



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

## The Marriage (NI) Regulations 2003 and Civil Partnership Act 2004

### **APPLICATION TO LOCAL AUTHORITY FOR AN “APPROVED PLACE FOR MARRIAGE OR CIVIL PARTNERSHIP”**

*(Please print details)*

**Applicant details** - name, address & telephone number.

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tel: \_\_\_\_\_

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 venue for Civil Marriages and Civil Partnerships.

**Place** - name, address & telephone no. of place applied for.

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tel : \_\_\_\_\_

**Occupier of place** - if the applicant is not the sole occupier (ie. multi – occupancy), - names, addresses and telephone nos. of the other occupiers and nature of their occupancy.

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tel: \_\_\_\_\_

**Nature of Place** - describe the nature of the place (eg. Hotel, Civic Building etc.) and the primary and other uses to which it is regularly put.

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### **Approved Room(s)**

Please describe the primary and other use(s) of the room(s) which is (are) to be used for marriage ceremonies OR Civil Partnerships (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 \_\_\_\_\_

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(Please ensure there is a separate confidential interview room conveniently located to the Approved Room, which is available to the Registrar.)

### **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 marriage ceremony and ensuring compliance with requirements and conditions as attached. (See guidance Part 3.1).

Name: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Private Address: \_\_\_\_\_

Telephone No (Business): \_\_\_\_\_

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation/Position: \_\_\_\_\_

Private Address: \_\_\_\_\_

Telephone No (Business): \_\_\_\_\_

Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Approval type details** - (Indicate by tick approval type as required)

Grant (non-temporary) For period of 3 Years	
Renewal	
Temporary (Specify Date) _____	

**Other approvals/licences** - (Indicate by tick if one or one or more of the following entities are presently in force at the place)

Entertainment Licence	
Fire Certificate	
Cinematographic Licence	
Other (please specify)	

**Requirement details** - specify days & times at which the place may be used for a Marriage Ceremony OR Civil Partnership.

DAYS	TIMES

**DAYS AND TIMES REGISTRAR MAY BE AVAILABLE TO ATTEND**

Monday to Friday: 9.00 am - 5.00 pm

Saturday, Bank &

Public Holidays: 9.00am - 5.00 pm

\* No marriages OR Civil Partnerships will be conducted by the Registrar on Sunday's or Christmas Day.

I hereby enclose the application fee of **£400**.

## **DECLARATIONS AND SIGNATURE**

1. I apply for the premises identified in Section 1 to be approved for solemnisation of Civil Marriages Or Civil Partnerships for a period of:-

*(Delete as appropriate)*

3 years (Approved Venue)

Date specified (Temporary Venue).

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 (Approved Venue) **OR** for the date specified (Temporary Venue).
- (d) Approval, if granted, does not guarantee the availability of a Registrar.

3. I enclose the documents requested.

4. I declare that:

- (a) I have read and understood "Guidance to the Requirements and Conditions for Approved Premises for Civil Marriages Or 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.

I understand that Fermanagh & Omagh District Council will serve a copy of this application on the PSNI and I give authority to the Council to inquire off them and any other relevant body as to my/our fitness to be issued with "Approved Place for marriage OR Civil Partnership" in accordance with Regulation 18 (4) of the said Regulations.

Signature of Applicant: .....

Business Title: .....

Name in block capitals: .....

Date: .....

Completed application forms plus the relevant fee and other enclosures should be returned to Fermanagh & Omagh District Council, Townhall, 2 Townhall Street, Enniskillen, Co Fermanagh, BT74 7BA or 16 High Street, Omagh, Co Tyrone, BT781BQ, Tel 0300 303 1777, <a href="http://www.fermanaghomagh.com">www.fermanaghomagh.com</a>
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