

**LONDON BOROUGH OF SUTTON  
APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE  
FOR MARRIAGES AND CIVIL PARTNERSHIPS**



MARRIAGE ACT 1949, MARRIAGES (APPROVED PREMISES) REGULATIONS 2005,  
AND CIVIL PARTNERSHIP ACT 2004

Please ensure that you read this form carefully. The form must be completed in full. Incomplete forms will not be accepted. If a section is not applicable, please write 'N/A' in the relevant box.

Please ensure that all supporting documents are included with your returned application. This should include:

1. Plan with clearly marked rooms, exits, disabled access, facilities etc.
2. Fire risk assessment
3. Copy of public liability insurance

There is a 28 day consultation period for all applications. During this time the application will be advertised on the Councils website. Until such time as your licence is granted you will not be able to host any ceremonies.

The completed application should be sent to:-

**London Borough of Sutton, Licensing Team, Civic Offices, St Nicholas Way, Sutton SM1 1EA.**

Alternatively you can send a scanned PDF copy of your application to [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk)

**The following Payment Options are available:**

- Online:** Debit and Credit Card payments can be made using our online payment facility at [https://www.sutton.gov.uk/info/200466/pay\\_for\\_it](https://www.sutton.gov.uk/info/200466/pay_for_it)
- Telephone:** Debit and Credit Card payments can be made by telephoning our contact centre on 020 8770 5000, selecting options 5 then 2
- Post:** Cheques or postal orders should be made payable to 'Sutton Council'

Please refer to the council's website or email us at [licensing@sutton.gov.uk](mailto:licensing@sutton.gov.uk) for details of current fees. The fee is non-returnable.

**Please note any statutory consultation periods will not commence until payment has been made and we have received your application form. It is your responsibility to contact us if you experience a problem in paying for your application.**

If you submit everything we need, we aim to process your licence within 35 working days, this includes the consultation period and a physical inspection of the proposed venue. If you are successful, the granted licence will be issued within 10 working days following the date of grant, however the grant takes immediate effect. If you are unsuccessful, we will explain why. The licence we issue needs to be kept and displayed at the premises.

**General Requirements for the grant of approval** (Registrar General's guidance for the approval of premises)

1. The premises must be a seemly and dignified venue for the proceedings
2. The built premises must be regularly available to the public for use for (a) the solemnization of marriages or (b) the formation of civil partnerships
3. The built premises must have the benefit of such fire precautions as may be reasonably be required by the authority, having consulted with the fire and rescue authority, and such other reasonable provision for the health and safety of all persons employed in, or visiting the built premises as the authority considers appropriate.
4. The premises must not be a religious premises.
5. The room(s) in which the proceedings are to take place in the built premises if approval is granted must be identifiable by description as a distinct part of the built premises.

Official use only:

Date received

Payment received

Case Ref:



**LONDON BOROUGH OF SUTTON**  
**APPLICATION FOR PREMISES TO BE APPROVED AS A VENUE**  
**FOR MARRIAGES AND CIVIL PARTNERSHIPS**

**Application to permit advertising material to be placed on the public highway.**

Please complete all questions on the form. If you have nothing to record, please state 'not applicable' or 'none'. If you are completing this form by hand, please write legibly in block capitals using black ink. You may wish to keep a copy of the completed form for your records.

**There is a 28 day consultation period for all new applications. During this period you will not be able to use the venue for this requested activity.**

**Contact details**

Title: Mr  Mrs  Miss  Ms  Other title:

**Full name**

**Email address**

**Direct contact telephone number**

**Additional contact telephone number**

**Applicant details**

**Please state if you are applying for a licence as**

**An individual**

please complete section A

**A sole trader**

please complete section A for all partners

**An organisation**

please complete section A

**A business (company or other incorporated body)**

please complete section B

**If applying as a business is it registered**

**In the UK with Companies House**

**Outside the UK**

**Your position on the business**

**What is your interest in the premises?**

**Freeholder**

**Lessee**

**You rent the premises**

**Other**

**Section A** - To be completed by individuals, partnerships and unincorporated organisations only. Please use additional sheets if necessary

**List name and home address of applicant(s):**

Please do not give a business address in this section. Applications that do not state home addresses will not be accepted. These details will appear on the licence but will be withheld on the public register.

<b>Title:</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other title:				
<b>Surname</b>		<b>First Name(s)</b>		
<b>Date of birth</b>		<b>Place of birth</b>		
<b>Home address</b>				
<b>Telephone number</b>		<b>Email address</b>		

<b>Title:</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other title:				
<b>Surname</b>		<b>First Name(s)</b>		
<b>Date of birth</b>		<b>Place of birth</b>		
<b>Home address</b>				
<b>Telephone number</b>		<b>Email address</b>		

**Section B** - To be completed only if you will be trading as a limited company or other incorporated body

<b>Name of company / incorporated body</b>	
<b>Address of registered office</b>	
<b>Description of applicant</b> (e.g. company, limited liability partnership)	
<b>Registration number</b> (e.g. company number)	
<b>Telephone number</b>	<b>Email address</b>

**Premises to be approved****Name of premises****Address of premises** (including postcode)**Email address of premises****Telephone number of premises****Primary use of premises** (e.g. hotel, restaurant, civic accommodation)**Ceremony rooms / locations**

Any rooms including a linked outdoor area will need to be approved. Any outdoor linked area must be within the boundary of the land of the built premises and this must be shown on the plan submitted.

The outdoor capacity must be the same or less than the approved room within the building.

**Total number of rooms / locations for approval for ceremonies****Will you be applying to include a linked outdoor area?**Yes  No **Is there a room that the registrars can use before ceremonies, to interview the couple?**Yes  No **Name of first room / location****Room dimensions (in metres)****Maximum number permitted to occupy the room / location under your current fire risk assessment****Description of the room / location****Name of second room / location****Room dimensions (in metres)****Maximum number permitted to occupy the room / location under your current fire risk assessment****Description of the room / location**

<b>Name of third room / location</b>
<b>Room dimensions (in metres)</b>
<b>Maximum number permitted to occupy the room / location under your current fire risk assessment</b>
<b>Description of the room / location</b>

<b>Responsible person</b>
<b>Details of the person who will be responsible for coordination of activities on the day of the ceremony plus a deputy.</b>
<b>Full name</b>
<b>Position / job title</b>
<b>Email address</b>
<b>Telephone number</b>

<b>Additional information</b>
<b>Are the premises covered by public liability insurance?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach a copy of the current certificate.
<b>Will the insurance policy cover use of the premises for ceremonies?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do the premises have a current fire risk assessment?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach a copy of the current assessment.
<b>Do the premises comply with the requirements for Disability accessibility?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Does the business have a Premises Licence under the Licensing Act 2003 (alcohol, entertainment, late night refreshment).</b> Yes <input type="checkbox"/> No <input type="checkbox"/>

<b>Part 4 – Important Notes</b>
<b>The following MUST be submitted with your application</b>
<ol style="list-style-type: none"> <li>The appropriate fee. See schedule of Licensing fees on <a href="http://www.sutton.gov.uk">www.sutton.gov.uk</a></li> <li>Scaled plan of the premises clearly showing the room(s) in which it is intended that marriages and civil partnerships will take place. The plan should also identify the separate room where the Registrar may interview the couple to be married, or forming their civil partnership, in private prior to any ceremony.</li> </ol> <p>The premises will be inspected for suitability before a licence is granted. If the application is successful the premises will be subject to subsequent inspections during the period of the licence.</p>

**Part 5- Signature and declaration**

**The form must be signed by the applicant or agent applying on behalf of the applicant.**

**I confirm that the information given by me on this form is correct. I realise that giving false information could lead to prosecution and the loss of any licence granted. I have read and understood the Standard Conditions which will be applied to any licence granted.**

<b>Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	<b>Position in organisation:</b>

**See the front page for details on how to pay**

**Please note any statutory consultation periods will not commence until payment has been made. Do not send cash with applications. You are advised to check that your application has been received if you have not heard from us within 4 weeks of postage. No liability can be accepted by the Council for any loss of application in the post**

**Freedom of information**

The Freedom of Information Act gives people the right to obtain information held by public authorities unless there are good reasons to keep it confidential. Please be aware that information supplied on this form may be released in response to a freedom of information request. To comply with financial regulations, details of license holders may also be disclosed to authorised Government agencies.

## Appendix 1

### ADDITIONAL INFORMATION

#### RENEWAL

1. The holder may apply for the renewal of an approval when the current approval has between six and twelve months to run. An application for renewal made in this period will extend the current approval until the application has been finally dealt with. A renewal will run from the expiry date of the current approval.

#### REVOCATION

2. The authority may revoke an approval if it is satisfied, after considering any representations from the holder, that the use or structure of the premises has changed so that any of the standard or local requirements cannot be met or the holder has failed to comply with one or more of the standard or local conditions attached to the approval.
3. The Registrar General may direct the authority to revoke an approval if, in his opinion and after considering any representations from the holder, there have been breaches of the law relating to marriage on the approved premises.
4. When an approval has been revoked the regulations require the former holder to notify any couples who had arranged to marry on the premises.

#### REVIEWS

5. An applicant may seek a review by the local authority of its decision to refuse to grant an approval, to attach local conditions, to refuse to renew an approval or to revoke an approval.
6. The review will be carried out by the Licensing Sub-Committee. The Sub-Committee may confirm the decision, rescind it, or vary it with the imposition of fresh or further conditions.
7. A direction by the Registrar General to revoke an approval is not subject to review by the authority.

#### REGISTRATION

8. Details of approved premises will be held for public inspection by the authority. These details will be copied to the superintendent registrar of the district in the premises are situated and to the Registrar General who will periodically circulate the details to all superintendent registrars.