

Essential information for venues wishing to apply to licence an outside structure

If an outside structure is approved then the following will be applied:

Special licence conditions

- Civil marriages and civil partnerships will normally only be celebrated in an outside structure between 1st May and 30th September each year.
- The structure must be regularly available to be used for the celebration of civil marriage ceremonies or the formation of civil partnerships.
- The structure will only be approved if it forms part of a larger venue, which must include one, or a number of other approved ceremony rooms.
- No food or drink may be consumed in the outside structure one hour prior to and during the ceremony.
- Any other activities taking place in the grounds, especially near to the outside structure and the adjacent area to be used for guests, are to be kept separate from any ceremony.
- Whenever a ceremony is booked within an outside structure another licenced ceremony room must be kept readily available so that if for any reason the ceremony needs to be moved inside, venue staff must be able to set up the room at short notice.
- It is recommended that the maximum number of guests attending an outside ceremony should not exceed the maximum number of seated guests permitted in the other ceremony room. This is to ensure the entire party could move into the other ceremony room should it become necessary.
- The structure must provide a seemly and dignified venue in which civil marriage and civil partnerships may be celebrated.
- The decision to move a ceremony inside, because of inclement weather, may be made on the day by the registration staff after discussion with the couple and the Responsible Person. The decision of the registration staff is final. It is the responsibility of the Approved Premises to make this clear to the couple at the time of booking. (We would suggest the couple signs a separate form at the time of booking).

These conditions will also apply to any non-statutory ceremony provided by Hampshire County Council. 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.

If you are considering including an existing outside structure in your application or building a new structure, it is advisable to seek advice from Hampshire Registration Service to ensure that it will be acceptable.

Any venue wishing to construct an outside 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.

The venue is responsible for seeking approval from the local planning authority.

The structure must be permanent and immovable, have a roof covering and solid floor. Any premises outside this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, may not be eligible for approval.

Note: The Manager of the Approved Premises has responsibility to ensure that the use of any outside structure continues to meet the planning permissions required by the relevant planning authority.

An approved venue who may be considering adding an outside structure to their current licence will be required to apply for a new licence and will incur the full current licence fee. Please see website for current fees. www.hants.gov.uk/registration