



**COMHAIRLE AN IUIR AGUS MHORN
NEWRY AND MOURNE DISTRICT COUNCIL**

**APPLICATION FOR AN APPROVED PLACE FOR
MARRIAGES IN PURSUANCE OF REGULATION 14 OF THE MARRIAGE
(NORTHERN IRELAND) REGULATIONS 2003**

1(a) Premises/Place name and address	1(b) *Applicant's name and address
_____	_____
_____	_____
_____	_____
Tel No. _____	Tel No. _____

*If application made by a limited company please give name and address of registered office.

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

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3. **Occupier of place** If applicant is not sole occupier (ie multi-occupancy), please state names and addresses and telephone nos. of other occupiers and nature of their occupancy below.

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4. **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 or Entertainment licence which applies.

Room/Location	Maximum Nos.

5. **Responsible Person(s)**

Please give details of 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 ensuring compliance with requirements and conditions attached.

Name:	
Occupation/Position:	
Private address:	
Telephone No. (business)	
Home/Mobile:	
Name:	
Occupation/Position	
Private address	
Telephone No:	
Home/mobile	

6. Do premises have current Fire Certificate? yes no

7. If yes, maximum number of persons permitted on premises

8. Do premises have current Entertainments Licence? yes no

I APPLY for the place named above to be approved for use by the public for the solemnisation of civil marriages in the presence of a Registrar.

I attach the following:

- 3 copies of a plan of the place.
- details of **public liability** insurance in respect of the place for which approval is sought. fee of £300.

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 not exceed a **three** year period, subject to revocation, suspension or variation.
- (c) The place must satisfy the Local Authority on fire precautions and health and safety provisions.
- (d) Approval, if granted, does not guarantee the availability of a Registrar.

I DECLARE that -

- (a) I have read and understood the information contained in this form and Appendices, E, F and C attached;
- (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 FURTHER DECLARE that, if approval is granted, I will comply with the standard conditions. (Appendix A) and local conditions (Appendix B) attached to that grant of approval.

This application may be made by any person. If successful the applicant will be the holder of the approval.

Signature of applicant: _____	Business title _____
Name in block capitals _____	Date _____

This form when completed must be forwarded to Newry and Mourne District Council, Building Control Department, Licensing Section, O'Hagan House, Monaghan Row, Newry BT35 8DJ together with cheque for £300.

