

SUFFOLK COUNTY COUNCIL

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

I/we apply for premises named at item 2 below to be approved for regular use by the public as a venue for the solemnization of marriages and the registration of civil partnerships in the presence of a Registration Officer.

Please ensure that each section of this form is complete.

1. Full names and private addresses of applicant(s). If the application is made by a limited company please give the address of the registered office and where different state also the main trading address of the Company.	
2. Name, postal address and telephone number of the premises, which are the subject of this application.	
3. Describe the nature of the premises at question 2 (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.	
4. Name, address and qualification (position or title) of the proposed responsible person. (See Annex B).	
5. Is the person or company named in reply to question 1 the occupier of the premises?	
6. If the answer to question 5 above is No and there is another occupier, please give their name(s) and address(es).	
7. Please identify the room(s) which it is proposed to use for the conduct of civil marriages and civil partnership registrations, and its location within the premises (Room number or name).	
8. Please identify access arrangements (refer to plans if necessary).	
9. Will the room(s) be available for regular use as a room for civil marriages and civil partnership registrations?	

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<p>10. Has a Fire Safety Risk Assessment been made in accordance with the Regulatory Reform (Fire Safety) Order 2005? Please confirm that it will be subject to an annual update and review. Attach a copy with your application and a statement confirming maximum permitted numbers for each room.</p> <p>See www.communities.gov.uk for more information</p>	
<p>11. State the maximum number of people (including Registration Officers, Bridal Party, Photographer, musicians etc) you wish to occupy each room(s) designated for ceremonies.</p>	
<p>12. Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? (Premises Licence) If so attach a copy.</p>	
<p>13. Identify an additional, separate room that the Registrars may use prior to the ceremony to interview the couple. (Refer to plan if necessary).</p>	
<p>14. Has the applicant complete control over the internal corridors adjacent to the room(s). If only partial control, please state what other use is made of the corridors.</p>	
<p>15. Has the applicant complete control over the external areas (e.g. courtyards, passageways) on which the premises abut. If only partial control please state what other use is made of these abutting areas.</p>	
<p>16. Have the premises at 2 above any recent or continuing connection with any religion or religious activity. If so please provide details.</p>	
<p>17. If the applicant is an organisation (as opposed to an individual) please enter the status of that body (e.g. limited company, registered charity, board of trustees).</p>	

I/we confirm that I/we have read and understood the information contained in this application form, the application procedures and guidance notes, and Annexes A, B and C appended. I/we confirm that the premises comply with the requirements shown in Annex A and that if this application is successful, I/we will observe the conditions contained in Annex B. These will be attached to the Grant of Approval.

Date

Signature of applicant:

Interest in the premises: _____

Address for correspondence: _____

Postcode: _____ Telephone no: _____

Email Contact Details: