

GUIDANCE FOR THOSE WHO WISH TO REGISTER A CIVIL PARTNERSHIP ON
APPROVED PREMISES
(TO BE ISSUED TO APPROVAL HOLDERS)

1. As soon as a couple have made provisional arrangements for their civil partnership on approved premises they should be advised to contact the civil partnership registrar for the registration authority in which the premises are situated.
2. Without the presence of a civil partnership registrar there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on their availability. Although the County Council has appointed some additional staff, it can give no guarantee that a civil partnership registrar will be available on any particular occasion and it accepts no responsibility for any matter arising as a result of such non-availability.
3. The couple will also have to give a notice of civil partnership to an authorised person of the registration authority in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend a register office in the area where they live as soon as possible after notice can be given. If the couple live in different registration authority areas, then each of them will have to give notice in their own area. A separate fee is payable for each notice.
4. If either of the couple are subject to immigration control there will be further procedures to take before a notice of civil partnership can be given. The local registration authority can advise further on these procedures.
5. The couple should be warned that any arrangements made for a civil partnership to take place on the approved premises are dependent on:
 - a) the attendance of a civil partnership registrar for the area in which the premises are situated: and,
 - b) the issue of the authority or authorities for civil partnership by the registration authorities to whom notice of civil partnership was given.
6. When notice is given in a different registration authority from the one where the civil partnership is taking place, the couple will have to collect each authority before the ceremony and ensure that it is delivered to the civil partnership registrar who is to attend the registration.
7. The couple should be advised that any civil partnership registration and associated ceremony conducted on approved premises shall not be religious in nature. In particular, the ceremony shall not:
 - (a) include extracts from an authorised religious marriage service or from sacred religious texts;
 - (b) be led by a minister of religion or other religious leader;
 - (c) involve a religious ritual or series of rituals;
 - (d) include hymns or other religious chants; or

(e) include any form of worship.

A civil partnership registration with an associated ceremony may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.

For this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of any ceremony.

The content of the ceremony must be agreed in advance with the civil partnership registrar who will be attending the ceremony. The civil partnership registrar is unable to attend any rehearsal of the civil partnership registration/ceremony at the approved premises.

8. Any rights of copyright for music, readings etc permitted at the registration/ceremony are a matter for the couple and the holder of the approval.