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Derry City Council

## Full Approved Place Status Application

**Application for Premises  
to be approved  
as  
a  
Place  
for  
Civil Partnership/Marriages**

Application No. AM3/ 00

Name of Venue: \_\_\_\_\_



Derry City Council

## **“Approved Place for Marriage”**

### The Application Process – User Information

The information provided below is intended as a step-by-step guide through the process that an application for an **“Approved Place for Marriage”** is subject to before being approved or refused.

#### **The Process**

An application form must be submitted accompanied by a **fee of £480**.

Public notices must be placed in two local newspapers confirming that an application has been made to the Council. These notices will detail the following information;

- the place for which approval is sought.
- the name and address of the applicant.
- the date and time of the intended civil marriage (temporary approval only).
- that objections to the application may be made to the Council within twenty-one days from the date of the public notice; and the address of the Council Offices at which the application can be inspected and objections lodged.

The following bodies must be provided with a copy of the application and asked for comment: -

District Commander, PSNI 81a Strand Road, Derry, BT48 7AA  
Divisional Commander, NI Fire Brigade, 10 Crescent Link Road, Waterside, Derry, BT47 5PR  
Environmental Health Department, Derry City Council, 98 Strand Road, Derry BT48 7NN  
The District Registrar, Derry City Council, The Guildhall, Derry, BT48 6DQ

The Council reserves the right to consult with other relevant agencies, departments and individuals as it deems necessary, in order to fulfill its statutory duties under the Regulations.

The application will be placed before the Council with a recommendation for its approval, subject to the following: -

- no objections being received within the statutory twenty-one days permitted.
- receipt of satisfactory replies from the above mentioned bodies.
- receipt of satisfactory certificates in support of the application.
- receipt of satisfactory reports from inspecting Council officers.
- premises being inspected by Council officers to ensure compliance with requirements.
- approval is issued following satisfactory completion of all above criteria.

<b>Official Use Only</b>	
Fee:	Receipt No:
Date:	Initials:



Derry City Council

The Marriage (NI) Regulations 2003

## Application for Premises to be approved as a Place for Civil Marriages

(Please Print Details)

**1. Premises Details** - name, address, telephone and fax number.

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Tel: \_\_\_\_\_ Fax. No: \_\_\_\_\_

**2(a) Details of Applicant** – Please give full name, address and telephone number of person making application.

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\_\_\_\_\_ Tel: \_\_\_\_\_

**2(b) Limited Company** – If the venue is part of a limited company, please give the address and registered office.

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**3. Nature of Premises** – Please describe the nature of the premises (e.g. Hotel, Civic Building etc.) and the primary and other uses to which they are regularly put.

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**4. Occupier of Premises** - Is the applicant named above the sole occupier of the Premises?

Yes

No

If No, please give the names and addresses of other occupiers and the nature of their occupancy below.

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**5. 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, which applies.

Room/Location	Maximum Numbers Permitted

Please ensure there is a separate 'confidential interview room' conveniently located to the marriage room, which is available to the Registrar.

**6. Responsible Person(s)**

Please give details of the person and his/her deputy who will be responsible on the day for arranging and coordinating the marriage ceremony and ensuring compliance with requirements and conditions as attached.

Responsible Person 1

<b>Name:</b>	
<b>Occupation:</b>	
<b>Private Address:</b>	
<b>Telephone Number:</b>	
<b>Home/Mobile Phone:</b>	

Responsible Person 2

<b>Name:</b>	
<b>Occupation:</b>	
<b>Private Address:</b>	
<b>Telephone Number:</b>	
<b>Home/Mobile Phone:</b>	

**7. Approval Type Details** - indicate by tick approval type required.

- Grant (non- temporary)
- Renewal
- Temporary

**8. Other Approvals/Licences** – Indicate by tick if one or more of the following entities are presently in force at the place.

- Entertainment Licence
- Fire Certificate
- Cinematographic Licence
- Other (please specify) \_\_\_\_\_

**9. Requirement Details** – specify days and times at which the place may be used for a marriage ceremony.

Days	Times

**10. Enclosures** - Enclosed with this application are:

- 3 sets of plans of the premises/location showing the marriage room(s) and interview room**
- A copy of the current Fire Certificate (where applicable)**
- Certificate of Public Liability Insurance**
- Application fee of £480.00**

**Please note:** applications without payment will not be processed. If payment is rejected the application will be deemed to be void,

## 11. Declaration and Signature

I apply for the premises mentioned above to be approved for the solemnisation of civil marriages for a period of 3 years.

I understand that:

- That the place may be inspected for suitability before approval is granted and, if this application is successful may be subject to subsequent inspections.
- The premises must satisfy the Council on Fire Precautions and Health and Safety provisions.
- Approval, if granted will be for an inclusive 3 year period subject to revocation, suspension or variation.
- Approval, if granted does not guarantee the availability of the Registrar.
- I enclose all relevant documents, certificates and insurance.

I declare that:

- I have read and understood the “Guidance to the Requirements and Conditions for Approved Premise for Civil Marriages”.
- The place has no recent or continuing religious connection.
- I have obtained any necessary permissions regarding use of and access to the premises.
- I will publish in a prominent place notice of my application for a period of 21 days.
- If an Approval is granted, I will comply with the Conditions attached to the Approval.

I understand that Derry City Council will serve a copy of this application on the Police Service for Northern Ireland and I give authority to the Council to inquire of them and any other relevant body as to my/our fitness to be issued with an “Approved Place for Marriage” in accordance with Regulation 18 (4) of the Regulations.

**Signature of Applicant:** \_\_\_\_\_

**Business Title:** \_\_\_\_\_

**Name in Block Capitals:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return completed application to:**  
Licensing Section, Derry City Council, 98 Strand Road, Derry BT48 7NN

**Confidential**



As part of the approval process carried out by Derry City Council all applications are sent to the Police Service to ascertain that the premises comply with their requirements and to verify that approval holders and responsible persons are fit and proper persons as stated in the Marriage (NI) Order 2003.

The Police have asked if it is possible to have the dates of birth for the persons named in Section 2 (a) and Section 6 to assist them in their checks and to speed up the approval process.

**This information will be treated as confidential and will only be used for this purpose. It will not be held by the Registrar's Office or passed on to any other person.**

	<b>Full Name</b>	<b>Date of Birth</b>
<b>Section 2(a) Applicant</b>		
<b>Responsible Person (1)</b>		
<b>Responsible Person (2)</b>		
<b>Additional Responsible Persons</b>  (Full details must be appended to <b>Section 6</b> of the Application Form)		

**Thank you for your assistance.**

**Please return to** Licensing Section,  
Derry City Council, 98 Strand Road, Derry BT48 7NN



Derry City Council

## Conditions of Application

The following documents are required in support of your application for an “Approved Place for Marriage”.

**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.

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





## **Risk Assessment**

As part of the application process for an “Approved Place for Marriage” the Council requires that a suitable and sufficient Risk Assessment of the place should be carried out by a Competent Person. 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: [desmond.rice@derrycity.gov.uk](mailto:desmond.rice@derrycity.gov.uk)



## 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".

### 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**

\_\_\_\_\_



## **Commitment to our customers**

Derry City Council as a Service Provider aims to provide an efficient, effective, economical and high quality service to the residents of the Council area.

Council undertakes to: -

- be polite and helpful at all times
- act fairly in all our dealings
- produce either formal identification or wear name badges
- respond to urgent calls (those affecting public safety) as quickly as possible
- respond to all other calls (except anonymous calls) within 2 working days
- provide information and advice to service users on all aspects of their work
- Process all applications as quickly as possible, but taking no longer (where an application is completed satisfactorily) than 30 working days, from the completion of the application and subsequent Council approval.
- Advise the applicant as soon as possible, but at least within 10 working days, of any deficiencies with the application or associated arrangements.

### **Tell us what you think**

If you are pleased or displeased with the service you have received for the Council, then we would like to hear from you. Comments and complaints will help us improve our service to you. If you have a complaint you can raise it informally with the officer with whom you have had contact. Alternatively, if you prefer or if you remain dissatisfied, you can contact the City Inspector, by telephone, letter or email, and he will deal with your complaint in the first instance. If you complain in writing, it will be acknowledged within 3 working days. The City Inspector will investigate the complaint thoroughly and give a response within 10 working days. If after contacting the City Inspector you still remain dissatisfied you can complain to the Town Clerk and Chief Executive of the Council.

If you are still not satisfied you can contact the Ombudsman at 0800 34 34 24 or by writing to the Northern Ireland Ombudsman, FREEPOST, Belfast BT1 6BR.

Please provide your comments here if you wish to reply.

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**Comments to:** The City Secretary and Solicitor,  
Derry City Council, 98 Strand Road, Derry, BT48 7NN

Marriage (NI) Order 2003  
Marriage (NI) Regulations 2003

For Official Use Only

**Type of Application:** \_\_\_\_\_ (Place Approval/Temporary)

**Application No:**  **Application Received:**

**Name of Applicant:** \_\_\_\_\_

**Plans/ Maps (No)** \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Receipt No:** \_\_\_\_\_

**Certificate of Insurance:** \_\_\_\_\_

**Checked by:** \_\_\_\_\_

**Screening Document Completed:** \_\_\_\_\_

**Responsible Persons: Screening Results:** \_\_\_\_\_

**No. of Documents:**

**Date of Council meeting:**

**Date of Decision:**

**Approval issued:**  **Approved Until:**