



milton keynes council



**Application Form:
Secular (non-religious) Premises
to be approved as a venue for
civil marriages and civil partnerships**

APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES IN PURUANCE OF SECTION 26(1) (bb) OF THE MARRIAGE ACT 1949 AND CIVIL PARTNERSHIPS IN PURSUANCE OF SECTION 6 (3A) (a) OF THE CIVIL PARTNERSHIP ACT 2004

PLEASE ENSURE THAT YOU HAVE READ THE GUIDANCE NOTES ON APPLICATIONS PRIOR TO COMPLETING THIS FORM

When completed, the application should be returned to:

registrars@milton-keynes.gov.uk

or

Mandy Mayers, Milton Keynes Register Office, Civic, 1 Saxon Gate East, Milton Keynes, MK9 3EJ

Together with:

- A plan of the venue showing the location of the room(s) in which it is intended that ceremonies will take place.
- A copy of the current fire risk assessment; if this is a large document, an up to date summary of the risk assessment is acceptable. Please enclose an up to date action plan showing the progress to rectify any issues arising from the risk assessment.
- The licence fee, which is non-refundable and must be submitted, in full, before an application can be considered.

I am paying by (please tick)

Credit / Debit Card: If you prefer to pay by credit or debit card please provide details below of the cardholder to allow us to take payment

Invoice: If you prefer us to send an invoice please provide the following information:

Company name: _____

Invoice contact: _____

Invoice address: _____

Postcode: _____

Telephone number: _____

APPLICATIONS WILL ONLY BE PROGRESSED ONCE ALL THE NECESSARY DOCUMENTATION AND CONSENTS HAVE BEEN RECEIVED.

1(a) Full name and address of applicant

Name: _____
Position: _____
Address: _____

Postcode: _____

1(b) If the application is made by a limited company please give the name of the company and address of the registered office

Name of company: _____
Position: _____
Address: _____

Postcode: _____

1(c) If the main trading address of the company is different from the above please give the address

Name of company: _____
Registered Address: _____

Postcode: _____

2 Name and address of the premises for which approval is requested:

Name: _____
Address: _____

Postcode: _____
Telephone number: _____

Fax number: _____
Public enquiries
email address: _____
Website address: _____

3	Please describe its main current use (eg hotel, civic accommodation, stately home) and primary and other uses to which it is regularly put.																									
	Main current use of building Other uses:																									
4	Are the premises occupied by another person not named in the reply in Question 1 above	YES / NO																								
	If YES who by:																									
5	Name(s) of room(s) to be licenced, their location in the building (show on plan), eg ground floor rear conference room, and their maximum capacity under your Fire Risk Assessment. Please supply a plan clearly marking locations of room(s). (This does not need to be an architect's plan as long as the rooms are easily identifiable)																									
	<table border="1"> <thead> <tr> <th></th> <th>Room Name</th> <th>Location on plan</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>4</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>5</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>		Room Name	Location on plan	Capacity	1	_____	_____	_____	2	_____	_____	_____	3	_____	_____	_____	4	_____	_____	_____	5	_____	_____	_____	
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1	_____	_____	_____																							
2	_____	_____	_____																							
3	_____	_____	_____																							
4	_____	_____	_____																							
5	_____	_____	_____																							
6	Are the premises currently used for religious purposes?	YES / NO																								
	If YES please give details																									
7	Have the premises been used in the past for religious purposes?	YES / NO																								
	If YES please give details																									
8	Are there any planning restrictions applying to the venue / garden area that would conflict with its use for civil ceremonies?	YES / NO																								
	If YES please attach a copy of any planning consents which would affect the venues use for ceremonies																									

9	Is there a Fire Risk Assessment in respect of the premises?	YES / NO												
<p>A copy of your risk assessment undertaken under the provision of the Regulatory Reform (Fire Safety) Order 2005 must be submitted with this application. If this is a large document, an up to date summary is acceptable. Please enclose an up to date action plan showing the progress to rectify any issues arising from the risk assessment.</p>														
<p>If YES please attach a copy of the document.</p> <p>If NO, then an assessment must be carried out prior to the licence being granted.</p>														
10 Contact person to arrange inspection visit, if different from applicant(s)														
<p>Name: _____</p> <p>Occupation: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Postcode: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>														
11 Name, private address and occupation of proposed "responsible person"														
<p>Name: _____</p> <p>Occupation: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Postcode: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>														
12 Name(s) and occupation(s) of proposed deputies to the "responsible person"														
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_____	_____													
_____	_____													
_____	_____													
_____	_____													
_____	_____													

- 1 I / We apply for the premises named at Item 2 above to be approved for the solemnization of marriages and the registration of civil partnerships.
- 2 I attach a plan of the premises showing all the room(s) in which it is intended that marriages or civil partnerships will take place, together with other required documentation and the appropriate fee.
- 3 I understand that:
 - a. The premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspections;
 - b. Public notice of the application will be displayed on the Milton Keynes Council website for a period of three weeks for objections;
 - c. Approval, if granted, will be for a three year period, subject to revocation; and
 - d. The premises must satisfy the local authority on fire precautions and health and safety provisions.
- 4 I / We declare that:
 - a. I / We have read and understood the information contained in this form, the handbook for approved premises, the guidance notes and the standard national and local conditions.
 - b. The building is not a register office or religious premises.
 - c. I / We have consulted the planning authority as to whether planning consent is required.
 - d. The premises will be regularly available for public use as a venue for the solemnization of marriages or the registration of civil partnerships; and
 - e. I / We will comply with all standard, local and special conditions attached to that grant of approval.

Signature of applicant(s): _____

Date: _____

Interest in the premises: _____

**Address for
correspondence (if not
given above):** _____

Postcode: _____

Contact number: _____

Email: _____