



**Temporary Application**  
for Premises to be approved  
as a Venue for a  
**Civil Marriage Ceremony**

Name of Venue .....

For official use

Date received:	Application No	Reference No	No.of documents:	Inspected by:	Date approval granted
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**Please read the enclosed "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages".**

**1. DETAILS OF PREMISES**

Please give the full name, address and telephone number of the Premises and the name of the proprietor.

<b>Title:</b>	
<b>Address:</b>	
<b>Telephone No:</b>	
<b>Proprietor</b>	

**2. DETAILS OF APPLICANT**

This application must be made by the Bride or Groom . Please give the full name, address, e-mail address and telephone number. Please also state the date on which you wish the Approval to be granted for.

<b>Name:</b>		
<b>Address:</b>		
<b>E-mail address:</b>		
<b>Telephone No:</b>		
<b>Date of Proposed Marriage</b>		<b>Time</b>

If an approval is granted the Applicant will be known as the "Approval Holder" and will be responsible for ensuring all conditions and requirements are satisfied in respect of the premises for its use as a temporary venue for civil marriages.

**3. NATURE OF PREMISES**

Please describe the nature of the premises (e.g.Hotel, Civic Building etc.) and the primary and other uses to which they are regularly put. (see Guidance Part 1.2 and Appendix A)

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**4. OCCUPIER OF PREMISES**

Is the person named in Section 1 the sole occupier of the Premises?

<b>Yes</b>	
<b>No</b>	

If No, please give the names and addresses of other occupiers and the nature of their occupancy below:

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**5. MARRIAGE ROOM(S)**

Please describe the primary and other use(s) of the room(s) which is (are) to be used for marriage ceremonies (e.g. Banqueting hall, conference room, garden area, marquee etc.)

Please also state the maximum number of people who are permitted to occupy these room(s) under any fire certificate which applies. (see Guidance Part 1.3)

Room/Location	Max No:

Please ensure there is a separate confidential interview room conveniently located to the marriage room, which is available to the Registrar.

**6. RESPONSIBLE PERSON(S)**

Please give details of the person and his/her deputy who will be responsible for arranging and co-ordinating the marriage ceremony and ensuring compliance with requirements and conditions as attached. (see Guidance Part 3.1)

<b>Name:</b>	
<b>Occupation:</b>	
<b>Private Address:</b>	
<b>Telephone No:</b>	
<b>Home/Mobile:</b>	

<b>Name:</b>	
<b>Occupation:</b>	
<b>Private Address:</b>	
<b>Telephone No:</b>	
<b>Home/Mobile:</b>	

**7. ENCLOSURES**

Enclosed with this application are:

- (1) 3 plans of the premises/location showing the marriage rooms and interview room (n/a if marquee)
- (2) Copy of fire certificate (where applicable)
- (3) Certificate of Public Liability Insurance
- (4) Application fee of £400.00

(please note: applications without payment will not be processed. If payment is rejected the application will be void.)

Cheques should be made payable to **“Antrim and Newtownabbey Borough Council”**

## 8. DECLARATIONS AND SIGNATURE

1. I apply for the premises identified in Section 1 to be temporarily approved for solemnisation of a civil marriage ceremony on the date specified in Section 2
2. I understand that:
  - (a) That the place may be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection.
  - (b) The premises must satisfy the local authority on fire precautions and health and safety provisions.
  - (c) Approval, if granted will be for the date specified in Section 2 only
  - (d) Approval, if granted, does not guarantee the availability of a Registrar
3. I enclose the documents requested in part 7 overleaf
4. I declare that:
  - (a) I have read and understood "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages".
  - (b) The place has no recent or continuing religious connection.
  - (c) I have obtained any necessary permissions regarding use of and access to the premises
  - (d) I will publish in a prominent place notice of my application for a period of 21 days.
  - (e) If a Temporary Approval is granted, I will comply with the Conditions attached to the Approval.

Signature of Applicant: .....

Bride or Groom .....

Name in block capitals:.....

Date:.....

Please return to:

Registrar Births, Deaths & Marriages  
Antrim Civic Centre  
50 Stiles Way  
Antrim  
BT41 2UB