

Application for Premises to be Approved as a Venue For Marriages and Civil Partnerships

1. Full name of applicant.		
2. Private addresses of applicant. 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.		
3. Name, postal address and telephone number of the premises which are the subject of this application.		
4. Please describe the nature of the premises at question 3 (e.g. hotel, stately home, civic accommodation, village hall).		
5. Please describe primary and other uses to which it is regularly put.		
6. Is the person or company named in reply to question 1 the occupier of the premises?		
7. If the answer to question 6 above is "No" and there is another occupier, please give their name(s) and address(es).		
8. 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.		
9. Do the premises currently have the benefit of any licence authorising use for public entertainment or similar purposes? If so, please attach a copy.		

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 Wiltshire Council, County Hall, Trowbridge, Wiltshire, BA14 8JN, together with the appropriate fee payable to Wiltshire Council.

1. I apply for the premises named at item 2 overleaf to be approved for the solemnisation of marriages and the registration of civil partnerships.
2. I attach three copies of a plan of the premises showing the room(s) in which it is intended that the marriages or civil partnerships will take place.
3. 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 given by advertisement in a newspaper with 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. A copy of a current fire risk assessment should be available to view at the time of inspection.
4. I declare that:
 - (a) I have read and understood the information contained in this form and Annexes A, B and C;
 - (b) the building is not a register office or religious premises; and,
5. I further declare that, if approval is granted:-
 - (a) the premises will be regularly available for public use as a venue for the solemnisation of marriages or the registration of civil partnerships; and,
 - (b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

Signature of applicant:

Date:

Interest in the premises:
