



Derry City Council

Conditions of Application

The following documents are required in support of your application for an “Approved Place for Marriages and Civil Partnership Registrations”.

1. A suitable and sufficient Risk Assessment, completed by a competent person.



A suitable and sufficient Risk Assessment, which in particular should meet the requirements, imposed by the Management of Health and Safety at Work Regulations (NI) 2000 and the Fire Precautions (Workplace) Regulations (NI) 2001. Further details regarding Risk Assessment are available below and a site visit can be arranged.

2. Plans/ Location Maps or Drawings.



Three (3) sets of plans of the place for which approval are required. If the place is indoor, the plans should be of a scale of 1:100 and should clearly indicate the intended marriage room/s and interview room/s. If the place applied for is not indoor, two (2) location maps should be provided, again indicating the intended marriage venue, along with points of ingress and egress.

3. Public Liability Insurance.



The completed enclosed pro-forma only must be returned confirming that Public Liability Insurance covers the premises for the intended use.

4. Application Fee



Enclose the **Application Fee of £480. 00.**

Note: Cheques must be crossed and made payable to Derry City Council.

5. Completed Notice of Application



Please complete the enclosed notice of application and submit with your documents.



Certificate of Insurance

To be completed by the Applicant

I (Applicants Name) _____

of (Address) _____

have made application to Derry City Council on the ____ day of _____
_____ for an "Approved Place of Marriage/Civil Partnership Registration".

Place Details

To be completed by Insurance Company / Broker

We hereby confirm that there is in force, a Policy of Insurance insuring the applicant in respect of any liability which may be incurred by him/her in respect of any loss by or the death of, or bodily injury to, any person while on or about the place for which an application has been made for an "Approved Place for Marriage: as detailed above.

Current Insurer: _____

Policy Number: _____

Effective Dates: (From) _____ **(To)** _____

Indemnity Limit: £ _____ **Restrictive Endorsements:** _____

Signed: _____ **Date:** _____

For and behalf of: _____

Company Stamp



Derry City Council
Marriage (NI) Order 2003
Civil Partnership Act 2004

Notice Of Application For Approval Venue For Civil Marriages And Civil Partnership Authorisations

Notice is hereby given that

_____ (Name of applicant)

_____ (Address of applicant)

_____ has applied to Derry City Council, for the Grant/Renewal of Approval for areas within the premises at (Name and Address of Premises)

_____ to be approved as a Venue for Civil Marriages/Civil Partnership Authorisations. Any objection relating to the application should be made within 21 days of the date of this notice. The objection should be addressed to the Town Clerk and Chief Executive, Derry City Council, 98 Strand Road, Derry, BT48 8AT.

(Date of Notice) _____

Any objection must be made in writing and shall specify the grounds of the objection, the name and address of the person making it and must be signed by him/her or his/her agent. Such a representation shall be considered to have been made within the period referred to if it is delivered by hand, within that period or by post (by registered or recorded post) so that in the normal course of post it might be expected to be delivered within the period.

It should also be noted that where an objection is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain it if satisfied that there is sufficient reason why the objection was not made within the period of time stated.

Applicant's Signature: _____ **Date:** _____

This site notice must be displayed for the whole of the period of Twenty-One (21) days in a prominent place at or near the premises so that the public can read it.

I _____ (**Applicant**) hereby certify that for a period of at least 21 days ending on, _____ I displayed this notice in a prominent place at or near the premises so that the public could read it.

Applicant's Signature: _____ **Date:** _____

On completion of 21 days notice period please return this form to the
Town Clerk and Chief Executive, Derry City Council, 98 Strand Road, Derry, BT48 7NN



Condition of License: Risk Assessment Additional Information

As part of the application process for an “Approved Place for Marriage” the Council requires that a Competent Person shall carry out a suitable and sufficient Risk Assessment of the place. The assessment should cover the risks to the health and safety to employees and all other persons arising out of or in connection with the use of the place for which approval is sought.

Risk Assessments

There are five key components to a Risk Assessment namely: -

1. Identifying the hazards.
2. Identifying who may be harmed.
3. Evaluating the risks and deciding whether precautions are adequate and whether more should be done to reduce risks.
4. Recording the findings.
5. Reviewing the assessment and revising where necessary.

Such Risk Assessments should meet the requirements imposed by the Management of Health and Safety at Work Regulations (NI) 2000 and the Fire Precautions (Workplace) Regulations (NI) 2001.

A copy of a Risk Assessment format is enclosed for guidance and/or use.

Advice and guidance on Risk Assessments and Council requirements may be obtained from: -

Licensing Section
Derry City Council
98 Strand Road,
Derry
BT48 7NN

Tel: 02871 365151

Fax: 02871 368536

Email: desmmd.rice@derrycity.gov.uk