

Application For Approval Of Premises For The Solemnization Of Marriages And Formation Of Civil Partnerships

**The Marriage Act 1949, Civil Partnerships Act 2004
The Marriages and Civil Partnerships (Approved Premises) Regulations 2005**

Please Ensure That Before You Complete This Form, You Have Read And Understood The Full Policy Document, The Guidance Notes And The Standard National And Local Conditions.

Name And Address Of The Premises For Which Approval Is Requested:	
Name:	
Address:	
Postcode:	
Telephone Number:	
Mobile Number:	
E-Mail Address:	
Website Address:	
Please Describe Its Main Current Use (e.g. Hotel, Civic Accommodation, Stately Home) And Primary And Other Regular Uses:	
Main Current Uses	
Other Regular Uses	
Full Names And Private Addresses Of Applicant (S):	
1. Name:	
Position:	
Address:	
2. Name:	
Position:	
Address:	

If The Application Is Made By A Limited Company Please Give The Name And Address Of The Registered Office:	
Name of Company:	
Address:	
If the main trading address of the company is different from the above please give the address:	
Name of Company:	
Address:	
Are The Premises Occupied By Another Person YES / NO	
If Yes, Who By:	
Name(S) Of Room(S) And Location In Building e.g. Ground Floor Rear Conference Room, Supply A Plan Clearly Marking Location Of Room(S) (This Does Not Need To Be An Architects Plan As Long As The Rooms Are Easily Identifiable)	
Room Name	Location
1	
2	
3	
4	
5	
6	
State Maximum Number Of People Permitted To Occupy The Room(S) Under Any Fire Certificates, Which Apply. (Attach Copy Of Any Certificates In Force)	
1	4
2	5
3	6
Is There provision for access for the disabled to the room(s)? YES / NO	
Is The Premises Currently Licensed Under The Licensing Act 2003? (Attach Copy Of Appropriate Licence In Force) YES / NO	
Name, Address And Occupation Of Proposed "Responsible Person"	
Name:	
Occupation:	
Address:	
Telephone Number:	
E Mail Address	

This application must be made by the proprietor(s) or trustee(s) of the premises. If successful, the applicant(s) will be the holder(s) of the approval.

When made on behalf of a limited company, please supply a separate statement giving the name and address/es of all the directors.

I/We declare that:

I/We have read and understood the information contained in the full Policy Document with particular reference to:

- the requirements for the Grant of Approval;
- the Conditions to be attached to Grants of Approval
- The building is not a Register Office or religious premise.
- I/We will have consulted the planning authority as to whether planning consent is required and attached evidence that it is content that the premises may be used for marriage ceremonies and civil partnerships.

I/We further declare that, if approval is granted:

- The premises will be regularly available for public use as a venue for the solemnization of marriage and registration of civil partnerships:
- I/We will comply with the standard conditions and any local conditions attached to the grant of approval.

I/We apply for the premises named above to be approved and registered for use by the public as a venue for the solemnisation of Marriages and formation of Civil Partnerships in the presence of the Superintendent Registrar and 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 three week period for objection;
- c. if granted, approval will be for a three year period, subject to revocation;
- d. the premises must satisfy the Council on fire precautions and health and safety provision.



HOW WE COLLECT AND USE INFORMATION

The information collected, on this form and from supporting evidence, by Stockton on Tees Borough Council will be used to process your application. The information may be passed to the Department of Social Security, Employment Service and Inland Revenue as permitted by law.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include Government Departments and local authorities. We will not disclose information about you to anyone outside Stockton on Tees Borough Council nor use information about you for other purposes unless the law permits us to. Stockton on Tees Borough Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask the Licensing Service, Municipal Buildings, Church Road, Stockton on Tees, TS18 1LD

Please Sign This Form Overleaf

Where an application is made on behalf of a limited company, the secretary or a director should sign. In the case of a partnership, each partner should sign. If signing on behalf of the applicant, please state in what capacity you are acting.

Signature of Applicant(s) or Agent	
Signature:	
Dated:	

Address To Which Notice Of Approval Should Be Sent	
Address:	
Email Address	

When completed, please return this form together with a plan of the premises and the required fee of £1000 to either:-

- In Person to the Customer Service Centre, Stockton Central Library, Church Road, Stockton on Tees; or by post to:
- Licensing Service, Municipal Buildings, Church Road, Stockton on Tees TS18 1LD together with the appropriate fee and plan of the premise

Payment can be made in the following way

IN PERSON
Make your payment at the Cashiers Department located within the Customer Services Centre, Stockton Central Library, Church Road, Stockton-On-Tees. Please ensure that you quote the name of your premise when making payment and then produce your receipt and application form to a member of the Customer Services Team.
BY PHONE 01642 526558
Make your payment using your debit or credit card. Please ensure that you quote the name of your premise and type of application when making your payment.
BY BACS TRANSFER
Please email either licensing.administration@stockton.gov.uk or banking.income@xentrall.org.uk to advise the date of payment and amount to be paid. Please ensure that you quote the name of your premise and type of application with your BACS payment/remittance advice to ensure that your record can be updated accordingly.
Account Name: Stockton-On-Tees Borough Council – General Account
Account No: 07436998
Sort Code: 55-61-00
Bank Address: National Westminster Bank 123 High Street Stockton-On-Tees TS18 1AY
UK IBAN No: GB51NWBK55610007436998