

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 IN PURSUANCE OF SECTION 6(3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004

The attached form, when completed, must be forwarded to Jacqueline Bennett, Registration Service Manager, Bath and North East Somerset Register Office, The Guildhall, High Street, Bath BA1 5AW, together with the fee of £2,000 payable to Bath and North East Somerset Council. Please make cheques payable to "Bath and North East Somerset Council". For BACS payment please enter the payment code of YN4XCB10 Nat West Bank 56-00-34 Account Number 57134464 and state payment is for Approved Premise Licence.

1. I apply for the premises named at item 2 overleaf to be approved for the solemnisation of marriages and the registration of civil partnerships
2. I attach a copy of plans of the premises showing the room(s) in which it is intended that marriages or civil partnerships will take place (a clear sketch plan will suffice if architectural plans are not available) and an up to date fire risk assessment for the property. I have also included a copy of our latest fire risk assessment.
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 Bath and North East Somerset Council webpages for a period of 21 days for objections;
 - (c) Approval, if granted, will be for a three year period, subject to revocation
 - (d) The premises must satisfy the local authority on fire precautions and health and safety provisions.
4. I declare that –
 - (a) I have read and understood the information for this application
 - (b) The building is not a register office or religious premises; and
 - (c) I understand that the planning authority will be consulted as to whether planning consent is required and confirm that the premises may be used for marriages or civil partnerships.
5. I further declare that, if approval is granted -
 - (a) The premises will be regularly available for public use for either the solemnisation of marriages or the registration of civil partnerships.
 - (b) I will comply with the standard conditions of the licence and any local conditions attached to that grant of approval.

This application must be made by the Proprietor, Trustee or Senior Manager of the premises. If successful the applicant will be the holder of the approval.

Name of applicant:

Signature of applicant:

Date:

Address for correspondence:	
Contact Telephone Number:	
E-mail Address:	

Please enclose:

1. A copy of the plans of the premises, clearly showing the marriage room (s)
2. The fee (which is non-refundable even if your application is unsuccessful)
3. Latest copy of venue Fire Risk Assessment

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<p>1. Full name and address 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. If a limited company please supply a list naming all the directors.</p>	
<p>2. Name, postal address and telephone number of the premises, which are the subject of this application. This is the address that will appear on wedding/civil partnership certificates.</p>	
<p>3. Give a brief description of the premises at question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</p>	
<p>4. Is the person or company named in reply to question 1 the occupier of the premises?</p>	
<p>5. If the answer to question 4 above I 'No' and there is another occupier, please give the name(s) and address(s).</p>	
<p>6. Name & location of room(s) to be used for marriage ceremonies. State the maximum number of people permitted to occupy the room(s) under any relevant Fire or Health & safety certificates. Please attach a copy of the fire risk assessment certificate in force.</p>	
<p>7. Name and Location of a separate room,</p>	

<p>which will be used by the Registrar to interview the couple prior to the ceremony.</p>	
<p>8. Is there parking for the Registrars? If so where is it sited?</p>	
<p>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.</p>	
<p>10. Names and occupations of the proposed Responsible Person. See attached conditions of approval for an explanation of this role.</p>	
<p>11. Please supply a list of the responsible person's deputy(s) Either the responsible person or their deputy must be on duty when a ceremony is taking place.</p>	<p>Deputy: Occupation: Tel No:</p> <p>Deputy: Occupation: Tel No:</p> <p>Deputy: Occupation: Tel No:</p> <p>Deputy: Occupation: Tel No:</p> <p>Deputy: Occupation: Tel No:</p>