



North Yorkshire
County Council

Application Form:
Secular (non-religious) Premises
to be approved as a venue for
civil marriages and civil partnerships

May 2017

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 ENSURE THAT YOU HAVE READ THE GUIDANCE NOTES ON APPLICATIONS PRIOR TO COMPLETING THIS FORM

When completed, the application should be returned to:
FAO Mrs J Jobling, North Yorkshire County Council, 21 Grammar School Lane, NORTHALLERTON, North Yorkshire, DL6 1DF.

Together with:

- 3 copies (no larger than A3 in size) of the plan of the venue showing the location of the room(s) in which it is intended that ceremonies will take place.
- A copy of the current fire risk assessment; if this is a large document, an up-to-date summary of the risk assessment is acceptable. Please enclose an up-to-date action plan showing the progress to rectify any issues arising from the risk assessment.
- A .jpeg photo of your premises for our website (*optional*)
- The licence application fee.

This fee is non-returnable and must be submitted in full with the application. If you would like to pay by BACS please see our bank account details below and use the reference RL-11011-5393-00000 when making the payment'

Account Name: North Yorkshire County Council County Fund New

Sort Code: 20-61-53

Account Number: 70-20-86-71

Remittance E-mail Address: Income@northyorks.gov.uk

Alternately cheques should be made payable to North Yorkshire County Council.

APPLICATIONS WILL ONLY BE PROGRESSED ONCE ALL THE NECESSARY DOCUMENTATION AND CONSENTS HAVE BEEN RECEIVED.

| | |
|---|------------------|
| 1.(a) Full names and addresses of applicant(s) | |
| Name: _____ | Name: _____ |
| Position: _____ | Position: _____ |
| Address: _____ | Address: _____ |
| _____ | _____ |
| _____ | _____ |
| Post code: _____ | Post code: _____ |
| 1.(b) If the application is made by a limited company please give the name of the company and address of the registered office. | |
| Name of Company: _____ | |
| Address: _____ | |
| _____ | |
| _____ | |
| Post code: _____ | |
| 1.(c) If the main trading address of the Company is different from the above please give the address. | |
| Name of Company: _____ | |
| Address: _____ | |
| _____ | |
| _____ | |
| Post code: _____ | |
| 2. Name and address of the premises for which approval is requested: | |
| Name: _____ | |
| Address: _____ | |
| _____ | |
| _____ | |
| Post Code: _____ | |
| Telephone No: _____ Fax No: _____ | |
| Public Enquiries e-mail address: _____ | |
| Website Address: _____ | |
| 3. Please describe its main current use (e.g. hotel, civic accommodation, stately home) and primary and other uses to which it is regularly put. | |
| Main current use of building: _____ | |
| Other uses: _____ | |
| _____ | |
| _____ | |
| _____ | |

4. Are the premises occupied by another person not named in the reply to Question 1 above? YES / NO

If YES who by: _____

5. Name(s) of room(s) to be licenced, their location in building, e.g. ground floor rear conference room, and their maximum capacity under your Fire Risk assessment.

Please supply a plan clearly marking location of room(s).

(This does not need to be an architect's plan as long as the rooms are easily identifiable)

| | Room Name | Location | Capacity |
|---|-----------|----------|----------|
| 1 | _____ | _____ | _____ |
| 2 | _____ | _____ | _____ |
| 3 | _____ | _____ | _____ |
| 4 | _____ | _____ | _____ |
| 5 | _____ | _____ | _____ |
| 6 | _____ | _____ | _____ |
| 7 | _____ | _____ | _____ |
| 8 | _____ | _____ | _____ |

6. Are the premises currently used for religious purposes? YES / NO

If YES please give details _____

7. Have the premises been used in the past for religious purposes? YES / NO

If YES please give details _____

8. Are there any planning restrictions applying to the venue/garden area that would conflict with its use for civil ceremonies? YES / NO

If YES, please attach a copy of any planning consents which would affect the venue's use for ceremonies

10. Is there a Fire Risk assessment in respect of the premises? YES / NO

A copy of your risk assessment undertaken under the provision of the Regulatory Reform (Fire Safety) Order 2005 must be submitted with this application. If this is a large document, an up-to-date summary is acceptable. Please enclose an up-to-date action plan showing the progress to rectify any issues arising from the risk assessment.

If YES, please attach a copy of the document.

If NO, then an assessment must be carried out prior to the licence being granted.

11. Contact person to arrange inspection visit if different from applicant(s)

Name: _____
Occupation: _____
Address: _____
_____ Post code: _____
Telephone No: _____
Email: _____

12. Name and private address and occupation of proposed "responsible person"

Name: _____
Occupation: _____
Address: _____
_____ Post code: _____
Telephone No: _____
Email: _____

13. Names and occupations of proposed deputies to the "responsible person"

| Name | Occupation at the premises |
|-------|----------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

1. I/We apply for the premises named at Item 2 above 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 or civil partnerships will take place together with other required documentation and the appropriate fee.
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 three year period, subject to revocation; and,
 - d the premises must satisfy the local authority on fire precautions and health and safety provisions.

2. I/We declare that:

- a I/We have read and understood the information contained in: this form, the Handbook for Approved Premises, the guidance notes and the standard national and local conditions.
- b The building is not a register office or religious premises.
- c I/We have consulted the planning authority as to whether planning consent is required.
- d The premises will be regularly available for public use as a venue for the solemnization of marriages or the registration of civil partnerships; and
- e I/We will comply with all standard, local and special conditions attached to that grant of approval.

I am paying by (Please tick)

BACS transfer

Cheque

Signature of applicant(s) _____

Date: _____

Interest in the premises _____

Address for correspondence (if not given above)

Post code: _____

Contact Tel. No. _____

Email: _____