

Northumberland Registration Service

Approved Premises for Civil Marriages and Civil Partnerships

Application Form

1	Applicant's Name	Title	First Name	Surname
2	Applicant's Address and Telephone Number			
		Post Code:		
		Telephone Number (inc STD)		
3	Address and Telephone Number of Premises to be Licensed			
		Post Code:		
		Telephone Number (inc STD)		
4	Owner of Premises if different from above			
		Post Code:		
		Telephone Number (inc STD)		
5	Contact Person to arrange inspection if different from Applicant			
		Telephone Number (inc STD)		

Completed Application Form to be sent to:

Proper Officer for Registration (FAO. Kathryn Guy)
Northumberland County Council
County Hall, Morpeth
Northumberland NE61 2EF

Application Ref. No.

6	Responsible Person's Name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border-bottom: 1px solid black;">Title</td> <td style="width: 55%; border-bottom: 1px solid black;">First Names</td> <td style="width: 35%; border-bottom: 1px solid black;">Surname</td> </tr> </table>	Title	First Names	Surname											
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7	Responsible Person's Qualification, Address and Telephone Number	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;">Post Code:</td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;">Telephone Number (inc STD):</td></tr> </table>					Post Code:	Telephone Number (inc STD):								
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8	Describe the nature of the Premises to be Licensed eg Hotel, Civic Hall etc., and the primary and other uses to which it is regularly put															
9	Number of Ceremony Rooms to be Licensed															
10	Names or means by which Ceremony Room(s) may be identified. A plan showing the Premises and the location of the Room(s) should be attached	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table> </td> <td style="width: 40%; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table> </td> </tr> </table>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table>							<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> <tr><td style="border-bottom: 1px solid black; height: 20px;"></td></tr> </table>						
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11	<p>Does the Premises currently have the benefit of the following Licences or Certificates. Please enclose a copy of those where the answer is YES</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Fire Risk Assessment</td> <td style="width: 50%; border-bottom: 1px solid black;">YES/NO</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Public Entertainment Licence</td> <td style="border-bottom: 1px solid black;">YES/NO</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Performing Rights Licence</td> <td style="border-bottom: 1px solid black;">YES/NO</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Phonographic Performance Licence</td> <td style="border-bottom: 1px solid black;">YES/NO</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Other (please describe)</td> <td style="border-bottom: 1px solid black;">YES/NO</td> </tr> <tr> <td style="border-bottom: 1px solid black; height: 20px;"></td> <td style="border-bottom: 1px solid black; height: 20px;"></td> </tr> </table>		Fire Risk Assessment	YES/NO	Public Entertainment Licence	YES/NO	Performing Rights Licence	YES/NO	Phonographic Performance Licence	YES/NO	Other (please describe)	YES/NO				
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Fees: Cheques made payable to NORTHUMBERLAND COUNTY COUNCIL

Standard Application Fee : £2,000.00

Applicant's Declarations

- a. I apply for the premises named in Section 3 to be approved for the regular use by the public as a venue for the solemnisation of civil marriages and civil partnership formations in the presence of a Superintendent Registrar/Civil Partnership Registrar.
- b. If the Licence Application is approved I agree to be bound by the requirements and conditions set out in the Northumberland County Council's Document "Approved Premises for Civil Marriages and Civil Partnerships"
- c. I accept that my agreement to the terms and conditions set out in this Application also applies to any person or persons employed by me, or acting in respect of the Approved premises.
- d. * I am the owner of the Premises named in Section 3.
* I am not the owner of the Premises. The Owner has been informed and does not object to this Application.

(* Delete sentence which does not apply)

- e. Fee enclosed : £

Signed:	
Date:	

Office Use Only

Received:

Acknowledgement:

Data Entry:

Cheque Banked:

Date of Inspection:

Approved / Not Approved

Inspection by:

Important Notes for APPROVED PREMISES for Civil Marriages and Civil Partnerships

The Licence Applicant should note:

- a. The Licence fee is non-returnable and must be submitted with the Application Form
- b. The Application must be by a named individual who is either the owner, leasee, trustee or authorised manager of the premises concerned. If the Application is made on behalf of a Limited Company a separate statement should be attached detailing the names and addresses of all the directors.
- c. The following "Requirements" must be met:
 - (i) Statutory Requirements - Schedule 1 of The Marriages and Civil Partnerships (Approved Premises) Regulations 2005
 - (ii) Any additional Requirements set by Northumberland County Council
- d. The following "Conditions" must be met:
 - (i) Statutory Conditions - Schedule 2 of The Marriages and Civil Partnerships (Approved Premises) Regulations 2005
 - (ii) Any additional Conditions set by Northumberland County Council
- e. Northumberland County Council may at its discretion set such other Special Conditions as it considers necessary.
- f. A Licence Applicant who is aggrieved in relation to:
 - (i) The refusal of Northumberland County Council to grant a Licence, or
 - (ii) The attachment of Additional or Special Conditionsmay seek a review by the Executive Member for Corporate Services.
- g. The Licence Holder or any person or persons employed or acting on his/her behalf in respect of the Approved Premises may not imply in any advertisement, statement or document that the Northumberland County Council recommends the Approved Premises as a venue for civil marriages and civil partnership formations.

Licence Holders may use the following words to describe the Licence held for Approved Premises:

"Licensed by Northumberland County Council (or NCC) for the solemnisation of civil marriages and civil partnership formations"
- h. Northumberland County Council may revoke the grant of Licence if:
 - (i) Any conditions attached to the grant of the Licence have been broken
 - (ii) The use of the Approved Premises has changed in that the Northumberland County Council no longer considers the premises as a suitable venue for the solemnisation of civil marriages and civil partnership formations

(iii) If directed to do so by the Registrar General