

Application for premises to be approved as a venue for marriages and civil partnerships

Marriage Act 1949, Marriages (Approved Premises) Regulations 2005, and Civil Partnership Act 2004

- Please ensure that you read this form carefully.
- The form must be completed in full. Incomplete forms will not be accepted. If a section is not applicable, please write "N/A" in the relevant box.
- Please ensure that all supporting documents are included (see checklist at the end of the form)
- Payment can be made by card. Please call 020 8753 2140 to pay by card

Once completed, this form must be forwarded, together with all the necessary plans, copy certificates and fees to:

The Superintendent Registrar
Hammersmith & Fulham Register Office
Hammersmith Town Hall
King Street
London
W6 9JU

If you have any queries, please contact The Register Office on 020 8753 2140 or email us at registeroffice@lbhf.gov.uk

Please note that once an initial inspection has taken place, the application fee is non-refundable if the application is unsuccessful.

1. APPLICANT

Applicant Details	
Full name	Mr / Mrs / Ms / Miss
Email address	
Direct contact telephone number	
Additional contact telephone number	
Please specify if you are applying as a	<input type="checkbox"/> Business <input type="checkbox"/> Organisation <input type="checkbox"/> Sole trader <input type="checkbox"/> Individual
Is your business registered	<input type="checkbox"/> in the UK with Companies House <input type="checkbox"/> outside the UK
Business name (if registered, use registered name)	
VAT number	
Legal Status (e.g. Limited Company)	
Your position in the business	
Business address and postcode	

2. TYPE OF APPROVAL

Type of approval requested	<input type="checkbox"/> New <input type="checkbox"/> Re-newal
Length of licence	<input type="checkbox"/> 3-year

3. PREMISES TO BE APPROVED

Name of premises	
Physical address of premises and postcode	
Email address of premises	
Telephone number of premises	
Primary use of premises (e.g. hotel, stately home, civic accommodation)	
Other regular use of premises	

4. OCCUPIER OF THE PREMISES

Are you the sole occupier of the premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'No' please provide details of the other occupiers Name	
Address of premises and postcode	
Email address	
Telephone number	
Nature of their occupancy	
Is the occupier aware of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. CEREMONY ROOMS / LOCATIONS

Total number of rooms / locations for approval for ceremonies	
Is there a room that the registrars can use before ceremonies, to interview the couple?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of first room / location	
Dimensions in metres	
Maximum number permitted to occupy the room / location under your current fire risk assessment	
Description of the room / location	

Name of second room / location	
Dimensions in metres	
Maximum number permitted to occupy the room / location under your current fire risk assessment	
Description of the room / location	

Name of third room / location	
Dimensions in metres	
Maximum number permitted to occupy the room / location under your current fire risk assessment	
Description of the room / location	

Name of fourth room / location	
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Dimensions in metres	
Maximum number permitted to occupy the room / location under your current fire risk assessment	
Description of the room / location	

Name of fifth room / location	
Dimensions in metres	
Maximum number permitted to occupy the room / location under your current fire risk assessment	
Description of the room / location	

6. RESPONSIBLE PERSON

Details of the person who will be responsible for coordination of activities on the day of the ceremony plus a deputy.	
Full Name	
Position / job title	
Email address	
Telephone number	

Full Name of deputy	
Position / job title	
Email address	
Telephone number	

7. FORMALITIES

Are the premises covered by public liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a copy of the current certificate
Will the insurance policy cover use of the premises for ceremonies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the premises have a current fire risk assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a copy of the current certificate
Date of fire risk assessment	
Do the premises comply with the requirements for Disability accessibility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the premises have a relevant licence under Licensing or Entertainment legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a copy of the current certificate
Do the premises have planning permission to use the premises for ceremonies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the premises be regularly available for members of the public for ceremonies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the premises have any recent or ongoing connection with religion or religious activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1. I apply for the premises named at '3. Premises to be approved' to be approved for regular use by the public as a venue for civil ceremonies in the presence of the Superintendent Registrar

2. I attach three copies of a plan (LFCDA) of the premises clearly showing the room(s) in which it is intended that marriages and civil partnerships will take place. I also identify on those plans a separate room where the Registrar may interview the couple to be married, or forming their civil partnership, in private prior to any ceremony. Entrances to the building are clearly identified and I have included details of access and facilities for disabled persons

3. I understand that:

(a) The premises may be inspected for suitability before renewal is granted and if this application is successful will be subject to a subsequent inspection

(b) Before the Approval can be granted, a public notice supplied by the Superintendent Registrar, publicising this application must be placed at the premises for 21 days for any public objections. I further understand that:

(c) Renewal, 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

4. I declare that:

(a) I have read and understood the information contained in this form

- (b) The information provided in this form is true and correct
 - (c) The building has no recent or continuing religious connection
5. I further declare that, if a renewal is granted:
- (a) The premises will be regularly available for public use as a venue for marriage ceremonies and civil partnership registrations and
 - (b) I will comply with the conditions listed in Appendix 3 of this form
6. I understand that this application must be made by the proprietor or a trustee of the premises and that, if successful, I will be the holder of the approval.
7. To the best of my knowledge and belief the premises listed above meet these requirements and I agree to comply fully with all conditions attached to the Grant of Approval.

Signature of applicant _____

Full name of applicant _____

Date of application _____

Interest in the premises _____

Appendix 1

NOTES ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

The non-returnable fee of £454.77 for this application must be submitted with the application to the Superintendent Registrar, The Register Office, Hammersmith Town Hall, King Street, London W6 9JU.

The application must be made by the proprietor or trustee(s) 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 which are as follows:

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 solemnization of marriages.
2. The premises must be regularly available to the public for use for the solemnization of marriages or the 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 authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.
4. The premises must have no recent or continuing connection with any religion, religious practice or religious persuasion which would be incompatible with the use of the premises for the solemnization of marriages in pursuance of section 26(1)(bb) of the Act.
5. The room or rooms in which ceremonies of marriage will be solemnized if approval is granted must be identifiable by description as a distinct part of the premises.

The premises must also fulfil the following requirements set by the authority:

6. The maximum number of people who can safely be accommodated will be set for the room or rooms to be used for marriage ceremonies and this will be determined by the size and capacity of the premises.
7. Adequate toilet facilities should be available and this will be determined having regard to the capacity of the premises.
8. Appropriate parking facilities must be made available for the registration officers attending the premises to conduct the civil marriage.
9. Where the use of the premises for marriage ceremonies gives rise to a material change in use, constituting development for which planning permission would be required, then evidence must be provided that such planning permission has been obtained.

Appendix 2

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

1. Premises are defined as "a permanently immovable structure comprising at least a room or any boat or other vessel which is permanently moored".
2. The law is intended to allow civil marriages to take place regularly in hotels, stately homes, civic halls, and similar premises without compromising the fundamental principles of English marriage law and Parliament's intention to maintain the solemnity of the occasion.
3. Marriages must take place in readily identifiable premises. This will preclude marriages from taking place in the open air, in a tent, marquee, or any other temporary structure and in most forms of transport.
4. Marriages must be solemnized in premises with open doors, which the Registrar General interprets to mean that the public must have unfettered access to witness the marriage and make objections prior to or during the ceremony.
5. A private house is unlikely to be an appropriate venue for civil marriage. It would not be known to the public as a marriage venue or regularly available for their use.
6. The primary use of a building would also render it unsuitable if that use could demean marriage or bring it into disrepute.
7. The secular nature of civil marriage precludes the use of any building with a recent or continuing religious connection. This effectively rules out any building or room whose description, purpose or appearance is still considered to be linked to religion. A chapel in a stately home and a building containing furniture or fittings associated with a place of religious worship, or which has stained glass windows depicting a religious image are examples of a continuing religious connection. However, premises in which a religious group meets occasionally may be suitable if the primary use of the premises is secular.
8. Marriages on approved premises may be followed by a celebration, commemoration or blessing of the couple's choice, providing that it is not a religious marriage ceremony and is separate from the civil ceremony. However, if a religious blessing were to regularly follow marriage ceremonies on particular premises, or be considered part of the service being offered on the premises, there may well be a religious connection, which would breach the requirements and lead to the local authority having to consider revoking the approval.

Appendix 3

THE CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL

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 each marriage ceremony and throughout each marriage ceremony.
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 also 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 marriages are to be solemnized,
 - (d) the name or address of the holder of the approval, and
 - (e) the name, address or qualification of the responsible person and deputy.
5. The approved premises must be available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the solemnization of marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949 and identifying and giving directions to the room in which a marriage ceremony is to take place must be displayed at each public entrance to the premises for one hour prior to the ceremony and throughout the ceremony.
7. No food or drink may be sold or consumed in the room in which a marriage ceremony takes place for one hour prior to that ceremony or during that ceremony.
8. All marriage ceremonies must take place in a room which was identified as one to be used for the solemnization of marriages on the plan submitted with the approved application.

9. The room in which a marriage is solemnized must be separate from any other activity on the premises at the time of the ceremony.
 10. The arrangements for and content of each marriage ceremony must meet with the prior approval of the superintendent registrar of the district in which the approved premises are situated.
 11. Any reading, music, words, or performance which forms part of a ceremony of marriage must be secular in nature; for this purpose, any such material used by way of introduction to, in any interval between parts of, or by way of conclusion to the ceremony shall be treated as forming part of the ceremony.
 12. Public access to any ceremony of marriage solemnized 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 Act, 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.
- Any further conditions the local authority considers appropriate upon grant of approval. Examples of additional conditions which will normally be attached to approvals, as a matter of course, include:
14. Prescribing the maximum capacity having regard to fire and other health and safety requirements together with the maintenance of prescribed toilet facilities.
 15. Ensuring that there is no noise or other nuisance during the ceremony which might affect the solemnity of the occasion.
 16. Requiring that the premises are maintained in an acceptable standard of repair and decoration.
 17. Requiring that car parking facilities are reserved on the day of the ceremony to accommodate the registration staff.
 18. Requiring that any activity which debases or demeans the solemnity of the marriage ceremony must not take place on the premises at any time.
 19. Stipulating any conditions necessary to ensure that the facilities provided at the premises are suitable and that the solemnization of marriages does not give rise to a nuisance of any kind.

Appendix 4

ADDITIONAL INFORMATION

RENEWAL

1. The holder may apply for the renewal of an approval when the current approval has between six and twelve months to run. An application for renewal made in this period will extend the current approval until the application has been finally dealt with. A renewal will run from the expiry date of the current approval.

REVOCACTION

2. The authority may revoke an approval if it is satisfied, after considering any representations from the holder, that the use or structure of the premises has changed so that any of the standard or local requirements cannot be met or the holder has failed to comply with one or more of the standard or local conditions attached to the approval.

3. The Registrar General may direct the authority to revoke an approval if, in his opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage on the approved premises.

4. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry on the premises.

REVIEWS

5. An applicant may seek a review by the local authority of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.

6. The review will be carried out by the Licensing Sub-Committee. The Sub-Committee may confirm the decision, rescind it, or vary it with the imposition of fresh or further conditions.

7. A direction by the Registrar General to revoke an approval is not subject to review by the authority.

REGISTRATION

8. Details of approved premises will be held for public inspection by the authority. These details will be copied to the superintendent registrar of the district in the premises are situated and to the Registrar General who will periodically circulate the details to all superintendent registrars.

CHECKLIST FOR ENCLOSURES

- All sections of this form have been completed and signed
- Fire Risk Assessment / Premises Licence (**copies enclosed**)
- 3 copies of plan(s) (LFCDA) **clearly marked rooms, exits, disabled access facilities etc.**
- Card payment for Application Fee
- A copy of public liability insurance attached