

# South Gloucestershire Council

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

This form, when completed, must be forwarded to **The Superintendent Registrar, South Gloucestershire Register Office, Department for Resources & Business Change, PO Box 1953, Bristol BS37 0DE** together with the fee of £4315<sup>1</sup> payable to **South Gloucestershire Council (see Annex A)**.

1. I 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 or the formation of civil partnerships in the presence of a Superintendent Registrar.
2. I attach **three** copies of a plan of the premises showing the room(s) in which it is intended that ceremonies will take place.
3. I understand that-
  - a) these 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 the Proper Officer on the South Gloucestershire Council website for a period of three weeks 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; and
  - e) at the end of the three year period, renewal will be subject to a fee.
4. 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 content that the premises may be used for ceremonies.
  - d) I have conducted a Fire Risk Assessment in relation to the rooms concerned and have formed a judgement on seating capacities arising from this.
5. I further declare that, if approval is granted-
  - a) the premises will be regularly available for public use as a marriage or civil partnership venue; 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.

**Name of applicant:**

**Signature of applicant:**

**Date:**

**Applicant's interest in the premises:**

**Applicant's business address for correspondence and contact telephone number:**

<b>1</b>	<b>Full name and private address of applicant.</b>  <i>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. NB: The person /company so named will be deemed to be Holder of the Approval for legal purposes with the responsibilities outlined in Annex B.</i>	
<b>2a</b>	<b>Name of the premises which are the subject of this application.</b>  <i><b>Important:</b> If in the future you intend to change the name of your venue please notify the Proper Officer as soon as possible. A change of name may invalidate the legal notices of marriage or civil partnership already given by your customers in the existing name.</i>	<i><b>Important:</b> The name given here should be shown as you would like it to appear on your approval and all subsequent legal documents relating to marriages and civil partnerships.</i>
<b>2b</b>	<b>Full postal address of the premises which are the subject of this application.</b>	Post Code
<b>2c</b>	<b>Telephone number of the premises which are the subject of this application.</b> <b>Email address for contact</b>	Tel No  Email
<b>3</b>	<b>Please describe the nature of the premises at question 2 (eg hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</b>	
<b>4</b>	<b>Is the person or company named in the reply to question 1 the occupier of the premises?</b>	
<b>5</b>	<b>If the answer to question 4 above is "no" and there is another occupier, please give their name(s) and address(es).</b>	

6	<p><b>Following your own fire risk assessment (FRA) please state here the names of the rooms to be approved and the maximum number of people (seated) to occupy these rooms.</b></p> <p><b>Please attach a copy of the relevant sections of your FRA showing maximum occupancy for each room to be licensed.</b></p>	<p><b>Name of Room</b></p>	<p><b>Maximum Occupancy</b></p>
7	<p><b>Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? If so, please attach a copy.</b></p>		
8	<p><b>The name, address and qualification of the “Responsible Person” for the premises as defined in annex B.</b></p>		

i/AP licensing/2019

## Notes

- 1 The fee of £4315 is applicable up to 31<sup>st</sup> March 2025. Any increase of fees applied by South Gloucestershire Council will be payable from 1<sup>st</sup> April 2025.
- 2 Fees are payable with the application and are non-refundable in the event the application is not granted or renewed (as applicable).