



Application for Premises
to be Approved as
a Venue for Civil Marriages

Name of Venue:

For official use

Date received:	Application No.:	Reference No	No. of documents:	Inspected by:	Date approval granted
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Please read the enclosed "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages".

1. DETAILS OF PREMISES

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

Title:			
Address:			
Telephone No:		Fax No:	
Website address			

2(a) DETAILS OF APPLICANT

Please give the full name, home address, e-mail address and telephone number of the person making the application. This person is normally the Proprietor or Trustee of the Premises. (see Guidance Part 1.1)

Name:	
Home Address:	
E-mail address:	
Telephone No:	

2(b) If the venue is part of a limited company, please give the address of the registered office.

Company:	
Address:	
E-mail address:	
Telephone No:	

If an approval is granted the Applicant at 2(a) 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 civil marriages.

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 Part 1.2 and Appendix A)

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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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5. MARRIAGE ROOM(S)

Please describe the primary and other use(s) of the room(s) which is (are) to be used for marriage 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 1.3)

Room/Location	Max No:

Please ensure there is a separate confidential interview room conveniently located to the marriage 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 on the day for arranging and co-ordinating the marriage ceremony and ensuring compliance with requirements and conditions as attached. (see Guidance Part 3.1)

Name:	
Occupation:	
Private Address:	
Telephone No:	
Home/Mobile:	

Name:	
Occupation:	
Private Address:	
Telephone No:	
Home/Mobile:	

7. ENCLOSURES

Enclosed with this application are:

- (1) 3 plans of the premises/location showing the marriage rooms and interview room
- (2) Copy of fire certificate (where applicable)
- (3) Certificate of Public Liability Insurance
- (4) Application fee of **£275**
- (5) Copy Of Risk Assessment

(please note: applications without payment will not be processed. If payment is rejected the application will be void.)

Cheques should be made payable to **“Dungannon & South Tyrone Borough Council”**

8. DECLARATIONS AND SIGNATURE

1. I apply for the premises identified in Section 1 to be approved for solemnisation of civil marriage for a period of 3 years

2. I understand that:
 - (a) That the place may 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 local authority on fire precautions and health and safety provisions.
 - (c) Approval, if granted will be for an inclusive 3 year period subject to revocation, suspension or variation.
 - (d) Approval, if granted, does not guarantee the availability of a Registrar

3. I enclose the documents requested in part 7 overleaf

4. I declare that:
 - (a) I have read and understood "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages".
 - (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 notice of my application for a period of 21 days.
 - (e) If an Approval is granted, I will comply with the Conditions attached to the Approval.

Signature of Applicant:

Business Title:.....

Name in block capitals:.....

Date:.....

Please return to:



Rodney Gillis, Borough Inspector, Dungannon & south Tyrone Borough Council,
Circular Road, DUNGANNON, BT71 6DT

As part of the approval process carried out by the District Council all applications are sent to the Police to ascertain that the premises comply with their requirements and to verify that approval holders and responsible persons are fit and proper persons as stated in the Marriage (Northern Ireland) Order 2003.

The Police have asked if it is possible to have dates of birth for the persons named in section 2(a) and section 6 to assist them in their checks and to speed up the approval process. **This information will be treated as confidential and will only be used for this purpose. It will not be held by the Registrars Office or passed to any other person.**

	Name	Date of Birth
Section 2(a) Applicant		
Responsible Person (1)		
Responsible Person (2)		
Additional responsible persons (Full details must be appended to section 6 of the Application form)		

Thank you for your assistance.

Rodney Gillis
Borough Inspector



CERTIFICATE OF PUBLIC LIABILITY INSURANCE

To be Completed by Applicant

I (applicant name) _____

of (home address) _____

have made application to Dungannon and South Tyrone Borough Council on the
_____ (date) for an "Approved Place for Marriage".

Place details -

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To be Completed by Insurance Company/Broker

We hereby confirm that there is, in force, a policy of insurance insuring the applicant in respect of any liability which may be incurred by him in respect of the death of, or bodily injury to, or damage to property of any person while on or about the place for which an application has been made for an "Approved Place for Marriage" as detailed above.

Current Insurer: _____ Policy No: _____

Effective Dates: *from* _____ *to* _____

Indemnity Limit: £ _____ Restrictive Endorsements: _____

Signed: _____ Date: _____

For and on behalf of: _____

Company Stamp



Marriage (Northern Ireland) Order 2003
PUBLIC NOTICE

APPLICATION FOR APPROVAL AS A VENUE FOR CIVIL MARRIAGES

NOTICE IS HEREBY GIVEN THAT

(Name of applicant): _____

(Address of applicant): _____

has applied to Dungannon and South Tyrone Borough Council for Approval for areas within the premises at:

(Name and address of premises) _____

to be approved as a Venue for Civil Marriages.

Any objection relating to the application should be made within 21 days of the date of this Notice. The objection should be addressed to the Borough Inspector, Dungannon & South Tyrone Borough Council, Circular Road, DUNGANNON, BT71 6DT.

Any objection must be in writing and must specify the grounds of the objection, the name and address of the person making it and must be signed by them or their agent.

It should be noted that where an objection is made after the 21 day time period referred to, but before a final decision is taken on the application, it is appropriate for the Council to consider it, if there is sufficient reason why the objection was not made within the stated time period.

(Applicant's Signature) _____ *(Date)* _____

This site notice must be displayed for the whole of the period of Twenty-One days in a prominent place at or near the premises so that it can be conveniently read by the public.

On the completion of twenty one days the applicant should complete and return this form, along with the notice.

I _____ (*applicant*) hereby certify that for a period of at least

21 days ending on _____, I displayed this site notice in a prominent place at or near the premises so that it could conveniently be read by the public.

(*Applicant's Signature*) _____ (*Date*) _____

Completed forms should be sent to:

**Rodney Gillis
Borough Inspector
Dungannon & South Tyrone Borough Council
Circular Road
DUNGANNON
BT71 6DT**