APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES IN PURSUANCE OF SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949 AND CIVIL PARTNERSHIPS UNDER SECTION 6 (3A) (a) OF THE CIVIL PARTNERSHIP ACT 2004

This form when completed must be forwarded to the Proper Officer for Registration Matters at Swindon Borough Council, Civic Offices, Swindon SN1 2JH together with the appropriate fee payable to Swindon Borough Council (please see pg. 4 – Requirements before an approval can be granted below).

1. I apply for the premises named at item 3 below to be approved for regular use by the public as a venue for the solemnization of marriages and the registration of Civil Partnerships.

2. I attach 3 copies of a plan of the premises showing the room(s) in which it is intended that marriages will take place.

3. I understand that -
   a) the premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
   b) public notice of the application will be given by advertisement on the Swindon Borough Council website for a period of three weeks for objections;
   c) approval, if granted, will be for a three-year period, subject to revocation; and

d) the premises must satisfy the local authority on fire precautions and health and safety provisions, and that copies of all relevant certificates, risk assessment and advice management must be attached to the application.

4. I declare that -
   a) I have read and understood the information contained in this form and Annexes A, C and E; and,
   b) the building has no recent or continuing religious connection; and,
   c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages and Civil Partnership Registration.

5. I further declare that, if approval is granted -
   a) subject to any exemptions in the Equality Act 2010 the premises will be regularly available for public use for the solemnization of marriages and the registration of civil partnerships; and
   b) I will comply with both the standard conditions, {Annex C together with Annex E of this guidance} and any further conditions that the authority considers reasonable* that are attached to the approval.

This application must be made by the proprietor or a trustee of the premises. If successful the applicant will be the holder of the approval.

*The authority may attach such further conditions to an approval as it considers reasonable in order to ensure that the facilities provided at the premises are suitable and that proceedings on the premises do not give rise to a nuisance of any kind

Signature of applicant	Date:	Interest in the premises:
	30/06/2026	Venue Manager

Print name

ABIGAIL GARSIDE-SCUTTS

Address for correspondence:

South Swindon Parish Council
Gladstone Street
Swindon
Contact telephone number: 07712256663

If applying on behalf of a company or other incorporated business please state position in company, address for correspondence, contact telephone number and email address.

1.	Full name of applicant.	Abigail Garside-Scutts, Events and Venues Manager, South Swindon Parish Council
2.	Private addresses of applicant. If the application is made by a limited company please give the address of the registered office and where different state also the main trading address of the Company.	[redacted] (Business Address) South Swindon Parish Council Gladstone Street Swindon SN1 2AU
3.	Name, postal address and telephone number of the premises which are the subject of this application.	Town Gardens Bowl Town Gardens Old Town Swindon SN1 4EX 01793 575559
4.	Please describe the nature of the premises at question 3 (e.g. hotel, stately home, civic accommodation).	Outdoor events venue
5.	Please describe primary and other uses to which it is regularly put.	Live performances and festivals
6.	Is the person or company named in reply to question 1 the occupier of the premises?	South Swindon Parish Council manages the Town Gardens Bowl

7.	If the answer to question 6 above is 'No' and there is another occupier, please give their name(s) and address(es).		
8.	Please state here the maximum number of people permitted to occupy the room to be registered under any fire certificate or Fire Safety Risk Assessment which applies. Please attach a copy of any certificate, Assessment or Management procedures in force.	ROOM NAME	NUMBER OF PEOPLE PERMITTED
		Town Gardens Bowl	750
9.	Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? If so please attach a copy.	Premises Licence	

REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

The non-returnable fee for this application is £2,100 for a new licence or £1,650 for a licence renewal and must be submitted with the application to the Proper Officer for Registration Matters at Swindon Borough Council, Civic Offices, Swindon SN1 2JH.

The requirements for approved premises are established by the Marriage and Civil Partnerships (Approved Premises) Regulations 2005 and Amendment Regulations (referred to in these notes as the Regulations). It is these that the authority must apply when considering an application for approval.

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.

The built premises must fulfil the following standard requirements in the Regulations:

1. Having regard to their primary use, situation, construction and state of repair, the built premises must, in the opinion of Swindon Borough Council, be a seemly and dignified venue for the solemnization of marriages and the conducting of Civil Partnership Registration.

2. Subject to any exemptions in the Equality Act 2010, the built premises must be regularly available to the public for use for the solemnization of marriages and the registration (formation) of civil partnerships.

3. The built premises must have the benefit of such fire precautions and/or Fire Management procedures as may reasonably be required by Swindon Borough Council, having consulted with the fire authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.

4. The premises must have no recent or continuing connection with any religion, religious practice or religious persuasion which would be incompatible with the use of the premises for the solemnization of marriages or conducting of Civil Partnership Registration.

5. The room or rooms in which ceremonies of marriage and Civil Partnership Registration will be conducted if approval is granted must be identifiable by description as a distinct part of the premises.

The premises must also fulfil the following requirements set by Swindon Borough Council:

6. The room must be easily accessed by disabled persons.

7. There must be a separate room available for Registration Officers to use for 30 minutes prior to the ceremony.

In considering the suitability of premises as a venue Swindon Borough Council has regard to the following guidance from the Registrar General. This guidance is now considered to also apply to Civil Partnership Registration.

1. The law relating to “approved premises” is intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, religious premises and similar built premises without compromising the solemnity of the occasion.

2. Built premises are defined in the Regulations as a permanently immovable structure comprising at least a room, or any boat or other vessel which is permanently moored. “Linked outdoor areas” means any areas within the boundary of the land of which the built premises form part and which may be used in common with the built premises. “Premises” as now amended are defined as built premises together with linked outdoor areas. Any premises outside this definition, such as most forms of transport, will not be eligible for approval.

2. The built premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those built premises. The primary use of a building would render it unsuitable if that use would demean any proceedings or bring them into disrepute.

3. Marriages and Civil Partnerships must be solemnized in premises with open doors, which the Registrar General interprets to mean that the public must have unfettered access to witness the marriage and make objections prior to or during the ceremony.

4. A private house is unlikely to be an appropriate venue for civil marriage or Civil Partnership Registration. It would not be known to the public as a marriage or Civil Partnership Registration venue or regularly available for their use.

5. The secular nature of civil marriage and Civil Partnership Registration precludes the use of any building with a recent or continuing religious connection. This effectively rules out any building or room whose description, purpose or appearance is still considered to be linked to religion. A chapel in a stately home and a building containing furniture or fittings associated with a place of religious worship, or which has stained glass windows depicting a religious image are examples of a continuing religious connection. However, premises in which a religious group meets occasionally may be suitable if the primary use of the premises is secular.

7. Marriages or Civil Partnership Registration in approved premises may be followed by a celebration, commemoration or blessing of the couple's choice, providing that it is not a religious marriage ceremony and is separate from the civil ceremony. However, if a religious blessing were to regularly follow marriage ceremonies on particular premises, or be considered part of the service being offered on the premises, there may well be a religious connection which would breach the requirements for marriages and lead to Swindon Borough Council having to consider revoking the approval.