

**Worcestershire**

**Application for a licence to use premises for civil marriage and civil partnership**

**The Marriages and Civil Partnership (Approve Premises) Regulations 2005**

Email to jchilde@worcestershire.gov.uk

Telephone 01905 846309

This application must be made by the proprietor of a trustee of the premises. If successful the applicant will be the holder for the approval.

**Section 1 of 10**

**Person(s) Applying**

**1a**) Are you an agent acting on behalf of the applicant? [ ] Yes [ ] No

If yes, please provide details of agent:

 Name:

 Address:

 Telephone No:

 Email:

**1b)** Full names and private address of the holder of the Approved Premises Licence

 Name:

 Address:

 Telephone No:

 Email:

**1c)** If the application is made by a limited company please give the address of the registered office and name(s) and address(s) of all Directors. (Continue on a separate sheet as necessary)

 Name:

 Address:

 Telephone No:

 Email:

**1d)** Is the person in **section 1b** the occupier of the premises? [ ] Yes [ ] No

If no please give names and addresses of occupiers

 Name:

 Address:

 Telephone No:

 Email:

**1e)** Address official correspondence should be sent to if different from **section 1b**

 Name:

 Address:

 Telephone No:

 Email:

**Section 2 of 10**

Type of application: [ ] New Application [ ] Renewal

**Section 3 of 10**

**Premises to be approved**

Premises Name:

 Address:

*(For the Registrars to use on the day of the ceremony to contact you if they are stuck in traffic or there has been an accident)*

 Telephone No

 Email:

Ceremony contact/Wedding Coordinator

 Name:

 Telephone No:

 Email:

Information to go on Worcestershire County Council Website

 Telephone No:

 Email:

Type of Premises (e.g. Hotel, Stately Home, Civic Accommodation)

Primary and other uses to which the premises are regularly put

**Section 4 of 10**

Are you the (sole) occupier of the premises? [ ] Yes [ ] No

If no, please provide the name and address of other occupiers

 Name:

 Address:

 Telephone No:

 Email:

**Section** 5 of 10

**Ceremony Rooms/Locations**

Total number of rooms for which you are seeking approval

 Please list rooms to be licensed below:

|  |  |
| --- | --- |
| **Room Name** | **Capacity** |
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Please ensure you indicate the location of all rooms on the plans submitted with this application

Can you confirm that in addition, there is a room which the register can use before the ceremonies, to interview the couple? [ ] Yes [ ] No

**Section 6 of 10**

**Responsible Persons**

Please record details of the person(s) who will be responsible for the coordination of activities on the day of the ceremony, plus one or more deputies (Maximum of 10)

|  |  |
| --- | --- |
| **Responsible Person** | **Job Title** |
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**Section 7 of 10**

**Public Liability Insurance**

You must have a suitable level of public liability insurance to cover this activity – check local requirements.

Do you have Public Liability Insurance? [ ] Yes [ ] No

**Section 8 of 10**

**Additional Formalities**

Check local guidance notes and conditions which may clarify exact requirements.

**Documents included with the application:**

[ ]  A current fire risk assessment for the premises dated within 12 months

 [ ]  Plans of the rooms to be licensed, indicating their location within the premises

 [ ]  Any relevant licences, e/g/ under the licensing or entertainment legislation

[ ]  Permission from the local planning office to use the premises for ceremonies (Not required for renewal)

**Confirm whether**

The premises will regularly be available to members of the public for ceremonies? [ ] Yes [ ] No

The premises have any recent or ongoing connation with any religion or religious activities?

 [ ] Yes [ ] No

**Section 9 of 10**

**Additional details**

Provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)

**Section 10 of 10**

Payment details

Select one of the following options:

[ ] £1,850.00 for a 3 year licence

*The following options are available for renewals only*

[ ] £3,000.00 for a 5 year licence

[ ] £3,500.00 for a 6 year licence

This fee must be paid to the authority either by card or cheque made payable to Worcestershire County Council.

**Declaration**

I am aware of the provisions of The Marriage Act 1994. The details contained in the application form and any attached documentation is correct to the best of my knowledge and belief.

[ ] Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?”

 Full Name:

 Capacity:

 Date: Click here to enter a date.

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as…
2. Email or post this form together with relevant payment and documents indicated in section 8

Postal applications should be sent to: Registration & Coroner Services Manager, Registration Services County Hall, Spetchley Road, Worcester, WR5 2NP