



**Causeway
Coast & Glens
Borough Council**

**Application for Premises
to be Approved as
a Venue for Civil Partnership
Registration**

**Civil Partnership Act 2004 &
The Civil Partnership Regulations (NI) 2005**

Name and/or Address of Venue

For official use

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

Please read the enclosed "Guidance to the Requirements and Conditions for Approved Premises for "Civil Partnership Registration".

1. DETAILS OF PREMISES

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

Title:			
Address:			
Telephone No:		Fax No:	
E-mail address:			

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)

Name:			
Home Address:			
Telephone No:			
E-mail address:			

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

Company:			
Address:			
Telephone No:			
E-mail address:			

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 Partnership Registration.

3. NATURE OF PREMISES

Please describe the nature of the premises (e.g. Hotel, Public Building etc.) and the primary and other reason for which they are regularly used. (see Guidance Part 1.2 and Appendix A)

4. OCCUPIER OF PREMISES

Is the person named in Section 2 the sole occupier of the Premises?

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

5. CIVIL PARTNERSHIP REGISTRATION ROOM (S)

Please describe the primary and other use(s) of the room(s) which is (are) to be used for Civil partnership Registration (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 Civil Partnership Registration , 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 Partnership Registration and ensuring compliance with requirements and conditions as attached. (see Guidance Part 3.1)

Name:			
Occupation:			
Private Address:			
Telephone No:		Home/Mobile:	

Name:			
Occupation:			
Private Address:			
Telephone No:		Home/Mobile:	

7. ENCLOSURES

Enclosed with this application are:

- 1) 3 plans of the premises and/or location map showing the Civil Partnership Registration Rooms and interview room
- 2) Electrical Test Certificate
- 3) Emergency Lighting Inspection and Test Certificate
- 4) Fire Alarm Inspection and Test Certificate
- 5) Fire Fighting Equipment Inspection and Test Certificate
- 6) Fireproofing Certificate for Curtains and Drapes
- 7) Copy of Fire Certificate (where applicable)
- 8) Certificate of Public Liability Insurance
- 9) 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 "**Causeway Coast and Glens Borough Council**".

If applying for Civil Marriage Approval the total licence fee for both is £450.00.

8. DECLARATIONS AND SIGNATURE

1. I apply for the premises identified in Section 1 to be approved to conduct Civil Partnership Registration for a period of 3 years.
2. I understand that:
 - (a) 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 Partnership Registration".
 - (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:

Please return to:

**Environmental Services Department
Causeway Coast and Glens Borough Council
Ballymoney Office
Riada House
14 Charles Street
Ballymoney
BT53 6DZ**

Tel: 028 2766 0233

As part of the approval process carried out by Causeway Coast and Glens Borough Council all applications are sent to the Police to ascertain that the premises comply with their requirements and to verify that approval holders and responsible persons are fit and proper persons as stated in the The Civil Partnership Act 2004.

The Police have asked if it is possible to have dates of birth for the persons named in section 2(a) and section 6 to assist them in their checks and to speed up the approval process. **This information will be treated as confidential and will only be used for this purpose. It will not be held by the Registrars Office, Environmental Services or passed to any other person.**

	Name	Date of Birth
Section 2(a) Applicant		
Responsible Person (1)		
Responsible Person (2)		
Additional responsible persons (Full details must be appended to section 6 of the Application form)		

Thank you for your assistance.

Privacy Notice

As a public authority, Council takes your rights and freedoms seriously and are collecting this information in order to process your application under its legal obligation. You can see the full privacy notice at <https://www.causewaycoastandglens.gov.uk/live/health-and-built-environment/licensing/causeway-coast-and-glens-borough-council-privacy-notice> or alternatively email environmentalhealth@causewaycoastandglens.gov.uk to obtain a copy. Council will only release information when required under law or with your consent. Further information about your rights, how long information is held for, or how to contact the Data Protection Officer can be found on the privacy section of the website.