



**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 this application should be forwarded to **The Licensing Officer, Registration Service, Ceremonies & Certificate Team, Dalvenie House, County Hall, Truro, Cornwall TR1 3AY** together with a cheque for the correct amount made payable to **Cornwall Council** (see Note A).

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 **four** copies of a plan (no larger than A3 size) of the premises showing all the room(s) in which it is intended that marriages or civil partnerships will take place.
3. I attach the completed **Cornwall Fire & Rescue Service Declaration Form**.
4. I attach the completed **Planning Consultation Declaration Form** confirming 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. Please note that the Planning Authority may charge for this service.
For Renewal Applications - This only needs to be completed if you are adding an outdoor structure or there have been any building alterations since your last application.
5. 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 inspections;
 - b) Public notice of the application will be given by advertisement in a local newspaper with a period of three weeks for objections;
 - c) Approval, if granted, will be for a three year period, subject to revocation;
 - d) The premises must satisfy the local authority on fire precautions and health and safety provisions.
6. I declare that:
 - a) I have read and understood the information contained in this form and in Annexes A, B and C.
 - b) The building is not a register office or religious premises, and
7. 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;
 - b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval (Annex B).

Signature of applicant:	Date:
Interest in the premises:	
Address for correspondence:	
.....	
Contact telephone number:	

**It is appreciated if you could complete the form in full. Missing information may result in the licensing process being delayed.
Thank you.**



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	<i>Please tick as appropriate</i>	FEE
NEW APPLICATION		£1525
RENEWAL APPLICATION		£1210
Payment Details		<i>Please tick as appropriate</i>
Credit / Debit card over the phone – please tick this box and we will call you to take the payment.		
Payment by Cheque – please enclose a cheque for the full amount with your application form. Payable to Cornwall Council.		

(Attached to this form are Notes to assist your completion of the document.)

1. Name of Limited Company	Company Name: Main Trading Address: Telephone No:
2. Full names and private addresses of applicant(s).	Name: Address: Telephone No:

<p>3. Name, postal address and telephone number of the premises which are the subject of this application. <i>(Please ensure these are correct as this will appear on the licence documentation)</i></p>	<p>Name: Address: Telephone No:</p>
<p><u>For Renewal Application only</u> Please provide the AP number</p> <p>Date the current licence expires <i>(these are shown on your existing licence and certificate documents)</i></p>	<p>AP</p>
<p>4. Name and occupation of the proposed principal "responsible person".</p> <p><i>N.B. It is not necessary to provide a personal address unless there is no alternative contact address. It is also possible to nominate deputies to stand in for the principal Responsible Person – please add deputies to the form)</i></p>	<p>Name: Occupation: Address: Telephone No: Email Address:</p>
<p>Please provide venue website and email address.</p>	<p>Website: Email:</p>
<p>5. Please describe the nature of the premises at question 3 (e.g. hotel, stately home, civic accommodation) and the uses to which it is regularly put.</p>	<p>Nature of building: Uses:</p>
<p>6. Is the person or company named in reply to question 1 the occupier of the premises?</p>	<p>YES / NO</p>
<p>7. If the answer to question 6 above is 'NO' and there is another occupier, please give their name(s) and address(es).</p>	<p>Name(s): Address(es):</p>

<p>8. Please describe the room(s) it is proposed to use for the conduct of Civil Marriage ceremonies or registration of civil partnerships (e.g. ground floor conference room, first floor Council Chamber). Please supply 4 copies of a plan of the building (no larger than A3 size) indicating where the room(s) is/are situated and where the entrances and exits are located.</p>	<p>A. B. C. D. E.</p>
<p><u>For Renewal Application only</u></p> <p>Please give details of any changes to room names since your last application.</p> <p>Please give details of any structural changes to the approval areas since your last application.</p>	
<p>9. Please state here the maximum number of seated persons permitted to occupy each room in which ceremonies are intended to be held, under your fire risk assessment. <i>It is recommended that for the comfort of those attending that all guests are seated during the ceremony)</i> <i>Further guidance on risk assessments and calculating occupancy figures can be found on the Cornwall Fire & Rescue Service Declaration form attached to this application below.</i></p>	<p>A. B. C. D.</p>
<p>10. Please identify an additional, separate room which the Registrar may use prior to the ceremony to interview the couple.</p>	
<p>11. In accordance with regulations, have you completed a thorough risk assessment of all the common areas, approved areas and other relevant areas in the venue that may be used in connection with the conduct of civil ceremonies? Please attach the completed signed fire safety declaration as evidence.</p>	<p>YES / NO</p> <p><i>You will be required to show the full risk assessment document to the Registration Officer at the time of inspection. Further guidance on risk assessments is available as 9. above.</i></p>

<p>12. Have you taken action to deal with any significant findings in connection with the risk assessment. <i>Please give details.</i></p>	<p>YES / NO</p>
<p>13. Does the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (<i>e.g. for the provision of regulated entertainment</i>) <i>If so please attach a copy/give details.</i></p>	<p>YES / NO</p>
<p>14. Has the venue at 2 above any recent or continuing connection with any religion or religious activity? If so please provide details.</p>	<p>YES / NO</p>

CORNWALL FIRE & RESCUE SERVICE
DECLARATION FORM

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Dear Sir/Madam

<p>THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005: APPROVAL OF PREMISES FOR CIVIL CEREMONIES: MARRIAGES AND CIVIL PARTNERSHIP (APPROVED PREMISES) REGULATIONS 2005</p>

The above regulations place a responsibility upon the responsible person to carry out a fire risk assessment and to subsequently act upon the findings of that assessment by minimising the risk or providing safeguards appropriate to the risk from fire.

In the first instance and for technical detail and guidance you are strongly advised to purchase the appropriate Fire Safety Risk Assessment guidance document applicable to your premises. Alternatively these guidance documents are available online at <http://www.cornwall.gov.uk/firerisktemplate>

Further fire safety advice is also available on the Cornwall Fire & Rescue Service website at www.cornwall.gov.uk/businessfiresafety

An audit may be carried out at a future date, to ensure that the requirements of the Order have been complied with.

If, after consulting the above documents, you are unable to complete a suitable and sufficient risk assessment for fire for the premises then you are advised to seek assistance from a competent person, who is experienced in fire safety work.

Yours faithfully

Chief Fire Officer
Cornwall Fire & Rescue Service
OL1

Enc. OL3

CORNWALL FIRE & RESCUE SERVICE

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

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SECTION 6 (3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004.***

To enable the Fire and Rescue Authority to process the application promptly it is essential that the applicant confirms that a Fire Risk Assessment under the Regulatory Reform (Fire Safety) Order 2005 has been carried out for the premises and the significant findings recorded (if applicable). As part of the Fire Risk Assessment it will be necessary to set occupancy limits for the approved areas of the premises and to record these on the Fire Risk Assessment.

It will not be necessary for the Fire Risk Assessment to be sent with the application but the applicant must sign the declaration below, confirming that a Fire Risk Assessment for the premises has been carried out and the significant findings recorded (if applicable) and that the Fire Risk Assessment will be regularly reviewed. The occupancy limits for the approved area of the premises must be shown in the declaration.

NB

For technical detail and guidance on **how to complete a Fire Safety Risk Assessment** you are strongly advised to refer to one of the two following guidance documents: Fire Safety Risk Assessment for Small and Medium Places of Assembly (for premises with a maximum occupancy of 300 persons) or Fire Safety Risk Assessment for Large places of Assembly (occupancy over 300 persons). These guidance documents are available online at <http://www.cornwall.gov.uk/firerisktemplate> or hard copies may be purchased from the Stationery Office. When purchasing or installing equipment, compliance with the relevant British Standards is normally taken as being adequate. Should your risk assessment identify that you may need to carry out major changes which may involve substantial costs then you are advised to take professional advice before proceeding. Information on how to calculate occupancy figures for your premises are available on Cornwall Fire & Rescue Service website: www.cornwall.gov.uk/fireoccupancy

Confirmation (to be signed by the applicant)

Name and Address of premises:

I confirm that a Fire Risk Assessment has been carried out for the above premises. The significant findings of the Fire Risk Assessment have been recorded and the findings will be regularly reviewed and available for inspection by inspecting officers on request.

Maximum seated occupancy limits for approved areas:

Please give details of the occupancy limits for the approved area(s)

Name of Approved Area	Maximum seated occupancy figures
(A)	
(B)	
(C)	
(D)	
(E)	

Regulatory Reform (Fire Safety) Order 2005 Enforcement action

Please give details of any notices served by Cornwall Fire & Rescue Service in relation to the property

Confirmation

The individual signing below must be the responsible person for Fire Safety Management within the premises

I confirm that the information given on this declaration is accurate.

Print Name: _____

Signed: _____

Position: _____

Date: _____

N.B.

Failure to complete this declaration fully may result in a delay in the processing of your application.

When completed please return this declaration to the Licensing Officer, Registration Service, Ceremonies & Certificates Team, Dalvenie House, New County Hall, Truro TR1 3AY with your licence application form, payment and associated paperwork.

For office use only

- Email Fire Service with information
- Retain on AV file

**CORNWALL REGISTRATION SERVICE
APPROVED PREMISES REGULATIONS 2005**

DECLARATION REGARDING PLANNING CONSULTATION

Subject to a formal licensing process, the Cornwall Registration Service issues venues with a licence granting them approval to hold civil ceremonies in specified approved areas.

The Approved Premises regulations allow for the approval of ceremonies only. This approval does not cover other events such as receptions.

The Approved Premises regulations place a responsibility upon the venue owner or nominated person to advise the Planning Authority of their intention to apply for a licence to hold ceremonies.

The Planning Authority can advise whether there are any planning considerations, e.g. change of use - for holding events at the property.

The venue must consult with the Planning Authority by completing the enclosed form 'Do I need planning consent or building regulations form' and returning it to the relevant planning team as stated on the form. The following information must be included in the description of proposed work:

- **Estimated number of ceremonies to be held per year.**
- **The part of the building they will be using.**
- **Nature of the existing business – i.e. hotel, restaurant.**

This should preferably be done before submitting their application to the Cornwall Registration Service, so a response can be enclosed with their application.

Please note that the Planning Authority will charge a fee for this.

For Renewal Applications - This only needs to be completed if the venue are adding an outdoor structure or there have been any building alterations since the last application.

Any recommendations made by the Planning Authority must be dealt with before submitting an application to the Registration Service.

It is also strongly recommended that the venue consults with any interested parties or neighbours before submitting the application.

Advice on planning issues and contact details can be found on the planning website www.cornwall.gov.uk/planning

Advice on other relevant issues can be found on the environmental health website www.cornwall.gov.uk/environmentalhealth

**CORNWALL REGISTRATION SERVICE
APPROVED PREMISES REGULATIONS 2005**

DECLARATION REGARDING PLANNING CONSULTATION

To enable the Cornwall Registration Service to process the (civil ceremony) application promptly it is essential that the applicant completes the declaration below and attaches relevant evidence of consultation with the planning authority.

Confirmation

Name and Address of premises:

1. I have consulted with the Planning Authority regarding my application
2. I have provided accurate information to them about my intention to hold civil ceremonies at the above venue
3. I have responded to all recommendations made by the Planning Authority and taken appropriate action to implement these
4. I will regularly review management of ceremonies at the venue and will contact the Planning Authority to seek further guidance should circumstances change.
5. I attach evidence that I have consulted with the Planning Authority
6. I attach evidence that the Planning Authority has no objections or concerns about the holding of ceremonies at the above venue

Confirmation

(to be signed by the applicant)

I confirm that the information given on this declaration is accurate.

Print Name: _____

Signed: _____

Position: _____

Date: _____

Contact Details: Phone _____ Email: _____

N.B. Failure to complete this declaration fully may result in a delay in the processing of your application.

**When completed please return this declaration and evidence of planning consultation and response to the:-
Cornwall Registration Service, Ceremonies & Certificates Team, Dalvenie House, New County Hall, Truro TR1 3AY
together with your licence application form, payment and other associated paperwork.**

For office use only

- Retain on AV file