

**APPLICATION 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 Powys County Council, The Gwalia, Ithon Road, Llandrindod Wells, LD1 6AA, together with the non refundable fee of £927.00 payable to Powys County 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 enclose a copy of the latest fire risk assessment for my premises
4. I understand that:
  - the premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
  - public notice of the application will be given by advertisement in a newspaper / local authority website with a period of three weeks for objections;
  - approval, if granted, will be for a three year period, subject to revocation; and,
  - the premises must satisfy the local authority on fire precautions and health and safety provisions.
5. I declare that:
  - I have read and understood the information contained in this form and Annexes A, B and C; and
  - the building is not a register office or religious premises;
6. I further declare that, if approval is granted:
  - the premises will be regularly available for public use for either the solemnization of marriages or the registration of civil partnerships; and,
  - I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

<p>1. Full names and 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.</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 (eg. 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 5 above is 'No' and there is another occupier, please give their name(s) and address(es)</p>	
<p>6. 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>7. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (eg for the provision of regulated entertainment) If so please attach a copy.</p>	
<p>Signature of applicant:</p>	
<p>Date:</p>	
<p>Interest in the premises:</p>	
<p>Address for correspondence and contact telephone</p>	

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Signature of applicant:

Date:

Interest in the premises:

Address, Email address for correspondence and contact telephone number:

## NOTES ON THE REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

The non-returnable fee for this application is £927.00 and must be submitted with the application to the Proper Officer for Registration Matters at Powys County Council, The Gwalia, Ithon Road, Llandrindod Wells, LD1 6AA.

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in Schedule 1 to the Regulations:

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the authority, be a seemly and dignified venue for the proceedings.
2. The premises must be regularly available to the public for use for the solemnization of marriages or the registration (formation) of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the authority, having consulted with the fire/ fire and rescue authority, and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.
4. The premises must not be-
  - (a) religious premises as defined by section 6(2) of the Civil Partnership Act 2004;\*
  - (b) a register office, but this paragraph does not apply to premises in which a register office is situated provided that the room which is subject to approval is not the same room as the room which is the register office.
5. The room or rooms in which the proceedings (marriage or civil partnership) will be held if approval is granted must be identifiable by description as a distinct part of the premises.

\* *“Religious premises” means premises which are used solely or mainly for religious purposes, or have been so used and have not subsequently been used solely or mainly for other purposes.*

*The premises must also fulfil the following requirements set by the authority:*

In considering the suitability of premises as a venue, the authority will have regard to the following Guidance from the Registrar General:

1. The laws relating to "approved premises" are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English law and Parliament's intention to maintain the solemnity of the occasion.
2. The term "premises" is defined in Regulation 2(1) as a permanently immovable structure comprising at least a room or any boat or other vessel which is permanently moored. Any premises outside this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, would not be eligible for approval. In addition, there are requirements in Schedule 1 that must be met before an approval can be granted.
3. The premises must be a seemly and dignified venue for the proceedings, which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.
4. The premises must not be religious premises as defined by section 6(2) of the Civil Partnership Act 2004. These are premises which are used solely or mainly for religious purposes or which have been used solely or mainly for religious purposes and have not been subsequently used for other purposes. A building that is certified for public worship would fall into this category as would a chapel in a stately home or hospice. However, premises in which a religious group meets occasionally might be suitable if the other criteria are met.
5. The premises must not be any part of a register office on the plan submitted by the authority and approved by the Registrar General under the Registration Service Act 1953. Any rooms in the same premises as the register office that aren't on this plan, e.g. a council chamber in the same town hall, can be approved but a room in a register office cannot be approved. However, an authority can set its fee for attending a marriage or civil partnership on approved premises at the same level as the prescribed fee for a marriage or civil partnership in a register office.
6. The premises may be used for the solemnisation of marriages and the registration of civil partnerships but must be regularly available to the public for use for one or the other. Under the terms of the Equality Act (Sexual Orientation) Regulations 2007 (which came into effect on 30 April 2007) it is unlawful for a person concerned with the provision to the public of goods, facilities or services to discriminate against a person who seeks to use those goods, facilities or services on the grounds of the sexual orientation of that person. The holder of an approval who does not allow premises to be used for both marriage and civil partnership, or who provides accommodation, services or facilities for one and not the other, is liable to legal action as a result. In common with other equality legislation, this action would need to be taken by the parties concerned against the holder of the approval. The local authority that granted the approval has no powers to act or intervene, unless, of course, it is the holder of the approval.
7. The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.