



Application for Premises  
to be Approved as  
a Temporary 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 number of the Premises to be used and its proprietor.

<b>Title:</b>			
<b>Address:</b>			
<b>Telephone No:</b>		<b>Fax No:</b>	
<b>Website address</b>			

**2. DETAILS OF APPLICANT**

This application must be made by the Bride or Groom. Please give the full name, address, e-mail address and telephone number. Please also state the date on which you wish the Approval to be granted for.

<b>Name:</b>	
<b>Home Address:</b>	
<b>E-mail address:</b>	
<b>Telephone No:</b>	
<b>Date and time of proposed marriage</b>	

If an approval is granted the Applicant at 2 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 temporary 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 1 the sole occupier of the Premises?

<b>Yes</b>	
<b>No</b>	

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)

<b>Name:</b>	
<b>Occupation:</b>	
<b>Private Address:</b>	
<b>Telephone No:</b>	
<b>Home/Mobile:</b>	

<b>Name:</b>	
<b>Occupation:</b>	
<b>Private Address:</b>	
<b>Telephone No:</b>	
<b>Home/Mobile:</b>	

## 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

I apply for the premises identified in Section 1 to be temporarily approved for solemnisation of a civil marriage on the date specified in Section 2.

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 the date specified in Section 2 only
- (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: .....

Bride or Groom:.....

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.**

	<b>Name</b>	<b>Date of Birth</b>
<b>Section 2(a) Applicant</b>		
<b>Responsible Person (1)</b>		
<b>Responsible Person (2)</b>		
<b>Additional responsible persons</b> (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: \_\_\_\_\_





**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**