



Herefordshire Registration Service

Application form for premises to be approved as a venue for civil marriages
and civil partnerships

1.Venue details	
Name	
Address	
Postcode	
Tel.No.	
Fax No.	
E-Mail	

2.Applicant's details	
Full Name	
Private address	
Tel.No.	
Full Name	
Private address	
Tel.No.	

3.If the application is being made by a limited company please complete the box below

Full Company name	
Full postal address	
Main company trading address if different to above	
Tel.No.	
Fax No and or Email	
Occupier of premises?	YES/NO
If no, please give name and address of occupiers	

4.Please give details of the Responsible Person

Full Name	
Full postal address	
Tel.No.	
Email	

5.Please describe the nature of the premises in (e.g. hotel, stately home) and the primary and other uses to which it is regularly put.

Nature of premises	
Primary Use	
Other uses	

6.Please give details of the room-name, maximum number of people permitted to occupy each room under your fire risk assessment/certificate

Name/description of room	Number

7.Do the premises have a current fire risk assessment **Y/N**
If YES please forward a copy with this application.

8.Do the premises have a current Premise/Personal licence? **Y/N**
If YES, please forward a copy with this application.

9.Any other current licences held? **Y/N**
If YES please forward a copy with this application.

I have read and understood the requirements before an approval can be granted, the conditions to be attached and understand that: -

- i. premises will be inspected for suitability before approval can be granted and if this application is successful, may be subject to further inspection by Herefordshire Council during the three years of approval;
- ii. public notice of the application will be given by advertisement in a newspaper with a period of 21 days for objections;
- iii. approval, if granted, will be for a three year period, subject to revocation
- iv. the premises must satisfy Herefordshire Council with regard to fire precautions and health and safety provisions

I declare that: -

- i. I am the proprietor or a trustee of the premises;
- ii. 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 civil marriages and civil partnerships;
- iii. the premises have no recent or ongoing religious connection
- iv. the premises will be regularly available for public use as a civil wedding/partnership venue
- v. I will comply with the standard conditions and any Herefordshire Council conditions attached to the grant of approval.

Where the application is made on behalf of a Limited Company, the Company Secretary and/or Director must sign the application form

In the case of a partnership, each partner must sign

Signature.....

Date.....

Print Name.....

Position.....

Signature.....

Date.....

Print Name.....

Position.....

Signature.....

Date.....

Print Name.....

Position.....

CHECKLIST

Before your premises can be approved, please complete the checklist below to ensure that all the relevant documents are sent.

1. Fully completed application form	Y/N
2. Three plans of the premises which clearly indicate the room(s) to be used for the ceremonies	Y/N
3. Cheque payable to Herefordshire Council £1500.00 Please note that this is not refundable	Y/N
4. Copy of Fire Risk Assessment Form	Y/N
5. Copy of Premise/Personal Licence	Y/N
6. Evidence that planning permission has been obtained or is not required	Y/N

Please forward your application for the attention of

Lynne Griffiths
Register Office
Town Hall
St Owen's Street
Hereford
HR1 2PJ