

Application Form for the licensing of Approved Premises to hold Marriages and Civil Partnerships

Details of premises to be licensed:

Name of Premises:

Address:

Postcode:

Telephone:

Email:

Website:

Name and address for all correspondence:

Name:

Address:

Postcode:

Telephone:

Email:

Name and registered postal address of the parent company/holder of the licence (if applicable)

Name of Premises:

Address:

Postcode:

Telephone:

Email:

Website:

Nature Of The Premises: Hotel/stately home/historic/restaurant/other

Total No of rooms to be licensed:

A plan showing the location of the room(s) should be attached (max size A3).

Room no	Name of Room	Max seating capacity of each room to be licensed	Comments

Please give details of the person who will be responsible on the day of the ceremony (known as the Responsible Person) together with who will deputise in their absence:-

Name – Responsible Person	Position	Contact number(s)
Name – Deputies	Position	Contact number(s)

Statements and Declarations

- I apply for the premises named on this form to be licensed for the solemnisation of marriages and the formation of civil partnerships
- I declare that I have read and understood the licence requirements and conditions applying to this licence
- I declare that the building is not a religious premises
- 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 marriage and civil partnerships
- I further declare that, if approval is granted:-
 - a) The premises will be regularly available for public use for either the solemnisation of marriages or the formation of civil partnerships
 - b) I will comply with the standard conditions and the local conditions of Hampshire County Council.

I understand that:

- The premises will be inspected for suitability before a licence is granted and, if this application is successful, may be subject to further inspections.
- Public notice of the application will appear on the **County Council's website** with a 21 day period for comments and/or objections.
- Approval, if granted, will be for a three year period and may be subject to revocation if conditions are not adhered to.
- If retrospective planning permission is required and subsequently refused, the Council will revoke the licence and there will be no refund of fees.
- The premises must satisfy the Council on fire precautions and health and safety provisions.
- This application covers the rooms/areas stated. Any changes/additional rooms I may wish to make/add during the period of the licence are subject to the full current licence fee and approval of the Council.
- The venue must not advertise that it is licenced for Civil Marriage or Civil Partnership until the approval has been granted by Hampshire County Council and the licence has been issued.

I enclose the following items with this application

- **FIRE RISK ASSESSMENT;** Copy of the current fire risk assessment including seating capacity for each room to be licensed.
- **INSURANCE:** Documentary evidence (i.e. a copy) of the policy which provides proof of public liability insurance to the minimum value of £5 million, including the expiry date. (Please note it is NOT the Employers' Liability certificate we require).
- **HEALTH AND SAFETY RISK ASSESSMENT;** Copy of current H&S risk assessment, including any highlighted issues that are currently being addressed.
- **PLANNING PERMISSION:** Copy of the planning permission/change of use from the local planning authority confirming they support civil ceremonies taking place at the venue.
- **PLAN:** A copy of a plan (or plans) of the premises clearly identifying the location of the rooms to be licensed (no larger than A3). The location of the interview room/rooms should also be clearly identified.

If you fail to supply all the necessary documentation, your application will remain open for 12 months, after which you will need to submit a new application and the process will need to start again from the beginning

Once all correct documentation has been received you will be invoiced for the fee. Payment must be made by BACS. For details of fees see website www.hants.gov.uk/registration. Your licence will be issued for a period of three years less one day.

Please note the licence fee is non-refundable

I agree that my venue's details will be promoted on the Registration Service's Twitter page.

Signed

Date

Print name

Please complete, scan and email your form to registration.hq@hants.gov.uk
or post to: The Register Office, c/o Three Minsters House, 76 High Street, Winchester SO23 8UL.