



BOURNEMOUTH, CHRISTCHURCH AND POOLE REGISTRATION DISTRICT

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) ACT OF THE CIVIL PARTNERSHIP ACT 2004.

This application must be made by the proprietor or trustee of the premises. If successful, the applicant will be the holder of the approval. When completed, this form must be forwarded to **Mrs Kathy Andrews, Superintendent Registrar, Bournemouth, Christchurch and Poole Council, Town Hall, Bournemouth BH2 6DY** together with the fee of £1,750.00. Invoice will be sent under separate cover for the licence fee. (Please read the guidance notes enclosed with this form prior to submitting your application).

1. I apply for the premises named in Section 2 overleaf to be approved for regular use by the public as a venue for the solemnisation of marriages and civil partnerships in the presence of a Superintendent Registrar.
2. I enclose **3 copies** of a plan of the premises showing the room(s) in which it is intended that marriages and civil partnerships will take place.
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) on receipt of the completed application form and payment, a public notice of the application will appear on the authority's website for a period of three weeks to allowed for objections, and 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 of three year, and will be subject to revocation, and
 - d) the authority will need to be satisfied that appropriate health and safety provision and fire safety is in place.

**APPLICATION PURSUANT TO SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949
AND THE CIVIL PARTNERSHIP ACT 2004**

Page 2

4. I declare that:

- a) I have read and understood the information contained in this form and Annexes {A and C to this guidance};
- b) the building are not a register office or religious premises;
- c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages or civil partnerships.

5. I further declare that, if approval is granted,

- a) the premises will be regularly available for public use as a marriage and civil partnership venue, and
- b) I will comply with the standard conditions set out in the guidance notes and any local conditions attached to the grant of approval.

**APPLICATION PURSUANT TO SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949
AND THE CIVIL PARTNERSHIP ACT 2004**

Page 3

PLEASE COMPLETE THE FORM BELOW IN BLOCK CAPITALS

1. Full name and address of the applicant. <i>(If the application is made by a limited Company, please give the address of the registered office and, if different, the main trading address of the Company - use a separate sheet of paper if necessary)</i>	
2. Name, postal address and telephone number of the premises the subject of this application.	
3. Please describe the nature of the premises shown in the reply to Question 2 above (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.	
4. Is the person or Company named in the reply to Question 1 above the occupier of the premises?	
5. If the answer to Question 4 is 'NO' and there is another occupier, please give their name(s) and address(es).	
6. Please state the maximum number of persons permitted to occupy the room(s) proposed to be licensed under any fire certificate which applies. <i>Please attach a copy of any certificate in force.</i>	
7. Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? <i>If so, please attach a copy.</i>	

**APPLICATION PURSUANT TO SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949
AND THE CIVIL PARTNERSHIP ACT 2004
Page 4**

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.

Signature of applicant:

Print Name:

Date:

Interest in the premises:

Contact Name at Premises:

Position:

Address for correspondence:
contact telephone number:
Email address: