



Comhairle Ceantair  
**an Iúir, Mhúrn  
agus an Dúin**  
**Newry, Mourne  
and Down**  
District Council

**MARRIAGE (NI) ORDER 2003  
THE MARRIAGE REGULATIONS 2003  
CIVIL PARTNERSHIP (NI) ORDER 2004**

**APPLICATION FOR 3 YEAR PLACE APPROVAL FOR CIVIL  
MARRIAGES AND CIVIL PARTNERSHIPS**

Completed Applications to be sent to:

**Oifig an Iúir  
Newry Office**  
Licensing Section  
Regulatory and Technical Services  
Department  
O'Hagan House  
Monaghan Row  
Newry  
BT35 8DJ

**Oifig Dhún Padraig  
Downpatrick Office**  
Licensing Section  
Regulatory and Technical Services  
Department  
Downshire Civic Centre  
Downshire Estate  
Ardglass Road  
Downpatrick  
BT30 6GQ

For further details contact:

Tel: 0300 013 2233  
Email: [council@nmandd.org](mailto:council@nmandd.org)  
[www.newrymournedown.org](http://www.newrymournedown.org)

# **Application for 3 Year Place Approval for Civil Marriages and Civil Partnerships**

Please read the enclosed "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages & Civil Partnerships".

Please Tick appropriate box

- Application for 3 Year Place Approval for Civil Marriages**
- Application for 3 Year Place Approval for Civil Partnership**

## **1. DETAILS OF PREMISES**

Please give the full name, address and telephone and fax number of the Premises.  
Information in section 1 will be available to the public and appear on the Registrars website

<b>Title:</b>			
<b>Address:</b>			
<b>Telephone No:</b>		<b>Fax No:</b>	
<b>Website address</b>			

## **2(a) DETAILS OF APPLICANT**

Please give the full name, home address, e-mail address and telephone number of the person making the application. This person is normally the Proprietor or Trustee of the Premises.  
(see Guidance Part 1.1)

<b>Name:</b>			
<b>Home Address:</b>			
<b>E-mail address:</b>			
<b>Telephone No:</b>			

**2(b)** If the venue is part of a limited company, please give the address of the registered office.

<b>Company:</b>			
<b>Address:</b>			
<b>E-mail address:</b>			
<b>Telephone No:</b>			

If an approval is granted the Applicant at 2(a) 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 venue for civil marriages and civil partnerships.

**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 2 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. CEREMONY**

Please describe the primary and other use(s) of the room(s) which is (are) to be used for Civil marriage/civil partnership 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 on the day for arranging and co-ordinating the civil marriage/civil partnership 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 ceremony rooms and interview room
- (2) Copy of Fire Risk Assessment
- (3) Certificate of Public Liability Insurance (Copy to be supplied each year of licence)
- (4) Application fee of £300.00

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

Cheques should be made payable to “**Newry, Mourne and Down District Council**”

**Please note: when a venue is applying for approval for both Civil Marriage and Civil Partnerships at the same time there is an additional administration fee of £50.00**

**8. DECLARATIONS AND SIGNATURE**

- 1. I apply for the premises identified in Section 1 to be approved for solemnisation of Civil Marriages/Civil Partnerships for a period of 3 years
- 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 an inclusive 3 year period subject to revocation, suspension or variation;
  - (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/Civil Partnerships"
  - (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 an Approval is granted, I will comply with the Conditions attached to the Approval

**Signature of Applicant:** .....

**Business Title:** .....

**Name in Block Capitals:** .....

**Date:** .....

**For official use**

Date received:	Application No	Reference No	No.of documents:	Inspected by:	Date approval granted
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