



APPLICATION FORM AND NOTES

APPLICATION FORM FOR PREMISES TO BE APPROVED AS A VENUE FOR CIVIL PARTNERSHIPS IN PURSUANCE OF SECTION 6A(3C) 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 at Question 2 in the application form to be approved for 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 civil partnerships will take place.
3. I understand that:
 - a) The premises may 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,

Name:
Position – Trustee/Proprietor:

(a) Attach the written consent of.....

(Name and address of the person specified or governing authority), or

(b) Confirm that consent is not required.....

(c) If the premises are shared with other faith groups or Churches then ensure that sections 4d and 4e are completed (as many times as necessary) as appropriate below:-

(d) Attach the written consent of.....

(Name and address of the person specified or governing authority), or

(e) Confirm that no consent is required.

Where you have stated that consent is not required (in respect of one or more users) please complete the declaration below:

The statement[s] in paragraph (b) [insert other paragraphs as appropriate] is [are] true to the best of my knowledge and belief.

.....
 Signed: Applicant

5. I declare that:
- a) I have read and understood the information contained in this form and Annexes {B and D to this guidance} ;
 - b) the premises are not a register office
 - c) I have consulted the planning authority as to whether planning consent is required and attach, where it is required, that it is content that the premises may be used for civil partnerships.
6. I further declare that, if approval is granted I will comply with the standard conditions {Annex D to this guidance} and any local conditions that the authority considers reasonable¹ that are attached to the approval.

¹An authority 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.

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.	If the premises are certified for religious worship under the Places of Worship Registration Act 1855 or registered for the solemnisation of marriages under the Marriage Act 1949, then please quote the certification/registration number.	
4.	Please describe the nature of the premises in Question 2 (e.g. Parish Church, Synagogue) and the primary and other uses to which it is regularly put.	
5.	If the premises are shared with other faith groups, then please state the details of any sharing arrangements, either formal or informal.	

6.	Is the person or company in reply to Question 1 the trustee/proprietor of the premises?					
7.	If the answer to Question 6 above is 'No' and there is another person qualified as trustee or proprietor, please give their name(s) and address (es).					
8.	Please state here the maximum number of people permitted to occupy each room in which the proceedings are intended to be held, under your fire risk assessment.					
9.	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.					
10.	<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 ✓</p> <table border="1"> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11.	Signature of applicant:					
12.	Date of application:					
13.	Interest in the premises:					
14.	If applying on behalf of a company or other incorporated business please state position in company:					
15.	Address for correspondence, contact telephone number and email address:					

NOTES ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

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

The non-returnable fee for this application is £650 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, 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. The premises must be regularly available to the public for the formation of civil partnerships^{2*}
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 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.

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

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 laws relating to “approved premises” are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls, similar premises and religious 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.

^{*2} Holders of approvals for religious premises may decide to limit the use of those premises to persons of the same faith. Such restrictions will be permissible and acceptable for the purposes of approving the premises in so far as they do not discriminate on grounds of religion or belief within the meaning of the Equality Act 2010.

3. Religious premises are:

- Premises which are used solely or mainly for religious premises; or
- Have been so used and have not subsequently been used solely or mainly for other purposes.

They must also satisfy the requirements for premises described in paragraph 2 above. Only the following types of religious premises may be approved under the Regulations:

- (a) A church or chapel of the Church of England;
- (b) A church or chapel of the Church in Wales;
- (c) A place of meeting for religious worship included in the list of certified places maintained by the Registrar General under section 7 of the Places of Worship Registration Act 1855;
- (d) A place of meeting for members of the Society of Friends; or
- (e) A Jewish synagogue.

4. The Regulations make specific provision in respect of premises that are shared. These may be shared Churches under the Sharing of Church Buildings Act 1969 or chapels in places such as hospitals and universities that are also used by two or more Churches under that Act. Provision is also made where less formal sharing arrangements may exist but where premises are nevertheless used for the religious purposes of more than one religious organisation or faith group. In all cases the consent of all relevant governing authorities will be required.

5. 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.

6. The definition of religious premises in 3 (above) would prohibit a private house from being approved. Public access to the premises must be provided during the civil partnership registration.

Other Notes:

1. When you have submitted the application to the local authority it would be good practice to ensure that a copy of application form is displayed on the premises until the application has been determined.

2. If as a result of the display of this form, it is brought to your attention that an individual or group wishes to object to the proposed use of the building, then you should refer that person/group to your local authority.

3. If you have any questions about complying with the conditions of an approval then please contact your local authority for further advice.

SCHEDULE 1A

REQUIREMENTS FOR THE GRANT OF APPROVAL OF 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. Except in so far as section 196 of, and paragraph 2 of Schedule 23 to, the Equality Act 2010³ may apply, the premises must be regularly available to the public for 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 the persons employed in or visiting the premises as the authority considers appropriate.
4. 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.

³ 2010 c. 15; section 196 and Schedule 23 make provision for general exceptions to the Act. Paragraph 2 provides exceptions in respect of organisations relating to religion or belief.

SCHEDULE 2A

CONDITIONS TO BE ATTACHED TO GRANTS OF APPROVAL OF RELIGIOUS PREMISES
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1. The holder of an 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 or her “qualification”), indicate that he or she is in a position to ensure compliance with these conditions.
2. The responsible person or, in the responsible person’s absence, an appropriately qualified deputy appointed by the responsible person, must be available on the premises for a minimum of one hour prior to and throughout the proceedings.
3. The holder of an approval must notify the authority:
 - (a) Of his or her name and address immediately upon 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 of an approval 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;
 - (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 holder of an approval must notify the authority immediately if the premises cease to be religious premises within the meaning of regulation 5(1B).
6. The holder of an approval must notify the authority immediately if a sharing Church withdraws from a sharing agreement or if a Church that uses a shared building ceases to do so.
7. The holder of an approval must notify the authority immediately if a required consent has been or is going to be withdrawn and the date on which it was or is to be withdrawn.
8. Where consent was not previously required, the holder of an approval must notify the authority immediately if consent is now or will be required and the date from which it was or will be required.
9. The approved premises must be made available at all reasonable times for inspection by the authority.

10. 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.
11. (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) These are the exceptions to the prohibition above:
 - (a) The consumption of food or drink as a part of any religious ceremony that takes place prior to the proceedings;
 - (b) The consumption of non-alcoholic drinks prior to the proceedings.
12. The 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.
13. 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.
14. The arrangements for and content of the proceedings must meet with the prior approval of the authority.
15. (1) The proceedings conducted on the approved premises may not be religious in nature.
(2) In particular, the proceedings may 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 (unless that person is also a civil partnership registrar and is leading the proceedings solely in that capacity);
 - (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 containing an incidental reference to a god or deity in an essentially non-religious context.
16. Public access to any proceedings in approved premises must be permitted without charge.
17. 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 the formation of civil partnerships under section 6(3A)(a) of the 2004 Act but must 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 or either of them.
18. If a change of name to the approved premises occurs after the issue of the civil partnership document but before the proceedings, the former name of the approved premises as recorded in the civil partnership document remains valid for the purposes of the proceedings.

SCHEDULE A1

PERSONS WHO MUST CONSENT TO AN APPLICATION FOR APPROVAL OF RELIGIOUS PREMISES
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Table

<i>Description of religious premises</i>	<i>Person or description of person who must consent to application</i>	<i>Consent not required</i>
Place of meeting for religious worship of the Roman Catholic Church	General Secretary of the Catholic Bishops' Conference of England and Wales	
Church or chapel of the Church of England	General Synod	
Church or chapel of the Church in Wales	Governing Body of the Church in Wales	
Place of meeting for religious worship of the Methodist Church	Conference of the Methodist Church	
Place of meeting for members of the Society of Friends		Consent not required