

Reply to Licensing Team

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Licensing Team
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Application for the Grant or Renewal as an Approved Premises for the solemnization of marriages and the registration of civil partners; under the Marriage Act 1949 (as amended by the Marriage (Same Sex Couples) Act 2013); Civil Partnerships Act 2004, and The Marriages and Civil Partnerships (Approved Premises) Regulations.

<i>FOR OFFICE USE ONLY</i>	<i>Date Received:</i>	<i>App Ref No:</i>
	<i>Fee:</i>	<i>Receipt:</i>

A	<p>I apply for the premises identified in Question 2 overleaf to be approved for regular use by the public as a venue for (please tick):</p> <p><input type="checkbox"/> Non-Religious Premises: The solemnization of marriages in pursuance of section 26(1)(bb) of the Marriage 1949 Act (as amended by the Marriage (Same Sex Couples) Act 2013); and as a place at which two people may register as civil partners of each other in pursuance of section 6(3A)(a) of the Civil Partnerships 2004 Act.</p> <p><input type="checkbox"/> Religious Premises only: As a place at which two people may register as civil partners of each other in pursuance of section 6(3A)(a) of the Civil Partnerships 2004 Act.</p>
B	<p>I enclose (please tick):</p> <p><input type="checkbox"/> Two copies of a plan of the premises showing the room(s) in which it is intended that marriages will take place;</p> <p><input type="checkbox"/> A copy of the premises' most up to date Electrical Installation Inspection Certificate or Periodic Inspection Report, as prescribed by the Electricity at Work Regulations 1989;</p> <p><input type="checkbox"/> A copy of the premises' Fire Risk Assessment prepared under The Regulatory Reform (Fire Safety) Order 2005 ("RRFSO").</p>
C	<p>I understand that:</p> <ul style="list-style-type: none"> • The premises will be inspected for suitability before approval is granted and, if the application is successful, may subsequently be subject to re-inspection; • The Royal Borough will advertise the application on the Royal Greenwich website. • The period of consultation runs for 21 days from the date that the website notice of the application is published; • Approval, if granted, will be for a period of three years, subject to revocation; and • The premises must satisfy the local authority on fire precautions and health and safety provisions.

DECLARATION

In making this application, I declare that:

- I have read and understood the information contained in this form and annexes A and B attached;
- If the approval is granted I will comply with the Royal Borough of Greenwich's standard conditions contained in annexes A and B and any specific conditions that the Royal Borough of Greenwich may apply on granting the approval;
- The premises will be regularly available for public use as a venue for civil marriage (as appropriate), and civil partnership venue;
- The information provided in this form is, to the best of my knowledge, truthful and accurate.

Signature of Applicant

Applicant's Name

Date of Application

NOW PLEASE COMPLETE ALL SECTIONS (1-10) BELOW:

<p>1. Full names, private address and telephone number of applicant. (If the application is made by a limited company, please give the address of the registered office and, where different, the main trading address of the company).</p>	<p>Name Address</p> <p>Tel. Email address:</p>
<p>2. Name, postal address and telephone number of the premises which are the subject of this application.</p>	<p>Name Address</p> <p>Tel. Email address:</p>
<p>3. Name, address, telephone number, email address and occupation of person who will be responsible for compliance with the conditions attached to the approval, if granted.</p> <p><i>Please note that the person responsible for complying with the conditions attached to the approval may differ from the 'Responsible Person' referred to in Note 5, below.</i></p>	<p>Name Address</p> <p>Tel. Email address: Occupation:</p>

<p>4. Which room(s) in the premises is/are proposed to be used for the conduct of civil marriage / civil partnership ceremonies?</p>	
<p>5. State the maximum number of persons that this/these room(s) can accommodate. State the technical standard (means of escape in the event of fire) used to determine this number. <i>(This number should be evident in your 'Fire Risk Assessment', prepared under The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)).</i></p> <p>Please state the name of the 'Responsible Person' as defined in Article 3 of the same order.</p>	<p>Maximum Capacity of Room(s):</p> <p>Name: ("Responsible Person" under RRFSO)</p>
<p>6. Please identify an additional room the registrar may use to interview the couple to be married / the couple wishing to form a civil partnership.</p>	
<p>7. Please describe the nature of the premises at question 2 (e.g., hotel, stately home, civic accommodation) and the primary and other uses to which it is usually put.</p>	
<p>8. Do you have complete control over any corridor(s) next to the room(s)? If only partial control, please state what use is made of the corridor.</p>	
<p>9. Have you complete control over any external areas (e.g., courtyards, passageway) on which the premises abut? If only partial control, please state what other use is made of these abutting areas.</p>	
<p>10. Has the premises or proposed room(s) any recent or continuing connection with any religion or religious activity? If so, please provide details.</p>	