



Application for premises to be approved as a venue for marriages
in pursuance of Section 26(1)(bb) of the Marriage Act 1949 and civil partnerships in
pursuance of Section 6(3A)(a) of the Civil Partnership Act 2004

Secular Premises

1. **The application must be made by the proprietor or a trustee of the premises. If successful the applicant will be the holder of the approval.**

Should the application be made on behalf of a limited company there should be a separate statement of the names and addresses of all the Directors.

Applicants full name:		
Address:		
Postcode:	Tel:	Mobile:

2. **Name of persons to be appointed as responsible person**

Name	Position held in company

Name of persons to be appointed as deputy responsible person

Name	Position held in the company

3. **Name & Address of premises to be approved (if you are renewing an existing licence this should be the exact wording displayed on your current licence).**

Name:	
Address:	
Postcode:	Tel:
Fax:	Mobile:
Email:	Website:

4. Describe the nature of the premises, eg Hotel, Civic Hall, etc and the primary and other use for which it is regularly used:

5. Is the person or company named in question 1 the occupier of the premises?
YES/NO

If NO please state the occupier:

Full name:

Address:

Postcode: Tel:

6. Number of ceremony rooms/areas to be approved? (Maximum of 10 rooms).
Names / identification of ceremony rooms/areas.

Name of room / area	Room capacity (permitted by your fire risk assessment)

Please note – if require more than 10 rooms licensed please contact the Register office to discuss your options.

8. Please identify an additional separate room the Registrar may use prior to the ceremony to interview the couple to be married.

9. Is there on-site car parking for two registrars:

YES / NO

If NO specify the nearest car parking facility.

10. Describe the arrangement to be provided for access and facilities for people with disabilities attending weddings.

11. Specify the number of sanitary facilities available for:

Female: Male: Disabled:

Checklist

- I apply for the premises named at question 3 to be approved for regular use for the solemnisation of marriages and the registration of civil partnerships.

- I enclose a set of plans of the premises showing all the room/s in which it is intended that marriages or civil partnerships will take place.
 - I enclose a copy of the current fire risk assessment
 - I enclose a copy of the current public liability insurance
 - I enclose copies of other licences (see list below)
 - I enclose cheque for the fee (see list below)

I understand that:

- the premises will be inspected for suitability before approval is granted and that the following original documentation will be checked as part of that inspection:
 1. public liability insurance, this must be in place before the licence can be granted;
 2. other licences such as Performing Rights, Phonographic Performance or Premises Licences;
 3. fire safety risk assessment undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005, this must be in place before the licence can be granted, and if the application is successful, may be subject to further inspection.

- public notice of the application will be given via City of York Councils website with a period of 21 days for objections.

- approval, if granted, will be for a three year period, subject to revocation and the premises must satisfy the local authority on fire precautions and health and safety provision.

Declarations

I declare that:

- I declare that I have read and understood the licence requirements and conditions applying to this application.

- The building is not used for religious purposes.

- I have consulted with the planning authority with regards to planning permission and attach either
 1. The appropriate planning consent; or
 2. Evidence from the planning authority that such consent is not required.

I further declare that, if the approval is granted:

- The premises will be regularly available for public use as either the solemnization of marriages or the registration of civil partnerships; and
- I will comply with the standard conditions and any local conditions attached to that grant approval.

Fee

New license fee as of 1st April 2019

Venues (Capacity over 200) – £3250
Venues (Capacity over 75 – 200) – £1,500
Venues (Capacity 75 or less) – £1000

Renewal license fee as of 1st April 2019 (10% discount)

Venues (Capacity over 200) – £2925
Venues (Capacity over 75 – 200) – £1,350
Venues (Capacity 75 or less) – £900

Signature of applicant:Date:/...../.....

We cannot process your application until we have received the fee. Please make cheques payable to **City of York Council**. Alternatively if you prefer you can make a card payment over the phone by contacting us on 01904654477 or if you would require and invoice please contact Katharine.Page@york.gov.uk.

Please return completed form to: **The Proper Officer
City of York Council
Register Office
56 Bootham
YORK YO30 7DA**

Or email to RegistrationManagers@york.gov.uk

<p>Please note City of York Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p>
