

**APPLICATION FORM FOR 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.**

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. When completed, it should be forwarded to the Proper Officer for Registration Matters at: **Registration Service, Civic Centre, Glebe Street, Stoke on Trent, ST4 1HH** together with the appropriate fee payable to Stoke on Trent City Council

1. I apply for the premises named at item 2 overleaf to be approved for the solemnization of marriages and the registration of civil partnerships.

2. I 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 also attach a copy of a **Risk Assessment illustrating how the premises are COVID-19 secure.**

4. I 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) public notice of the application will be posted on the city council's web site for a period of three weeks for objections;

c) approval, if granted, will be for a three-year period, subject to revocation; and,

d) the premises must satisfy the local authority on fire precautions and health and safety provisions.

4. I declare that-

a) I have read and understood the information contained in this form and Annexes A-C

b) the building is not a register office or religious premises; and

c) I have consulted the city's planning authority as to whether planning consent is required and it is satisfied that the premises can be used as a venue for Marriage or Civil Partnership.

5. I further declare that, if approval is granted-

a) subject to any exemptions in the Equality Act 2010 (see paragraphs 2.7 -2.11 of this guidance) 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 (Annex B) and any further local conditions attached to the grant of approval.

<p>1. Full names, private addresses and telephone numbers of applicant(s).</p> <p>If the application is made by a limited company please give the address of the registered office and where different state also the main trading address of the Company.</p>	
<p>2. Name, postal address and telephone number of the premises which are the subject of this application.</p>	
<p>3. 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 regularly put.</p>	
<p>4. Is the person or company named in reply to question 1 the occupier of the premises?</p>	
<p>5. If the answer to question 4 above is 'No' and there is another occupier, please give their name(s) telephone number(s) and address(es)</p>	
<p>6. By what description is (are) the proposed ceremony room(s) normally known?</p> <p>(e.g. the State Room or Room 10 on the Ground Floor)</p>	
<p>7. Please state here the maximum number of people permitted to occupy each room in which ceremonies are intended to be held, under your fire risk assessment.</p>	

<p>8. <b>PRE-COVID</b> Please state the maximum number of <b>guests</b> permitted for each room in which ceremonies are to be held for the purposes of the Approved Premise licence.</p> <p><i>Please note in addition to the total guests including all children and babies there will be the couple, 2 Registrars, musicians, photographers, venue staff, etc. The total must be within the maximum allowed under your venue's fire regulations.</i></p>	
<p>9. <b>COVID-19</b> Please state the maximum number of <b>persons</b> permitted <u>for each room/area</u> in which ceremonies are to be held for the purposes of government advice when taking into account <b>2m social distancing</b>.</p>	
<p>10. 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) <b>if so please attach a copy.</b></p>	

Signature of applicant	
Date	
Interest in the premises	
Address for correspondence	
Contact telephone number and email address	

**WHEN COMPLETED please return the following:**

- This 3-page application form
- Supporting documents
- The appropriate fee (cheques should be made payable to Stoke on Trent City Council)

**Send to:**

Superintendent Registrar  
 Stoke on Trent Registration Service  
 Civic Centre  
 Glebe Street  
 Stoke-on-Trent  
 ST4 1HH.