

**APPLICATION FOR TEMPORARY APPROVAL AS AN APPROVED PLACE FOR  
MARRIAGES IN PURSUANCE OF REGULATION 15 OF THE MARRIAGE (NORTHERN  
IRELAND) REGULATIONS 2003**

This form when completed must be forwarded to:

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

**Tel: 028 2766 0233**

Together with the appropriate fee of £400.00 payable to Causeway Coast and Glens Borough Council.

1. I apply for the place named at item 2 below to be approved for use for the solemnisation of a marriage in the presence of a Registrar.
2. I attach 3 copies of a plan/description of the place.
3. I attach details of public liability insurance in respect of the place for which approval is sought.
4. 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) approval, if granted, will be for the date stated on the temporary approval, subject to revocation, suspension or variation; and
  - c) the place must satisfy the local authority on fire precautions and health and safety provisions.
5. I declare that –
  - a) I have read and understood the information contained in this form and Appendices E and F and Annex C;
  - b) The place has no recent or continuing religious connection;
  - c) I have obtained any necessary permissions regarding use of and access to the place; and
6. I further declare that, if approval is granted –
  - a) I will comply with the conditions (Annex B) attached to that grant of approval.

This application must be made by either of the parties to the marriage. If successful the applicant will be the holder of the approval.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address for correspondence and contact telephone number:

1. Full names and private addresses of applicant.	
2. Date of proposed Marriage Ceremony.	
3. Name, postal address and telephone number of the place that is the subject of this application.	
4. Please describe the nature of the place at question 3 and the primary and other uses to which it is regularly put.	
5. Is the person named in reply to question 1 the occupier of the place.	
6. If the answer to question 5 above is 'No' and there is another occupier, please give their name(s) and address(es)	
7. Please state here the maximum number of people permitted at the place under any fire certificate that may apply.  Please attach a copy of any certificate in force.	
8. Please state here the maximum number of people who will attend at the place on the date of the marriage ceremony (including the marriage parties and witnesses).	
9. Does the place currently have the benefit of any licence authorising use for public entertainment or similar purposes?  If so please attach a copy	

## **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](mailto: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.