

Where the application is made on behalf of a limited company, the secretary or a director should sign. In the case of a partnership, each partner should sign. If signing on behalf of the applicant, please state in what capacity you are acting.

Date:

Signature of applicant(s), of applicant(s) solicitor or other duly authorised agent.

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Interest in premises.

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Address to which notice of approval should be sent.

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Contact telephone number.

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SOUTHEND-ON-SEA CITY COUNCIL

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

This form when completed must be forwarded to the Proper Officer for Registration Matters at Southend Sea City Council, Civic Centre, Victoria Avenue, Southend on Sea, Essex SS2 6ER together with the non-returnable fee of £1,850.00 Cheques made payable to SOUTHEND-ON-SEA BOROUGH COUNCIL.

I apply for the premises named at item 4 below to be approved for regular use by the public as a venue for the solemnization of marriages or for the registration of civil partnerships.

I attach three copies of a plan of the premises showing the room or rooms in which it is intended that marriages or civil partnerships will take place.

I understand that

- (a) the premises will be inspected for suitability before approval is granted and, if the application is successful, may be subject to subsequent inspection;
- (b) public notice of the application will be given by advertisement in a newspaper with a period of three weeks for objections;
- (c) approval, if granted will be for a three year period, subject to revocation; and
- (d) the premises must satisfy the local authority on fire precautions and health and safety provisions.

I declare that:-

- (a) I have read and understood the information contained in this form and Annexes A, B and C; and,
- (b) the building is not a register office or religious premises; and,
- (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.
N.B further evidence is not required in the case of renewal of an existing licence.

I further declare that, if approval is granted -

- (a) the premises will be regularly available for public use as a marriage or civil partnership venue; and,
- (b) I will comply with the standard conditions (Annex B) and any local conditions attached to that grant of approval.

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.

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| <p>1. Full names and private addresses of applicant(s). If the application is made by a limited liability company please give the address of the registered office and, where different, state also the main trading address of the Company.</p> | <p>Name:</p> <p>Address:</p> <p>Telephone No:</p> <p>Main trading address (of company)</p> |
| <p>2. Is the person or company named in reply to question 1 the occupier of the premises?</p> | <p>YES/NO</p> |
| <p>3. If the answer to question 2. above is "No" and there is another occupier, please give their name(s) and address(es).</p> | <p>Name(s):</p> <p>Address(es):</p> |
| <p>4. Name, postal address and telephone number of the premises which are the subject of this application.</p> | <p>Name:</p> <p>Address:</p> <p>Telephone No:</p> |
| <p>5. Please describe the nature of the premises at question 4. (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</p> | <p>Nature of Building:</p> <p>Uses:</p> |

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| <p>6. Name, address and qualification (position or title) of proposed responsible person. (See Annex B.1)</p> | <p>Name:</p> <p>Qualification:</p> <p>Address:</p> <p>Telephone No:</p> |
| <p>7. Please describe the room(s) it is proposed to use for the conduct of civil marriage ceremonies or civil partnership registrations (e.g. ground floor conference room, first floor function suite).</p> | |
| <p>8. If room is not part of the main building, please identify facility and state location e.g. gazebo/annexe in grounds.</p> | |
| <p>9. Do the premises have a current fire risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005? A Fire/Health & Safety Risk Assessment is required.</p> | <p>Yes/No (delete as applicable)</p> |
| <p>10. Please list the rooms where ceremonies will be held and state the room capacities for ceremony purposes. Also state the number which can be accommodated in each room.</p> | |
| <p>11. Do the premises currently have the benefit of any licence for the provision of regulated entertainment? If so, please attach a copy.</p> | |
| <p>12. Please identify an additional, separate room which the Registrar may use to interview the couple prior to the marriage or civil partnership registration.</p> | |

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| <p>13. 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>14. Has the applicant complete control over any 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>15. If the applicant is an organisation e.g. limited company, registered charity, board of trustees or other organisation, please enter the status of that body.</p> | |
| <p>16. Please state how many ceremonies you estimate will take place each year, should approval be granted.</p> | |

CHECKLIST FOR APPLICANTS

Before submitting your application, please ensure that:-

- (1) All questions have been answered and the application form signed.

- (2) The following are enclosed:-
 - (a) cheque for the non-returnable fee of £1850.00 made payable to 'Southend on Sea Borough Council'. You can also make payment By debit or credit card in person or via the telephone
 - (b) three copies of a plan of the premises, clearly identifying the room or rooms for which approval is sought
 - (c) evidence that the local planning authority is content that the premises may be used for civil marriages, civil partnerships and celebratory ceremonies.
(This does not apply in the case of licence renewal)
 - (d) copies of any fire certificates, health & safety risk assessment
 - (e) or other approvals required (questions 8 & 9)

 - (e) where the applicant is a limited company, a statement showing the names and addresses of all the directors.

Southend on Sea City Council

APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR CEREMONIES IN PURSUANCE OF SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949

This information pack contains the following documents:

- (1) Application Form
- (2) Annex A: Notes on the requirements before an approval can be granted.
- (3) Annex B: Conditions to be attached to grants of approval.
- (4) Annex C: Additional information relating to renewals, revocation, reviews and registration.
- (5) Annex D: Guidance for those who wish to have a ceremony on approved premises.
- (6) Annex E: Guidance for those who wish to register a Civil Partnership on approved premises.
- (7) Scale of Fees
- (8) Checklist for applicants
- (9) Insurance Certificate

PROCEDURE

- (1) Receipt of a completed application form, enclosing the fee, plans and copies of appropriate certificates will normally be acknowledged by the Proper Officer for Registration Matters within seven days.
- (2) Provided that the application has been submitted in accordance with the regulations, the Proper Officer will, as soon as practicable:
 - (a) arrange for notice of the application to be given in a local newspaper and the form and plan submitted with it will be placed on deposit for public inspection in the District Register Office. A period of 21 days must be allowed for any objections;
 - (b) arrange for his representative and the Registration Manager for the District to inspect the premises and check that the necessary requirements are met, and
 - (c) consult with the fire authority.

- (3) The Proper Officer will then consider the application in the light of the report and recommendations of the inspecting officers, any objections which have been received as a result of the public notice and any comments made by the fire authority and notify the applicant, the Registration Manager and any objectors of his decision.
- (4) Any approval granted will be for a period of three years (subject to revocation) and will be subject to the standard and local conditions (and such other conditions as may be considered necessary following inspection) as set out in Annex 8. If an application is not approved, reasons for this decision will be given. The applicant may appeal against non approval or any of the local conditions imposed on an approval. **THERE IS NO RIGHT OF APPEAL AGAINST THE STANDARD CONDITIONS**

MARRIAGE ACT 1994
MARRIAGES (APPROVED PREMISES) REGULATIONS 1995

SCALE OF FEES PUBLISHED BY SOUTHEND ON SEA CITY COUNCIL

1. Fee to accompany application for approval of premises as a venue for the solemnisation of civil marriages, civil partnerships and celebratory ceremonies in pursuance of Section 26(1)(bb) of the Marriage Act 1949 (non-returnable) Plus advertisement fee. £1,850

2. Fee to accompany a request for a review of a decision by the Council
 - (a) to refuse to grant an approval tba
 - (b) to impose conditions (other than the statutory conditions) on the grant of an approval £625
 - (c) to revoke an approval tba

3. Fee payable to a Superintendent Registrar before whom a Civil Marriage or Civil Partnership is to be solemnised in approved premises:
 - (a) Monday to Friday before 6pm
£490
 - (b) Saturday before 6pm
£550
 - (c) Sunday, Bank or Public Holiday before 6pm
£605
 - (d) Monday to Friday 6pm-pm
£605
 - (e) Saturday 6pm-9 pm
£715
 - (f) Sunday, Bank or Public Holiday 6pm-9pm
£820