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## APPLICATION FORM AND NOTES FOR SECULAR PREMISES

**Application 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**

PLEASE READ THE FOLLOWING INSTRUCTIONS AND ATTACHED NOTES BEFORE COMPLETING THIS FORM

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. This form and appropriate fee must be forwarded to the Licensing Authority at the address provided in the attached notes.

You may wish to keep a copy of the completed form for your records.

### Part 1 – Applicant details

<b>Full Names of applicant</b>			
<b>Private address of applicant</b>			
Post town		Post Code	
<b>If the application is made by a limited company (or other incorporated business) please give the address of the registered office</b>			
Post town		Post Code	
<b>If different to the registered office address, please also provide the main trading address of the Company</b>			
Post town		Post Code	

Contact phone number during working hours

Email Address

## Part 2 – Premises Details

<b>Name of Premises</b>			
<b>Postal address</b>			
<b>Post town</b>		<b>Post Code</b>	
<b>Telephone Number</b>			
<b>Please describe the nature of the premises (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which they are regularly put.</b>			
<b>Is the person or company named in Part 1 of this form the occupier of the premises? (Yes/No)</b>			
<b>If the answer is “No” and there is another occupier, please give their name(s) and address(s)</b>			

**Please state the maximum number of people permitted to occupy each room in which the proceedings are intended to be held, under your fire risk assessment.**

**g) 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.**

### **Part 3 – Declaration**

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

I declare that:

*Please tick box*

- I have read and understood the information contained in this application and associated guidance notes provided to me;
- The premises are not religious premises;
- 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
- 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

I further declare that, if approval is granted:

- The premises will be regularly available for public use for the solemnization of marriages and the registration of civil partnerships; and
- I will comply with the standard conditions and the conditions approved by Portsmouth City Council attached to the approval.

## Part 4 – Checklist

	<i>Please tick box</i>
<ul style="list-style-type: none"> <li>• I confirm that I wish to apply for the premises named in Part 2 of this application to be approved for the solemnization of marriages and the registration of civil partnerships <span style="float: right;"><input type="checkbox"/></span></li> <li>• I have attached 3 copies of a plan of the premises showing all the rooms in which it is intended that marriages or civil partnerships will take place <span style="float: right;"><input type="checkbox"/></span></li> <li>• I understand that:             <ul style="list-style-type: none"> <li>a) The premises may be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection <span style="float: right;"><input type="checkbox"/></span></li> <li>b) Public notice of the application will be given by advertisement in The News with a period of 3 weeks for objections; <span style="float: right;"><input type="checkbox"/></span></li> <li>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 <span style="float: right;"><input type="checkbox"/></span></li> <li>d) The Authority will need to be satisfied that appropriate health and safety provision and fire safety is in place. <span style="float: right;"><input type="checkbox"/></span></li> </ul> </li> </ul>	

## Part 5 – Signature and Contact Details

Signature of applicant:	
Date:	
Interest in the premises:	
<b>For correspondence purposes, please provide:</b>	
Contact Address:	
Contact Telephone Number:	
Email Address:	

**Licensing Service, Portsmouth City Council, Civic Offices, Guildhall Square, Portsmouth, PO1 2AL. Telephone: 023 9283 4572 Fax: 023 9283 4811**  
**Email: [Licensing@portsmouthcc.gov.uk](mailto:Licensing@portsmouthcc.gov.uk)**  
**DX No: 2244 Portsmouth**

# **GUIDANCE NOTES ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED**

1. 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.
2. The non-returnable fee for this application is £1500.00 (for 2 rooms) together with a further fee of £200.00 per each additional room. This fee must be submitted with the application to the Licensing Service at the address shown above.
3. 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.
4. The premises must fulfil the following standard requirements in the Regulations:
  - a) 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.
  - b) The premises must be regularly available to the public for use for the solemnization of marriages and the registration (formulation) of civil partnerships.
  - c) 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.
  - d) 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.
  - e) 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 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:

5. 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.
6. 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.

7. 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 the building would render it unsuitable if that use could demean proceedings or bring them into disrepute.
8. 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 are not shown on the deposited 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.
9. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

## **OTHER NOTES:**

1. When you have submitted the application to the Licensing Service, it would be good practice to ensure that a copy of the 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 the Licensing Service of Portsmouth City Council.
3. If you have any questions about complying with the conditions of an approval then please contact us for further advice.

*Portsmouth City Council will process your personal information in accordance with data protection law. The personal details provided by you will be used for licensing service purposes. Your details will be held on a database and where the law allows, may be shared with other departments within the council to update details they hold about you. The council may also be required to disclose personal information to third parties (such as Police, Department for Work and Pensions or for the National Fraud Initiative) for the purposes of preventing or detecting crime or apprehending or prosecuting offenders.*

*For further information about how the Council collects and uses personal information please visit our website: <https://www.portsmouth.gov.uk/ext/the-council/data-protection-privacy-notice>*