gazebo structure. *You will need to ensure that the outside structure is included in your COVID Risk Assessment and can safely accommodate 6 people in line with any government guidelines at the time.*