

APPENDIX 2

Local Authority and Contact	Offering Extension Between now and 1st sept 2014	Continuing to process applications and offering partial Refund in September 2014	What Strategy will be adopted to replace PA	Will Risk Assessments and checks still be carried out on Venues where Registrars	If location assessment Checks will you have a risk assessment form	Will there be a fee for risk assessment.
Clackmannanshire Council	Yes	Not continuing to process applications	Licensed venues (eg hotels pubs etc) will not require any further approval	Will continue to do assessment checks for unlicensed venues or new venues.	Assessment checks and risk assessments will be carried out by the district Registrar only for unlicensed/one off/new venues	No fee agreed at the moment - I anticipate a small fee will be set to cover expenses of carrying out the assessment
Falkirk	yes	No, our licensing department is extending existing approvals which are due to expire and are not charging any further fees.	We are planning to carry out risk assessments on the venues. If the venue holds a liquor entertainment licence then they will have a fire safety certificate. We will liaise with our licensing department to check that	Yes as previous answer.	We will hold an information sheet on each venue and a risk assessment. This will be the responsibility of the Registration Service.	No fees for the risk assessment
Fife Council	Between now and 31/08/2014 charging £100 for Period approval Licence which will expire 31.08.2014	If venues have no weddings booked they will not be charged. If they do Charged £100 licence exp 31.08.2014	Waiting for Edinburgh	Waiting for Edinburgh	Waiting for Edinburgh	Waiting for Edinburgh
Perth and Kinross	Yes	No approvals being granted further than 1st Sept but as we previously granted 1, 2 and 3 year approvals. Where we have premises who have paid for approvals beyond 1st Sept those premises will be given a partial refund.	No final decision made as yet	No final decision made as yet	No final decision made as yet	No final decision made as yet
Scottish Borders	yes no extra cost	No longer charging for Period Approvals	Considering an application process with no fee attached	Yes. The Registrar will carry out these assessments.	Registrars carry out assessments. If concerns, this would be referred to health and wellbeing dept.	Include £30 within the Discretionary CM fee and see this as a way of covering costs.
South Lanarkshire Council	No we will be charging a reduced fee.	Yes a reduced fee will be charged	Currently drafting protocol. A risk assessment will be required for premises licenced under the Licensing (Scotland) Act 2005 or Civic Government (Scotland) Act 1982	Yes Risk assessment check list will be reviewed by Health and Safety. Assessment will be carried out by Senior staff.	Yes -	£50
East Lothian	Yes	We have just approved some venues so are more likely to apply a full refund but if it was appropriate we would apply a part refund.	We intend to have a scheme of Risk Assessments to identify any risk to Celebrants when undertaking Ceremony outwith. We will also require a responsible person throughout the Ceremony and will be issuing all couples with a guidance	Depending on the level of Risk we would undertake a site visit if it was deemed to be medium to high risk. This would be expected to be domestic residenceies and any other requests that are not within a commercial premise.	Dependant on level of risk. It may be two members of staff or also a registrar plus member of our Health and Safety team.	Not as yet but we would intend to apply a fee for any lets that require site visit.
Orkney Islands Council	No	Yes we are continuing to process Period Approvals. No refund will be given	In the meantime we are going to carry on as at present without the requirement of temporary/period	Proposing to only do this on venues where we have not been before. However this will be monitored.	Not proposing to do this meantime - will be monitored	Not meantime.
North Lanarkshire Council	To be confirmed- our recommendation is Yes however only have one licenced venue which expires prior to 1st September. Most authorities have decided to continue/extend any period approvals until 1st September 2014 without any cost to the venue, only charging for new applications.	To be confirmed. Our position is that if we receive new applications we would provide the applicant with information about the proposed changes regarding the removal of the licence procedures. Applicants would be encouraged to wait until 1st September when no fee is required as approval process can take 6-8 weeks. if applicant still wished to continue we would propose to issue refund. The implication is that NLC would have to refund £2,722 based on refunding £13.89 for each full month remaining.	To be confirmed: Most authorities have still to decide on a final procedure but some will be working closely with their licensing section and if the venue already has a drinks/entertainment licence then previous inspections will have been carried out and they will not be inspecting the propety further.	To be confirmed: Yes where considered appropriate - we have a duty of care for employees eg; temporary venues where there are no existing licences for entertainment/liquor. In addition if someone asked for a house to be used for a ceremony or a marquee temporary structure in the garden most authorities will still carry out an inspection some where planning to call this a venue inspection and will charge a fee for this (payable by the bride and groom) Some will use their current temporary approval fee which ranges from £60 - £100.	To be confirmed - Yes _ Location Assessment Checks were considered appropriate as we have a duty to care of staff. There would be no involvement of registration for risk assessment - anticipated this would be covered through liquor licence. Most authorities would only carry out and inspection if the place didnt already have a licence. It wasn't confirmed who would be involved.	To be confirmed - If there was a charge for this we would suggest it should be based on registrars hourly rate - however, this mattar has yet to be determined.
East Renfrewshire Council	No	No	Under Review	Yes on new venues only.	Yes We would not involve anyone else if premises already holds assessments from Fire, Police etc.	No, no charge has been set.