



ST HELENS
BOROUGH COUNCIL

Application for Secular 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

SECTION 1 – APPLICANT DETAILS

PLEASE COMPLETE IN CAPITAL LETTERS

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: _____

Applicants postal address (private address for a person, or registered address and main trading address for a company):

Post town: _____ Postcode: _____

Telephone number(s): _____

Main trading address of company: _____

SECTION 2 – RESPONSIBLE PERSON

Full name: _____

Postal address:

Post town: _____ Postcode: _____

Telephone number(s): _____

Position held in company: _____

SECTION 3 – PREMISES DETAILS

Name, postal address of the premises which are subject of this application:

Post town: _____ Postcode: _____

Telephone number(s): _____

Nature of the premises (e.g. hotel, stately home, civic accommodation):

Primary and other uses to which it is regularly put:

Is the person or company named in section 1 the occupier of the premises? **YES/NO**

If no, please state the occupier: _____

Full name: _____

Postal address:

Post town: _____ Postcode: _____

SECTION 4 – MARRIAGE ROOMS

Please describe the room(s) it is proposed to use for the conduct of civil marriage ceremonies (e.g. ground floor conference room, first floor council chamber):

Will the room/s be available for regular use as a venue for civil marriages **YES/NO**

State the anticipated number of occasions for which the premises shall be used over the three-year period for the conduct of civil marriages:

Please state the maximum occupancy for each room, as per the fire certificate:

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

Are car parking facilities available in the immediate vicinity of the premises?

YES/NO

If yes state number of spaces: _____

If no, specify the nearest car park facility: _____

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

Specify the numbers of sanitary facilities available for:

Female: _____

Male: _____

Disabled: _____

SECTION 5 – GENERAL QUESTIONS

Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (e.g. for the provision of regulated Entertainment or sale/supply of alcohol). If yes, please state the licence number:

SECTION 6 – DECLARATIONS

I declare that:

1. I/we apply for the premises named in section 3 to be approved for the solemnization of marriages and the registration of civil partnerships.
2. I/we attach 3 copies of a plan of the premises showing all the room(s) in which it is intended that marriages or civil partnerships will take place.
3. I enclose a copy of the Fire Safety Certificate and Public Liability Insurance
4. I/we understand that:
 - a. The premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
 - b. A public notice of the application will be given by advertisement in a newspaper with a period of 21 days for objections; and/or the notice will appear on the authority's website for the same period and that the authority may also decide to publish it in other ways if it considers it necessary to do so;
 - c. Approval, if granted, will be for a period determined by the authority and will be subject to revocation. It will be for no less than three years; and
 - d. The authority will need to be satisfied that appropriate health and safety provision and fire safety is in place.
5. I declare that:
 - a. I have read and understand the information contained in this form and Annexes A and C to the guidance;
 - b. The premises are not religious premises;
 - c. The premises are not a register office (or, where a register office is situated in the premises that is not the room that is the subject of this application); and
 - d. 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 be regularly available for public use for the solemnization of marriages and the registration of civil partnerships; and
 - b. I will comply with both the standard conditions and any further conditions that the authority considers reasonable that are attached to the approval.

Signature of applicant: _____

Date: _____

Interest in the premises: _____

Contact name (where not previously given) and address for correspondence associated with this application is this is different from the information provided in Section 1:

Post town: _____ Postcode: _____

Telephone number (if any): _____ Email address: _____

STANDARD CONDITIONS ATTACHED TO GRANTS OF APPROVAL OF PREMISES THAT ARE NOT RELIGIOUS PREMISES

1. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions (“the responsible person”) and that the responsible person’s occupation, seniority, position of responsibility in relation to the premises, or other factors (his “qualification”), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to and throughout each of the proceedings.
3. The holder must notify the authority—
 - a. of his name and address immediately upon him becoming the holder of an approval under regulation 7(2); and
 - b. of the name, address and qualification of the responsible person immediately upon the appointment of a new responsible person.
4. The holder must notify the authority immediately of any change to any of the following—
 - a. the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises;
 - b. the name or full postal address of the approved premises;
 - c. the description of the room or rooms in which the proceedings are to take place;
 - d. the name or address of the holder of the approval; and
 - e. the name, address or qualification of the responsible person.
5. The approved premises must be made available at all reasonable times for inspection by the authority.
6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to and throughout the proceedings.
7. (1) Save as provided below, no food or drink may be sold or consumed in the room in which the proceedings take place for one hour prior to or during those proceedings.

(2) Non-alcoholic drinks may be consumed prior to the proceedings.
8. All proceedings must take place in a room which was identified as one to be used for that purpose on the plan submitted with the approved application.
9. The room in which the proceedings are to take place must be separate from any other activity on the premises at the time of the proceedings.
10. The arrangements for and content of the proceedings must meet with the prior approval of the superintendent registrar of the district, or the registration authority of the area, as the case may be, in which the approved premises are situated.

11. (1) Any proceedings conducted on approved premises shall not be religious in nature.

(2) In particular, the proceedings shall not—

(a) include extracts from an authorised religious marriage service or from sacred religious texts;

(b) be led by a minister of religion or other religious leader;

(c) involve a religious ritual or series of rituals;

(d) include hymns or other religious chants; or,

(e) include any form of worship.

(3) But the proceedings may include readings, songs, or music that contain an incidental reference to a god or deity in an essentially non-religious context.

(4) For this purpose any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.

12. Public access to any proceedings in approved premises must be permitted without charge.

13. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the authority as a venue for marriage in pursuance of section 26(1)(bb) of the 1949 Act *and the formation of civil partnerships under section 6(3A)(a) of the 2004 Act but shall not state or imply any recommendation of the premises or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.

14. If a change of name to the approved premises occurs after the issue of the certificate for marriage or the civil partnership document but before the proceedings, the former name of the approved premises as recorded in the certificate for marriage or the civil partnership document shall remain valid for its duration for the purpose of the proceedings.

Please Note: The Council has the right to impose additional conditions on a licence if deemed necessary.

PRIVACY POLICY – ST HELENS COUNCIL

Here at St. Helens Council we take your privacy seriously. We will only use your personal information to administer your application and provide the products and services you have requested from us. From time to time we may need to contact you with details of the service or information we require from you and we will do this using the contact information you provided on your application form. This can either be by post, email, telephone or text message.

The Council has a duty to protect the public and we implement a number of security measures to maintain the safety of your personal information. Please be aware however that the information you provide on this application may be shared with other public bodies where required, such as Council Departments and Government Services, which may be used for the prevention of fraud or other serious offences. If you require a copy of the data we hold or believe it to be inaccurate please contact the Council's Data Protection Officer by email on dataprotection@sthelens.gov.uk.

Any further information held by the Council about individuals will be held securely and in compliance with the law. Information will not be held for longer than required and will be disposed of securely. Further information regarding retention periods is available on the Council's website at <https://www.sthelens.gov.uk/Licensing>.