

Gloucestershire Registration Service

POLICY FOR DEALING WITH AN OBJECTION TO AN APPROVED PREMISES LICENCE; A REFUSAL TO GRANT A LICENCE AND THE REVOCATION OF AN EXISTING LICENCE

The local authority may apply its own local conditions to the Approved Premises licence, relating to the conduct of ceremonies and responsibilities of the applicant which are set out in a separate policy. The applicant must adhere to these.

The Registration Service is not responsible for receptions or any other events that occur at the venue before or after the civil ceremony. It is the applicant's responsibility to ensure that the venue meets all safety, planning, legal and other building requirements to allow them to offer ceremonies and other events to the public.

DEALING WITH AN OBJECTION

- **Deadline for receipt of objections.** Objections to be received in writing/via email within the 21 days of display of public notice. Any objections or letters of support received after this date will not be considered. On receipt of objections the licensing process is halted while the objections are investigated.
- **Deadline for dealing with objections.** There will be an acknowledgment sent in writing or via email, within 5 working days of receipt of the objection stating the date that applicants and objectors will be advised of the outcome.
- **Request to view application and plans.** Objectors or those planning to object may request that they view the application and plan. All original applications and plans are kept centrally. Original plans or copies cannot be issued to objectors and they must apply in writing to view these papers. Any inspection is required to be in the Gloucestershire Register Office (Cheltenham) with an authorised registration officer present. It is not possible for copies to be taken away by anyone viewing them. Depending on where the venue is located, it may be possible to arrange for copies of the documents to be viewed in a local office but this must be agreed in advance. If there are large numbers of requests to view the documents it may be necessary to make special arrangements to manage this.
- **On receipt of objection.** Objectors will receive an acknowledgement letter or email within 5 working days. This will advise on the process for dealing with objections and the timescale, if known. All objections will be forwarded to the applicant for comment. All personal information will be deleted before being sent to the applicant.
- **Advising applicant.** Copy of objections to be sent to applicant, asking for comments within 7 days of the date of the letter.
- **Investigation of Objections.** The Registration Manager will investigate objections, comments from the applicant and any other relevant party. A summary of objections will be prepared, identifying which fall within registration licensing regulations and which fall outside and what actions can be taken.
- **Deliver decision.** Subject to the above process the decision will be communicated in writing to the applicant and objectors. This will take the form of a standard letter or email, but with a generic attachment setting out the decision, reasons and any conditions to be applied to the licence. Where objections fall outside the remit of the registration licensing regulations it may be possible to grant the licence, subject to conditions.

- **If licence granted.** Applicant and registered objectors will be advised in writing of the decision, including a summary of findings and details of any conditions added to licence. Objectors will be advised how to address any outstanding concerns, including any process for reviewing the decision.
- **If licence not granted.** Applicant and registered objectors will be advised in writing as above and applicant will be advised of process for requesting a review of the decision.

DEALING WITH THE REFUSAL TO GRANT A LICENCE

- **Request from applicant to review the decision not to grant the licence**

An applicant may seek a review of the decision to refuse to grant an approval, to attach local conditions, to refuse to renew a licence, or to revoke a licence.

NB: A direction by the Registrar General to revoke an approval is not subject to review by the authority.

The review will be carried out by a different officer, committee or sub-committee than that which made the decision which is being appealed against. The review panel may confirm the decision, rescind it or vary it with the imposition of fresh or further conditions. This will usually be the Registration Service Manager.

The authority may charge an additional fee for a review of its decision to refuse to grant an approval, to attach local conditions or to refuse to renew an approval.

- **Request from Objectors to review the decision to grant the licence.**

Any request to review the decision to grant a licence will be heard by a relevant senior officer; committee or sub committee in accordance with GRO regulations and local authority policy, as set out above. Usually the Registration Service Manager

REVOKING A LICENCE

- The Authority may revoke an approval if it is satisfied, after considering any representations from the holder, that the use or structure of the premises has changed so that any of the standard or local requirements cannot be met or the holder has failed to comply with one or more of the standard or local conditions attached to the approval.
- The Registrar General may direct the authority to revoke an approval if, in his opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage or civil partnership on the approved premises. This is not subject to review by the authority.
- When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry or register a civil partnership on the premises.