



East Sussex Registration Service

**Licensing Premises for Civil
Marriage and Civil Partnership**

Application procedure and form



INVESTOR IN PEOPLE



Application procedure

1. The document entitled 'Licensing Premises for Civil Marriage and Civil Partnership' contains the Statutory Requirements as set out in Schedule 1 of The Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and Additional Requirements agreed by East Sussex County Council (ESCC) establishing the criteria that is used in deciding whether premises are suitable for licensing. It also contains the Statutory Conditions as set out in Schedule 2 of the Marriages and Civil Partnership (Approved Premises) Regulations 2005 and the Additional Conditions agreed by ESCC which apply if a licence is granted. Before submitting the application, you should satisfy yourself that the premises meet the Requirements set out in this document and that the Conditions are acceptable to you.
2. All questions on the application form must be answered in full. Giving incomplete answers may delay the processing of your application. Where supporting documentation has been requested, it must be enclosed with the form to avoid delays in processing your application.
3. Three copies of a plan of the building, showing clearly the room(s) which it is intended to use for ceremonies and the separate room to be used for the pre-ceremony interview of the couple, must be sent with the application form. The plans must be drawn to a scale of 1:100.
4. As detailed in the document 'Licensing Premises for Civil Marriage and Civil Partnership', ceremonies may only take place in a room approved within the licence. If, for some reason, that room is unavailable, the licence and therefore the ceremony, MAY NOT be transferred to another room. Careful consideration should be given to the number of rooms to which the licence should apply.
5. The fees for approval of the licence and any additional ceremony rooms are detailed in section 17 of the application form. The completed form, plans and any other supporting documentation should be sent, together with a cheque made payable to East Sussex County Council to:

The Proper Officer for Registration
Lewes Registration Office
Southover Grange
Southover Road
Lewes
East Sussex
BN7 1TP
6. Your application will be processed as detailed in section 4 of the 'Licensing Premises for Civil Marriage and Civil Partnership' document. No marriage or civil partnership ceremony may take place on the premises until such times as approval has been issued. Registration staff will not take bookings to attend ceremonies until approval has been granted.

East Sussex County Council

Civil marriage/partnership ceremony venue licence application form

1. Applicant's name and title

First name (s)		Surname	
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Please mark your title with an 'x'

Mr		Mrs		Miss		Other – Please state	
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2. Applicant's address and telephone number

Address			
Postcode			
Telephone number		Fax number	
Email address			

2a. Is the application being made by a limited company? Please mark with an 'x'

Yes		No	
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If yes, please give the address of the registered office and list the names and addresses of all the directors (on a separate sheet of paper).

3. Address and details of the premises to be licensed

Address			
Postcode			
Telephone number		Fax number	
Email address			
Website			

4. Owner of premises, if different from applicant

First name(s)		Surname	
Address			
Postcode			
Telephone number		Fax number	
Email address			

5. Contact person to arrange inspection, if different from applicant

First name(s)		Surname	
Telephone number		Fax number	
Email address			

6. Name and address of people to send correspondence to, if different from applicant

First name(s)		Surname	
Address			
Postcode			
Telephone number		Fax number	
Email address			

7. Name of responsible person (s)

First name(s)		Surname	
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8. Responsible person's details

Responsible person's status at premises	
Date of appointment as responsible person	

9. Contact details of responsible person to be published as contact points

Telephone number		Fax number	
Email address			

10. Describe the nature of the premises to be approved (for example, hotel or civic hall) and how it is normally used

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11. Provide up to 50 words to describe the premises, facilities and services available which may be used in publicity material

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12. Has the premises any recent or continuing religious connection? Please mark with an 'x'

Yes		No	
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If yes, please give details

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13. Please state the number of ceremony rooms to be approved.

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14. Indicate the names or numbers of the ceremony room(s) below and give the number of people permitted to occupy each room, seated or standing. Three copies of a plan showing the premises and the location of the room(s) should be attached

Ceremony room	Seated	Standing

15. Please identify a separate room that can be used by the Superintendent Registrar to interview the couple before the ceremony.

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16. Do the premises currently have any of the following licences or certificates? Please mark with an 'x' where the answer is yes and enclose a copy.

Fire Risk Assessment	Yes		No	
Public Liability Insurance	Yes		No	
Other (please describe)				

17. Approval fee

Cheques should be made payable to East Sussex County Council

Approval application fee for one ceremony room	£1500.00	£	
For each additional ceremony room	£500.00	£	
	Total enclosed	£	

18. Applicant's statements and declarations

a) I apply for the premises named at question 3 above to be approved for regular use by the public as a venue for the solemnization of civil marriages/partnerships in the presence of a Superintendent Registrar and a Registrar of Marriages.

b) I declare that the building has no recent or continuing religious connection.

c) I declare that:

i. if this application is approved I agree to be bound by East Sussex County Council's document "Licensing Premises for Civil Marriage and Civil Partnership" and the Statements contained therein, and I will comply with the Approval Conditions, Additional Approval Conditions and any Special Approval Conditions attached to the grant of approval;

ii. the premises will be regularly available for public use as a civil marriage/partnership ceremony venue:

iii. I accept that my agreement to the terms and conditions set out in this application also applies to any person or persons employed by me, or acting on my behalf in respect of the premises.

d) Please put an 'x' in the appropriate box below

I am the owner of the premises for which the approval is applied	
I am not the owner of the premises. The owner has been informed and does not object to this application	

e) I understand that:

i. the premises will be inspected for suitability before approval is granted and, if this application is successful, will be subject to further inspections;

ii. a public notice of the application will be made by advertisement in a local newspaper, with a 21-day period for objections;

iii. the approval, if granted, will be for a three-year period, subject to revocation;

iv. the premises must satisfy East Sussex County Council on fire precautions and health and safety provisions.

f) I enclose the following with this application (please mark an 'x' in the appropriate boxes)

Cheque payable to East Sussex County Council for the total amount confirmed in box 17 above	
3 copies of a plan of the premises, showing the location of the proposed ceremony room(s) and interview room	
Copies of any certificates/licences listed at question 16 above	

Signed		Date	
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Please return your completed application to: The Proper Officer for Registration, Lewes Registration Office, Southover Grange, Southover Road, Lewes, East Sussex, BN7 1TP

If you have any queries please telephone 01273 475589

or email lewes.registrar@eastsussex.gov.uk