

Application for premises to be approved as a venue for marriages pursuant to 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



There is a fee payable in respect of this application. This is non-returnable and must be submitted with the application and sent to address below. Details of the current fee can be confirmed by ringing (01942) 404627.

- **Licensing Section, Town Hall, Library Street, Wigan, WN1 1YN**

1. I apply for the premises named at item (a) below to be approved for solemnisation of marriages and the registration of civil partnerships.

(a) Name, postal address and telephone number of the premises; which are the subject of this application.	
(b) If the application is made on behalf of a limited company please give the address of the registered office and where different state also the main trading address of the Company.	
(c) Full name(s) and private address(es) of applicant(s)	
(d) Full Name and private address of the individual who will be the responsible person.	
(e) Full Name and private address of the individual who will be the deputy responsible person	

<p>(f) Please describe the nature of the premises at question (a) (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</p>	
<p>(g) Is the person named in question (c) or the company named in question (b) the occupier of the premises?</p>	
<p>(h) If the answer to question (g) above is 'No' and there is another occupier, please give their name(s) and address(es).</p>	
<p>(i) Does the room(s) the subject of the application have the benefit of any current licence authorising use for premises licence or club premises certificate or similar purposes.</p>	
<p>(j) On which date do you expect the press notice advertising the submission of the application to be published?</p>	

2. I attach 3 copies of a plan of the premises showing the room(s) in which it is intended that marriages 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 has to be given by advertisement in a newspaper circulating in the area which is published at least once a week with a period of 21 days being allowed for the receipt of 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, B and C;
- b) The building is not a register office or religious premises;
- c) 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; and
- d) A copy of the newspaper advertisement (extracted from the newspaper) will be forwarded to the Licensing Section within 7 days of the advertisement being published.

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

- a) the premises will be regularly available for public use for either the solemnization of marriages or the registration of civil partnerships; and
- b) I will comply with the standard conditions (a copy of which has already been supplied to me - Annex B) and any local conditions attached to that grant of approval.

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.

Signature of Applicant

Print Name

Position

Date