

**Application for Premises to be approved as
a Venue for Marriages in Pursuance of
Section 26(1)(bb) of the Marriages Act 1949
and civil partnerships in pursuance of
section 6(3A)(a) of the Civil Partnership Act
2004**



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This form when completed must be forwarded to the Superintendent Registrar at The Register Office, Shaw House, Church Road, Newbury, Berkshire RG14 2DR together with the fee payable to West Berkshire District Council. Licences are issued for a three year period.

I apply for the premises named at item 2 below to be approved for regular use by the public as a venue for the solemnisation of marriages and the registration of civil partnerships in the presence of a Superintendent Registrar. I attach 3 copies of a plan of the premises showing the room(s) in which it is intended that marriages will take place.

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 in a newspaper with a period of three weeks for objections;
- (c) approval, if granted, will be for a three year period, subject to revocation; and
- (d) the premises must satisfy the local authority on fire precautions and health and safety provisions.

I declare that:

- (a) I have read and understood the information contained in this form and Annexes A, B and C; and,
- (b) the building has no recent or continuing religious connection; and,
- (c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is satisfied that the premises may be used for marriages and civil partnerships

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, and,
- (b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

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.

Signature of applicant: Print name: Date:

Interest in the premises:

Address for correspondence:

..... Postcode:

Contact telephone number:

Email address:

Please complete the following details:

1. Full name, room description(s) and private 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.	
2. Name, postal address and telephone number of the premises which are the subject of this application.	
3. Location Name, e.g. The Dove Inn, Hungerford. (<i>This is the name that will appear on the Licence</i>)	
4. Please describe the nature 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.	
5. Is the person or company named in reply to question 1 the occupier of the premises?	
6. If the answer to question 5 above is 'No' and there is another occupier, please give their name(s) and address(es).	
7. Please list the rooms you wish to be licensed and state here the maximum number of people you consider acceptable to occupy the room(s) under your fire risk assessment. Please attach a copy of this assessment.	
8. Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? If so please attach a copy.	

Notes On The Requirements Before An Approval Can Be Granted

The non-returnable fee for this application is £2100 and must be submitted with the application to the Superintendent Registrar, The Register Office, Shaw House, Church Road, Newbury, RG14 2DR. The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in Schedule 1 of the Regulations:

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the authority, be a seemly and dignified venue for the proceedings.
2. The premises must be regularly available to the public for the solemnisation of marriages or the registration (formation) of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the authority, having consulted with the fire / fire and rescue authority, and such other reasonable provision for the health and safety of persons employed or visiting the premises as the authority considers appropriate.
4. The premises must not be:-
 - (a) religious premises as defined by section 6(2) of the Civil Partnership Act 2004;*
 - (b) a register office, but this paragraph does not apply to premises in which a register office is situated provided that the room which is subject to approval is not the same room as the room which is the register office.
5. The room or rooms in which the proceedings (marriage or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

* "Religious premises" means premises which are used solely or mainly for religious purposes, or have been so used and have not subsequently been used solely or mainly for other purposes.

In considering the suitability of premises as a venue, the local authority will have regard to the following Guidance from the Registrar General?

1. The laws relating to "approved premises" are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English law and Parliament's intention to maintain the solemnity of the occasion.
2. The term "premises" is defined in Regulation 2(1) as a permanently immovable structure comprising at least a room or any boat or other vessel which is permanently moored. Any premises outside this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, would not be eligible for approval. In addition, there are requirements in Schedule 1 that must be met before an approval can be granted.
3. The premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.
4. The premises must not be religious premises as defined by section 6(2) of the Civil Partnership Act 2004. These are premises which are used solely or mainly for religious purposes or which have been used solely or mainly for religious purposes and have not been subsequently used for other purposes. A building that is certified for public worship would fall into this category as would a chapel in a stately home or hospice. However, premises in which a religious group meets occasionally might be suitable if the other criteria are met.
5. The premises must not be any part of a register office on the plan submitted by the authority and approved by the Registrar General under the Registration Service Act 1953. Any room in the same premises as the register officer that aren't on this plan, e.g. a council chamber in the same town hall, can be approved but a room in a register office cannot be approved. However, an authority can set its fee for attending a marriage or civil partnership on approved premises at the same level as the prescribed fee for a marriage or civil partnership in a register office.
6. The premises may be used for the solemnisation of marriages and the registration of civil partnerships but must be regularly available to the public for use for one or the other. The holder of an approval may decide that the premises are only available for marriages or for civil partnerships and not for both. If a person is aggrieved by approved premises not being available for both, he or she should be advised that this cannot be enforced under marriage and civil partnership legislation. The authority has no powers to intervene and it is a matter that the person will have to pursue with the holder of the approval.
7. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.