

BELFAST CITY COUNCIL
Registrar's Office, City Hall, Belfast BT1 5GS

TELEPHONE (028) 9032 0202 Exts 2380 and 2381 (DIRECT LINE) (028) 9027 0274
 FAX (028) 9027 0520 Textphone (028) 9027 0405
 OFFICE HOURS MON to THURS 9.30 am - 4.30 pm, FRI 9.30 am - 4.00 pm

**Application for Premises
 to be Approved as a Temporary
 Venue for Civil Marriages / Civil
 Partnerships**

in pursuance of Regulation 15 of Marriage (NI) Regulations 2003 and
 Regulation 9 of Civil Partnership Regulations (NI) 2005

This Form, when completed, should be returned with the Enclosures listed at 7
 to the **Registrar's Office, City Hall, Belfast BT1 5GS**

Name of Venue

For City Council Official use only

Action	Date	Initials	Comments
Enquiry Received			
1st Letter + Application Form Sent			
Application Received			
Items enclosed			
3 plans of premises/location showing rooms			
Copy of fire certificate (where applicable)			
Certificate of Public Liability Insurance			
Copy of Entertainment Licence (where applicable)			
Application fee of £400			
Acknowledgement Letter (Site Notice) sent			
Site Inspection (s)			
Decision - Approval / Refusal Notified to Venue			
Reminder to renew sent			

Please read the enclosed "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages/Civil Partnerships" before completing this form.

1. DETAILS OF PREMISES

Please give the full name, address, telephone and fax number etc of the Premises.
Information in section 1 will be available to the public.

Title:			
Address:			
Telephone No:		Fax No:	
Website Address			
Email Address			

2 DETAILS OF APPLICANT

Please give the full name, home address, date of birth, email address and telephone number of the person making this application. This should normally be the bride or groom/Partner A or Partner B.

Name:			
Home Address:			
Date of Birth			
E-mail address:			
Telephone No:	Home	Business	
Date of Proposed Marriage/Civil Partnership		Time of Proposed Marriage/Civil Partnership	

If an approval is granted the Applicant at 2 will be known as the "Approval Holder" and will be responsible for ensuring all conditions and requirements are satisfied in respect of the premises for its use as a venue for the Civil Marriages/Civil Partnerships.

3. NATURE OF PREMISES

Please describe the nature of the premises (e.g. Hotel, Civic Building etc.) and the primary and other uses to which they are regularly put. (see Guidance Appendix A)

4 OCCUPIER OF PREMISES

Is the person named in Section 2 the sole occupier of the Premises?

Yes	
No	

If No, please give the names and addresses of other occupiers and the nature of their occupancy below:

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4a Does the place currently have the benefit of any Licence Authorising use for Public Entertainment or similar purposes? If so please attach a copy.

Yes	
No	

5 MARRIAGE/CIVIL PARTNERSHIP ROOM(S) LOCATION

Please describe the primary and other use(s) of the room(s) which is (are) to be used for Marriage/Civil Partnership ceremonies (e.g. banqueting hall, conference room, garden area, marquee etc.)

Please also state the maximum number of people who are permitted to occupy these room(s) under any fire certificate which applies. (see Guidance Part 3.4)

Room/Location	Primary Use	Max No:

Please ensure there is a separate confidential interview room conveniently located to the marriage/civil partnership room, which is available to the Registrar.

6 RESPONSIBLE PERSON(S)

Please give details of the person and his/her deputy who will be responsible and available on the day for arranging and co-ordinating the marriage/civil partnership ceremony and ensuring compliance with requirements and conditions as attached. (see Guidance Part 3.1)

Name:	
Occupation:	
Private Address:	
Date of birth	
Email address	
Telephone No:	
Home/Mobile:	

Name:	
Occupation:	
Private Address:	
Date of birth	
Email address	
Telephone No:	
Home/Mobile:	

7 ENCLOSURES

Enclosed with this application are:	Please tick
3 copies of plans of the premises/location showing the Interview and Marriage/civil partnership room	
Copy of fire certificate (where applicable)	
Certificate of Public Liability Insurance	
Copy of Entertainment Licence (where applicable)	
Application fee of £400	

Please note Cheques should be made payable to “**Belfast City Council**” Applications without payment will not be processed. If payment is rejected the application will be void.)

8 DECLARATIONS AND SIGNATURE

1. I apply for the premises identified in Section 1 to be temporarily approved for solemnisation of

(please tick as required) a civil marriage or a civil partnership

on the date specified in Section 2.

2. I understand that:

- (a) the place will be inspected for suitability before approval is granted and, if this application is successful may be subject to subsequent inspection.
- (b) the premises must satisfy the City Council on Fire precautions and Health and Safety provisions.
- (c) the Approval, if granted, will be for the date specified in Section 2 only- subject to revocation, suspension or variation.
- (d) the Approval, if granted, does not guarantee the availability of a Registrar

3. I enclose the documents requested in part 7

4. I declare that:

- (a) I have read and understood “Guidance, Requirements and Conditions for Approved Premises for Civil Marriages/Civil Partnerships”.
- (b) The place has no recent or continuing religious connection.
- (c) I have obtained any necessary permissions regarding use of and access to the premises
- (d) I will publish in a prominent place on / in the premises notice of my application for 21 days.
- (e) When Approval is granted, I will comply with the Conditions attached to the Approval

Signature of Applicant:

Bride / Groom or Partner A / Partner B:.....

Name in block capitals:.....

Date:.....

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