

**APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES IN PURSUANCE OF SECTION 26 (1) (BB) OF THE MARRIAGE ACT 1949 AND AS A VENUE FOR CIVIL PARTNERSHIPS IN PURSUANCE OF SECTION 6 (3A) (a) OF THE CIVIL PARTNERSHIPS ACT 2004**

Before completing this application form please read the Licensing of Approved Premises guidance notes booklet for premises approved for Civil Marriages and Civil Partnerships. The completed application form, together with the appropriate fee and attachments should be submitted to:

Email: [registrars@northlincs.gov.uk](mailto:registrars@northlincs.gov.uk)

North Lincolnshire Register Office

Scunthorpe Central

Carlton Street

Scunthorpe

North Lincolnshire

DN15 6TX

Tel: 01724 298 555

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**Premise details**

Name of premises:

Full address of premises:

Postcode of premises:

Primary use of the premises:

## Applicant details

Applications should be made by the proprietor or trustee of the premises. The address provided should be a business address as it will be published as part of the licensing procedure. If you would prefer correspondence to be sent to a home address, please tick the box to notify it is a private address and the venue address will be published instead.

Name of applicant:
Position in organisation:
Address:
Postcode:
Telephone number:
Email address:
This is a private address <input type="checkbox"/>

## Responsible person details

This person is the main link between the venue and North Lincolnshire Registration Service. They are required to be present at any ceremony and for one hour before the ceremony to assist the registrars with any issues that may arise. Deputies may be appointed in this person's absence.

Name:
Position at premises:
Telephone number:
Email address:
Names of deputies to the responsible person:
Please provide an emergency contact telephone number (preferably mobile) for registration staff to use on the day of ceremonies in an emergency (i.e. delay to arrival at venue)
Emergency number(s):

**Rooms to be licensed**

Please list the rooms to be licensed and state the maximum number of people that are permitted to occupy this room under any fire/risk assessment which applies

Name of room (incl outdoor site to be licensed – see guidance notes)	Maximum occupancy

Please attach a current copy of the fire certificate

Attached Yes  No

Has a separate private area/room been identified for use by the registrar for the interviewing of the couple prior to the ceremony?

Yes  No

Please attach a floor plan clearly identifying the following

Rooms to be licensed

Private area/room to be used for confidential interviewing of the couple

Failure to attach a plan will result in a delay to the processing of the application

Does the premise have Public Liability Insurance?

Yes  No

Please state reference number:

Will the premise be regularly available for use a venue for civil marriage and civil partnerships?

Yes  No

**Contact information for ceremony enquiries for registration staff**

Name:

Telephone number

Email address:

**Contact information for ceremony enquiries for customers**

This information will be displayed on the council’s website and used in marketing or social media activities.

Name:

Telephone number:

Email address:

Website:

**Declaration**

Application for premises to be approved as a venue for marriages and civil partnerships in pursuance of section 26 (1) (bb) of the Marriage Act 1949 and section 6 (3a) (a) of the Civil Partnerships Act 2004.

I apply for the premises named in this application to be approved for regular use by the public for the solemnization of marriages and the formation of civil partnerships in the presence of a registrar.

I understand that the premises will be inspected before approval is granted and if this application is unsuccessful will be subject to any subsequent inspection. I am aware that the premises must satisfy the local authority on fire precautions and health and safety provisions.

I am aware that a public notice of the application will be displayed on the councils website, or in the event of unavailability, in a local newspaper.

I declare I have read and understood the information contained in North Lincolnshire Registration Service’s Approved Premise Guidebook, in particular I am aware of the licence conditions detailed in Appendices 1,2,3 and 4.

I further declare that if approval is granted the premises will be made regularly available for public use as a venue for civil marriage and civil partnership registrations, and that I will comply with the licence conditions and requirements attached to the grant of approval.

Approval if granted will be for a three year period and subject to revocation.

This application is made by the proprietor or trustee of the premises. If successful the applicant will be the holder of the approval/license.

I enclose with the application form

- Approval application fee \*
- I paid by debit/credit card – date of payment \_\_\_\_\_ Receipt number \_\_\_\_\_
- Plan of the premises
- A copy of current fire risk assessments
- A copy of current Public Liability Insurance certificates

\*Payment can be made by cheque or debit or credit card. The current fees can be found on [www.northlincs.gov.uk](http://www.northlincs.gov.uk) Fees are reviewed annually. Fees are none refundable. If the licence is not granted then any costs incurred by the Council will be retained.

Signed:			
Name (please print):			
Office use only			
Date received:	Date paid:	Approved/Rejected	Date of approval: