

## **ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER**

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**Subject: Approval of premises for Weddings and Civil Partnership Registrations : The Cavendish Banqueting Suite, The Hyde, Edgware Road, Colindale NW9 5AE**

**Officer taking decision:** Proper Officer for Registration (Assistant Director, Communities and Wellbeing, Adults and Communities)

**Date of decision: 7 October 2013**

Summary: This report asks for approval for an application received from The Cavendish Banqueting Suite to be licensed as a venue for marriages and civil partnership registrations in pursuance of Section 46A of the Marriage Act 1949 and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and in pursuance of Section 6 (3A)(a) the Civil Partnerships Act 2004

Officer Contributors: Mark Rimmer, Head of Registration and Nationality

Status (public or exempt) Public

Wards affected Burnt Oak

Function of (Council/Executive) Executive

Enclosures None

Contact for further information: Mark Rimmer, Head of Registration and Nationality:  
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## **1. RELEVANT PREVIOUS DECISIONS**

- 1.1 The Policy and Resources Committee decided on 5 April 1995 the approach to suitability of premises to be adopted and standard additional conditions to be attached to any grant of approval.
- 1.2 At Full Council on 16 July 2013 Mathew Kendall was appointed as the Statutory Proper Officer Births Deaths and Marriages with the appropriate powers delegated to him.

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 2.1 Approval of this decision will widen the local choice of venues for marriages and civil partnerships and will generate additional income and therefore supports the corporate priority of “promote responsible growth, development and success across the borough.
- 2.2 The premises conform to the suitability criteria adopted by the Council in 1995 as referred in 1.1.above

## **3. RISK MANAGEMENT ISSUES**

- 3.1 I do not consider the issues involved are likely to raise significant levels of public concern or give rise to policy considerations as the application has been publicised by notice in the local press for three weeks without any objections being made.

## **4. EQUALITIES AND DIVERSITY ISSUES**

- 4.1 The Marriage and Civil Partnership (Approved Premises) Regulations 2005 provide for the joint approval of premises for both civil marriages and civil partnerships.
- 4.2 The Cavendish Banqueting Suite is fully accessible for persons with a physical disability

## **5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

- 5.1 The application fee of £875.00 has been received from the Cavendish Banqueting Suite

## **6. LEGAL ISSUES**

- 6.1 The Marriages and Civil Partnerships (Approved Premises) Regulations 2005, set out the application procedure, criteria and detailed requirements for approval. They also set out standard conditions to be attached to every grant of approval and provide for the imposition of additional conditions by the Local Authority

## **7. CONSTITUTIONAL POWERS**

- 7.1 The functions relating to the approval of premises under the 2005 regulations have been delegated to the Proper Officer for Registration Matters.
- 7.2 Chief Officers (i.e. the Chief Executive, Directors and Heads of Service as listed in Article 12 of the constitution) can take decisions, in consultation with the Cabinet member concerned (or without consultation where it is a decision authorised to be taken by the Chief Officer under the Contract Procedure Rules or it involves the implementation of policy or earlier decision of the Council or Cabinet or Committee or it is in respect of operational matters within the Chief Officer's sphere of managerial or professional responsibility and is not significant in terms of budget and policy) to discharge functions allocated to them or dealt with by them or their staff, except for matters specifically reserved to Executive Members, Cabinet meetings, Cabinet Committees, Committees or Council and in all matters where they have managerial or professional authority

## **8. BACKGROUND INFORMATION**

- 8.1 The Registrar General has issued guidance to local authorities for the approval of premises as venues for civil marriages and civil partnerships. (May 2012)
- 8.2 The Authority may grant approval only if it is satisfied that:
- The application has been made in accordance with the Regulations.
  - The premises fulfil the requirements set out in the Regulations
- The premises fulfil any other reasonable requirements which the authority considers appropriate. Local requirements were agreed by the former Policy & Resources Committee in 1995.
- 8.3 The application has been made in accordance with the Regulations and the necessary public notice has been given. No objections or other comments have been made
- 8.4 The premises have been inspected to ensure that they are suitable for this purpose and meet Health and Safety requirements
- 8.5 The premises were found to be a seemly and dignified venue for the solemnisation of marriages and registration of civil partnerships. A separate room is available for the couple to be interviewed prior to the ceremony. The area proposed for marriages and civil partnership registrations consist the following rooms;
- The Main Hall  
Annexed Bar Area
- The premises will be available for regular use by the general public for both the solemnisation of marriages and the registration of civil partnerships.
- 8.6 The London Fire and Emergency Planning Authority approve the premises and agree to the approval being issued subject to:

- The Council's standard conditions; and
- An up to date fire risk assessment having been carried out by a competent person

8.7 The premises are not religious premises and the room in which the ceremonies of marriage will be solemnised and civil partnerships registered is identifiable by the descriptions set out in paragraph 8.5 above as distinct parts of the premises.

## **9. LIST OF BACKGROUND PAPERS**

9.1 Application papers

9.2 Notice placed in North London Press on 21<sup>st</sup> December 2012

9.3 London Fire and Emergency Planning Authority Approval

9.4 Any person wishing to inspect the background papers listed above should telephone Mark Rimmer on 020 8359 6400

## **10. DECISION TAKER'S STATEMENT**

10.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

## **11. OFFICER'S DECISION**

### **I authorise the following action**

11.1 The application is approved subject to the statutory conditions and additional conditions mentioned above

11.2 The approval to be recorded by the Superintendent Registrar in the register of Approved Premises

11.3 The applicant and the Superintendent Registrar to be notified of the decision as soon as practicable

11.4 Copy of the entry in the Register to be delivered by the Superintendent Registrar to the Registrar General.

**Signed**                    Mathew Kendall

**Date**                      7<sup>th</sup> October 2013