

## TAXI AND GENERAL COMMITTEE

### REPORT BY LICENSING OFFICER

DATE OF MEETING: 13<sup>th</sup> October 2017

1.	Premises	Ridgeway Golf Club Caerphilly Mountain Caerphilly CF83 1LY
2.	Applicant:	Golf in Wales Ltd
3.	Nature of application (copy of application and plans attached)	Application for the approval of a premises as a venue for civil marriages and the registration of civil partnerships under the Marriage Act 1949 and Civil Partnerships Act 2004.
4.	Description of room(s) in which the proceedings are to take place	Wedding Ceremony Room
5.	Other licences and conditions (if appropriate)	Premises licence under the Licensing Act 2003, including the Supply of Alcohol and Regulated Entertainment.
6.	Relevant Consultees	Fire Officer Health & Safety Local Superintendent Registrar  No objections received
7.	Other Persons	None
8.	Observations	The Committee must be satisfied that the building or rooms are a seemly and dignified venue for proceedings and be regularly available to the public for use for the solemnization of marriages or the formation of civil partnerships.

		<p>In addition, the Committee shall have regard to the Councils' local conditions, which the authority considers appropriate to ensure the facilities provided at the premises are suitable.</p> <p>The Committee can:</p> <ul style="list-style-type: none"><li>• Grant the application which is subject to the standard conditions and local conditions. Copies of which are attached to this report as Annex A and B.</li><li>• Refuse to grant the application and notify the applicant of the right to seek a review of its decision.</li></ul>
--	--	--

Statutory power - this is a Council function which is delegated to this Committee to decide.

Background Papers: These are attached to this report.

Date of this report: 28<sup>th</sup> September 2017

Author: Mrs K Hopkins



## **CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL OF PREMISES THAT ARE NOT RELIGIOUS PREMISES**

The authority must attach the following standard conditions from Schedule 2 to the Regulations to any approval. Proceedings mean the solemnization of a marriage or the registration of a civil partnership and does not refer to any other activities on the premises.

1. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions ("the responsible person") and that the responsible person's occupation, seniority, position of responsibility in relation to the premises, or other factors (his "qualification"), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to and throughout each of the proceedings.
3. The holder must notify the authority -
  - (a) of his name and address immediately upon him becoming the holder of an approval under regulation 7(2), and
  - (b) of the name, address and qualification of the responsible person immediately upon the appointment of a new responsible person.
4. The holder must notify the authority immediately of any change to any of the following -
  - (a) the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises;
  - (b) the name or full postal address of the approved premises;
  - (c) the description of the room or rooms in which the proceedings are to take place;
  - (d) the name or address of the holder of the approval; and,
  - (e) the name, address or qualification of the responsible person.
5. The approved premises must be made available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.

7. (1) Save as provided below, no food or drink may be sold or consumed in the room in which proceedings take place for one hour prior to or during those proceedings.  
(2) Non-alcoholic drinks may be consumed prior to the proceedings.
8. All proceedings must take place in a room, which was identified as one to be used for that purpose on the plan submitted with the approved application.
9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated.
11. (1) Any proceedings conducted on approved premises shall not be religious in nature.  
(2) In particular, the proceedings 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.  
(3) But the proceedings may include readings, songs or music that contain an incidental reference to a god or deity in an essentially non-religious context.  
(4) 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 the proceedings.
12. Public access to any proceedings in approved premises must be permitted without charge.
13. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the authority as a venue for marriage in pursuance of section 26(1)(bb) of the Marriage Act 1949, and the formation of civil partnerships under section 6(3A)(a) of the Civil Partnership Act 2004 but shall not state or imply any recommendation of the premises or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.
14. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document, but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.



The licensing authority is entitled under the legislation to impose local conditions as it thinks reasonable.

Premises must have the following:

1. Satisfactory disabled access.
2. Adequate tables and chairs must be available for Registration Officers and the parties being married, or registering their civil partnership, including seating for the majority of guests.
3. An additional room must be available for the interview of the parties prior to the ceremony.
4. Toilet facilities must be available.
5. Car parking spaces for Registration Staff must be guaranteed.
6. Absence of noise from other activities.
7. Any music played before or during the ceremony must have prior consent of the Registration Officers.
8. The recommendations of the Divisional Fire Safety Officer, as detailed below, are also imposed as a condition of licence.

The maximum number of persons allowed to resort to the premises, at any one time is limited to: **10**



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

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.


This application, when completed, must be forwarded to the Licensing Section, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG, together with a non-returnable fee payable to Caerphilly County Borough Council.

For all questions, please continue on a separate sheet if necessary, identifying clearly which questions you are answering.

1. I/We apply for the premises named at item 2 overleaf to be approved for regular use by the public as a venue for the solemnization of marriages and for the registration of civil partnerships.
2. I/We attach three copies of a plan of the premises showing the room(s) in which it is intended that marriages and civil partnerships will take place.
3. I/We 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 appear on the Authority's website for a period of 21 days for objections, and the Authority may also decide to publish it in other ways if it considers it necessary to do so;
  - (c) approval, if granted, will be for a three year period, subject to revocation; and,
  - (d) the Authority will need to be satisfied that appropriate health and safety provision and fire safety is in place.
4. I/We declare that -
  - (a) I/We have read and understood the information contained in this form and confirm that the premises comply with the requirements contained in Annexes, A, B, C and D.
  - (b) the premises are not religious premises;
  - (c) the premises are not a register office (or, where a register office is situated in the premises that this not the room that is the subject of this application); and
  - (d) I/We 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 partnerships.
5. I/We further declare that, if approval is granted -

- (a) the premises will be regularly available for public use for the solemnization of marriages, the registration of civil partnerships; and
- (b) I/We will comply with the standard conditions (Annex B) and any local conditions (Annex C) that are attached to the approval.

Signature of applicant: \_\_\_\_\_



Date: \_\_\_\_\_

6th September 2017.

Interest in the Premises: \_\_\_\_\_

MANAGING DIRECTOR.

If applying on behalf of a Company or other incorporated business, please state position in Company:

MANAGING DIRECTOR.

Address of correspondence: \_\_\_\_\_

RIDGEMAN GOLF CLUB;

CAERPHILLY MOUNTAIN, CAERPHILLY

CF83 1L4

Contact Telephone Number: \_\_\_\_\_

029 20 882255.

E-mail address: \_\_\_\_\_

bill@ridgewaygolf.org

1. The Applicant - LTD COMPANY .

Surname: POLE IN WAVES LTD.

Forenames: RIDGWAY GOLF CLUB. CAERPHILLY MOUNTAIN

Any previous names: CAERPHILLY CF831LY

Private address (including postal code):  
AS ABOVE

Telephone number: 029 20882299

CAERPHILLY COUNTY BOROUGH COUNCIL DIRECTORATE OF THE ENVIRONMENT	
No.	
DATE RECEIVED	06 SEP 2017
DATE ANSWERED	
REFERRED TO	

If the application is made by a limited company (or other incorporated business), please give the address of the registered office and where different, state also the main trading address of the Company.

AS ABOVE.

If the Applicant is not the responsible person, please give details of that person.

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

2. The Premises

Name: RIDGWAY GOLF CLUB

Address (including postal code): CAERPHILLY MOUNTAIN  
CAERPHILLY, CF831LY.

Telephone Number: 029 20 882255.



3. Please describe the nature of premises referred to in question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put

GOLF CLUB AND FUNCTION VENUE

4. Is the person or company named in reply to question 1, the occupier of the premises?

YES

5. If the answer to question 4 above is 'no' and there is another occupier, please give their name(s) and address(es)

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

6. Please state the maximum number of people permitted by the premises fire risk assessment to occupy each room in which the proceedings are intended to be held.

10

7. Does the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g. for the provision of regulated entertainment)? If so please attach a copy

YES / PREMISES LICENCE

THE MARQUEE  
At Ridgeway

