



APPLICATION FORM AND NOTES

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:

**The Registration Manager
Brighton & Hove City Council,
Brighton Town Hall
Brighton BN1 1JA**

together with the appropriate fee payable to Brighton & Hove City Council.

1. I apply for the premises named in Question 2 of the application to be approved for the solemnization of marriages and the registration of civil partnerships.
2. I attach 3 copies of a plan of the premises showing all the room(s) in which it is intended that marriages and civil partnerships will take place.
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 in a newspaper with a period of three weeks for objections; and/or the notice will appear on the authority's website for the same period 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.
4. 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 this is not the room that is 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.

5. I further declare that, if approval is granted;
- a) the premises will be regularly available for public use for the solemnization 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 that are attached to the approval.

1.	Full names and private addresses of applicant. If the application is made by a limited company (or other incorporated business) 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.	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 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 the maximum number of people permitted by the premises' fire risk assessment to occupy each room in which proceedings are intended to be held. Please state name of each room (s) and their seated capacity.	
7.	Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g. for the provision of regulated entertainment). If so, please attach a copy.	

8.	<p>Please attach the following documents to the completed application:</p> <ul style="list-style-type: none"> • Copy of the most recent Fire Risk Assessment • Copy of the Emergency Evacuation Plan • Copy of the Premises Public Liability Certificate • Copy of the Current Public Entertainments Licence <p><i>Please note that we will not be able to process your application until all the above documents have been submitted.</i></p>	<p>If attached – please tick <input type="checkbox"/></p> <table border="1" style="width: 100%; height: 40px;"> <tr><td style="width: 50%;"></td></tr> <tr><td style="width: 50%;"></td></tr> <tr><td style="width: 50%;"></td></tr> <tr><td style="width: 50%;"></td></tr> </table>				
9.	Signature of applicant:					
10.	Date of application:					
11.	Interest in the premises:					
12.	If applying on behalf of a company or other incorporated business please state position in company:					
13.	Address for correspondence, contact telephone number and email address:					

NOTES ON THE REQUIREMENTS FOR AN APPROVAL TO BE GRANTED

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 non-returnable fee for this application is £1,518 for one room, £1,881 for two rooms and £2257 for three rooms, (any additional rooms are charged at £242 per room) and must be submitted with the application to the:-

**The Registration Manager
Brighton & Hove City Council
Brighton Town Hall
Brighton BN1 1JA**

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 fulfill 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. The premises must be regularly available to the public for use for the solemnization 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 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 regard to the following guidance from the Registrar General:

1. The laws relating to "approved premises" is 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. 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 could demean 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 the 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.

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 office¹, 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).

SCHEDULE 2

CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL OF PREMISES THAT ARE NOT RELIGIOUS PREMISES
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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 local 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.
 - (a) 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.
 - (b) Non-alcoholic drinks may be consumed prior to the proceedings.

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. Any proceedings conducted on approved premises shall not be religious in nature. 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.
 - (f) 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.
 - (g) 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.