

APPLICATION FORM 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.

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. When completed, it should be forwarded to London Borough of Croydon, Licensing Team. 3rd Floor, Zone B, Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA together with the appropriate fee payable by cheque to London Borough of Croydon.

1. I / [] apply[applies] 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 the plan. The plan must show both the built premises (and the room or rooms within the built premises for which approval is sought, and which are to be used for proceedings), together with the boundary of the land of which the built premises form part. It should also include disabled access to the premises
3. I attach a copy of the public liability insurance.
4. I attach a copy of the fire risk assessment.
5. I attach a copy of the fixed electrical report.
6. I have completed the responsible person section on page 7.
7. If applying as a company, I have completed the list of director's section on page 8.

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. a public notice of the application will appear for a period of 21 days for objections on the authority's website and that the authority may also decide to publish it in other ways if it considers it necessary to do so.
- C. approval, if granted, will be for a period determined by the authority and will be subject to revocation. It will be for no less than three years; and
- D. the authority will need to be satisfied that appropriate health and safety provision and fire safety is in place.

I declare that:

- A. I have read and understood the information contained in this form and Annexes {A and C to this guidance};
- B. the premises are not religious premises;
- C. the premises are not a register office (or, where a register office is situated in the premises that is not the room that is the subject of this application); and
- D. 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 marriages and civil partnerships.

I further declare that, if approval is granted:

- A. subject to any exemptions in the Equality Act 2010 (see paragraphs 2.7 -2.11 of this guidance) the premises will be regularly available for public use for the solemnisation of marriages and the registration of civil partnerships; and
- B. I will comply with both the standard conditions {Annex C of this guidance} and any further conditions that the authority considers reasonable that are attached to the approval.

Please complete the following table and sign:

1. Full names, position and private addresses of Applicant(s). If the application is made by a limited company (or other incorporated business) please give the address of the registered office and include a separate statement with the names and address of all directors.	
2. Name, postal address and telephone number of the premises which are the subject of this application.	
3. Please describe the nature of the premises referred to in question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which they are regularly put.	
4. Is the person or company named in reply to question 1 the occupier of the premises?	
5. If the answer to question 4 is 'No' and there is another occupier, please give their name(s) and address(es)	
6. Please state here the maximum number of people permitted by the premises' fire risk assessment to occupy each room in which the proceedings are intended to be held. Please list each room with the maximum number of people permitted for the room (each room must be clearly marked on your building plans)	
7. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (for the provision of regulated entertainment). If so please attach a copy.	
8. Is there easy access and egress for disabled persons in the event of any emergency? Please give a brief outline of your emergency procedures.	
9. Name, residential address and occupation of the proposed Responsible Person responsible for the licence at the premises.	
10. Please identify on the Plan an additional private room which the Registrars may use prior to the ceremony to interview the couple.	

Signature of applicant:

Date: Interest in the premises:

If applying on behalf of a company or other incorporated
business please state position in company:

Address for correspondence:
.....

Contact telephone number

Email address:

NOTES ON THE REQUIREMENTS FOR AN APPROVAL TO BE GRANTED

London Borough of Croydon may attach such further conditions to an approval as it considers reasonable in order to ensure that the facilities provided at the premises are suitable and that proceedings on the premises do not give rise to a nuisance of any kind.

The requirements for approved premises are established by the Marriage and Civil Partnerships (Approved Premises) Regulations 2005 and Amendment Regulations 2011 (referred to in these notes as the Regulations). It is these that the authority must apply when considering an application for approval.

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company, or other incorporated business there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in 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. Subject to any exemptions in the Equality Act 2010 (see paragraphs 2.7 -2.11 of this guidance), the premises must be regularly available to the public for use for the solemnization of marriages and 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 and rescue 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 not be 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.

The premises must also fulfil the authority's following requirements:

In considering the suitability of premises as a venue, the authority will have due regard to the following guidance from the Registrar General:

1. The law relating to "approved premises" is intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, religious premises and similar premises without compromising the solemnity of the occasion.
2. Premises are defined in the Regulations as a permanently immovable structure comprising at least a room, or any boat or other vessel which is permanently moored. Premises not within the meaning of this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, will not be eligible for approval.
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 would demean any proceedings or bring them into disrepute.
4. 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 rooms in the same premises as the register office 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.
5. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

ANNEX A
SCHEDULE 1

REQUIREMENTS FOR THE GRANT OF APPROVAL OF PREMISES THAT ARE NOT RELIGIOUS PREMISES

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 use for—
 - (a) the solemnization of marriages; or
 - (b) 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 and rescue 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 not be—
 - (a) religious premises;
 - (b) a register office (1), 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 are to take place if approval is granted must be identifiable by description as a distinct part of the premises.

(1)
For the meaning of “register office” see the 2004 Act, section 6(3C). Section 6(3C) was inserted into the 2004 Act by paragraph 2(2) of the Schedule to the Civil Partnership (Amendments to Registration Provisions) Order (S.I. [2005/2000](#)).
20

ANNEX C
SCHEDULE 2

CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL OF PREMISES THAT ARE NOT RELIGIOUS PREMISES

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 and throughout each of the proceedings.
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 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 the proceedings are to take place;
 - (d) the name or address of the holder of the approval; and
 - (e) the name, address or qualification of the responsible person.
5. The approved premises must be made available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.
7. – (1) Save as provided below, no food or drink may be sold or consumed in the room in which the proceedings take place for one hour prior to or during those proceedings.
(2) Non-alcoholic drinks may be consumed prior to the proceedings.

- 22
8. All proceedings must take place in a room which was identified as one to be used for that purpose on the plan submitted with the approved application.
 9. The room in which the proceedings are to take place must be separate from any other activity

on the premises at the time of the proceedings.

10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated.

11.—(1) Any proceedings conducted on approved premises shall not be religious in nature.

(2) In particular, the proceedings shall not—

(a) include extracts from an authorised religious marriage service or from sacred religious texts;

(b) be led by a minister of religion or other religious leader;

(c) involve a religious ritual or series of rituals;

(d) include hymns or other religious chants; or,

(e) include any form of worship.

(3) But the proceedings may include readings, songs, or music that contain an incidental reference to a god or deity in an essentially non-religious context.

(4) For this purpose any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.

12. Public access to any proceedings 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 1949 Act *and the formation of civil partnerships under section 6(3A)(a) of the 2004 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.

14. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.

Marriage & Civil Partnership – Approved Premises Request for further information

Please complete and return Section 1 of this form, in order to fulfil the requirements relating to the nomination of a responsible person.

Section 1 – Responsible Person

The holder of the approval must ensure that there is at all times a “responsible person” with responsibility for ensuring compliance with the conditions attached to the approval, and that the responsible person's occupation, seniority, position of responsibility in relation to the premises, or other factors (their “qualification”), indicate that they are in a position to ensure compliance with those conditions.

Please provide details of this responsible person below. Please note that the responsible person is able to nominate deputies should s/he so wish, to assist in carrying out his/her duties. However, only the details of the main responsible person need be provided.

Name of responsible person	
Contact address	
Qualification (please see above for explanation)	

The licensing authority must be advised if the individual nominated in this role changes during the approval's validity period, or if there are any changes in the name or address of the holder of the approval, the name or address of the approved premises, or the layout of the premises.

Details of Limited Company applicant

Where the application is being made on behalf of a Limited Company, this page must be completed and returned with the application.

Company name**Registration number****Registered office address**

Details of company directors

Full name of each director	Full private address

If further space is needed, please continue on a blank sheet.

Signature of applicant:**Position:****Date:**
