

City of Newcastle upon Tyne

MARRIAGE ACT 1949 CIVIL PARTNERSHIP ACT 2004

APPLICATION FOR APPROVAL & REGISTRATION OF A VENUE FOR CIVIL MARRIAGES/PARTNERSHIPS

This form when completed must be forwarded to Head of Democratic Services c/o Licensing Office, Newington Road East, Newcastle upon Tyne, NE6 5BD with the appropriate fee, including advertising costs, payable to Newcastle City Council.

1. I apply for the premises named at item 2 below to be approved for regular use by the public for the solemnisation of marriages and the formation of civil partnerships in the presence of a superintendent registrar.
2. I attach 3 copies of a plan of the premises showing the room(s) in which it is intended that marriage / civil partnership formations will take place.
3. I attach the completed questionnaire.
4. I understand that:
 - (a) the premises will be inspected for suitability before approval is granted and, if the application is successful, be subject to any subsequent inspection; and
 - (b) approval, if granted, will be for a three-year period and subject to revocation; and
 - (c) the premises must satisfy the local authority on fire precautions and health and safety provisions.
5. I declare that:
 - (a) I have read and understood the information contained in this form and Annexes A, B, C; and
 - (b) The building has no recent or continuing religious connection; 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 and civil partnerships.
6. I further declare that, if approval is granted:
 - (a) the premises will regularly be available for public use as a venue for civil marriage/partnership ceremonies; and
 - (b) I will comply with the standard conditions (Annex B) and any local conditions attached to that grant approval.
7. I understand that I must give public notice of the application by advertisement in a newspaper which is in general circulation in the area in which the premises are situated, a copy of which must be provided to the Council within seven days of making the application.

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.

Signature of applicant:

Date:

Interest in the premises:

Address for correspondence and contact number: