Approved Premises for Civil Marriages and Civil Partnerships - Application Form

1. I APPLY for the premises named at section 2 to be licensed for the solemnization of civil marriages and the formation of civil partnerships.

2. I DECLARE that I have read and understood the licence requirements and conditions applying to this application:
   - The building is not solely or mainly used for religious purposes
   - No planning restrictions apply to the building/grounds which would affect its use and I have where appropriate, consulted the planning authority as to whether planning consent is required
   - A fire-risk assessment has been carried out and will be maintained, in accordance with legislation, for the period of the licence.

3. I UNDERSTAND that:
   - the premises will be inspected for suitability before a licence is granted and, if this application is successful, may be subject to further inspections,
   - public notice of the application will be advertised in a local newspaper (by KCC), with a 21 day period for comments and/or objections.
   - If granted, the licence will be for a three year period, subject to revocation
   - KCC reserves the right to apply special licence conditions, as it considers necessary, at any time during the 3 year licence period
   - If retrospective planning permission is required and subsequently refused, KCC will revoke the licence and there will be no refund of fees.
   - The premises must satisfy Kent County Council on fire precautions and health and safety provisions.
   - This application covers the rooms/areas at section 18, plus any changes I may wish to make during the period of the licence, subject to the appropriate fee.

4. I enclose with this application:
   - Approval application fee: £
     * A plan (no larger than A3 size) of the premises showing the location of the proposed ceremony rooms/areas.
     * A copy of the public liability insurance applying to the premises/confirmation that public liability insurance will be provided in due course. (delete statement which does not apply).
     * A copy of any planning development control decision (if applicable).
     * A copy of the current fire-risk assessment/emergency evacuation plan.
     * A copy of other licences (section 14) (if applicable).

Licence application fee attached: YES / NO

I wish to pay by credit / debit card: YES / NO

Contact name and number:

19. Licence Fee

Please see the Licensing Booklet for details of the current licence fee.
Cheques are to be made payable to KENT COUNTY COUNCIL. If you wish to pay by credit or debit card please indicate in the box below and you will be contacted for your details.

<table>
<thead>
<tr>
<th>Licence application fee attached</th>
<th>YES / NO</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>I wish to pay by credit / debit card</td>
<td>YES / NO</td>
<td>Contact name and number:</td>
</tr>
</tbody>
</table>

20. Applicant’s statements and declarations.

1. I APPLY for the premises named at section 2 to be licensed for the solemnization of civil marriages and the formation of civil partnerships.

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     * A copy of any planning development control decision (if applicable).
     * A copy of the current fire-risk assessment/emergency evacuation plan.
     * A copy of other licences (section 14) (if applicable).

Signed: Date: Print name:
Before completing this form please read the details in the 'Licensing your venue for Civil Marriages and Civil Partnerships' booklet.

The completed application form, together with the appropriate fee and documents, should be sent to:
Sarah Manston, The Archbishops Palace, Mill Street, Maidstone, Kent, ME15 6YE
Tel: 03000 414003  Email: sarah.manston@kent.gov.uk

1. Applicant’s name and address. The applicant must be a named person, who’s name will appear on the licence.
   If you would like correspondence from KCC sent to a home address, please enter the home address below and tick the “Home” box. If you tick this box, only the address of the premises to be approved will be used in any published materials.

<table>
<thead>
<tr>
<th>Title:</th>
<th>First Name:</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position at Venue:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postcode:</td>
<td>Mobile:</td>
<td></td>
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<tr>
<td>Tel:</td>
<td>Fax:</td>
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</tr>
<tr>
<td>Email:</td>
<td>This is a home address—do not publish</td>
<td></td>
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</tbody>
</table>

2. Address of premises to be approved

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postcode:</td>
<td>Mobile:</td>
</tr>
<tr>
<td>Tel:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Email:</td>
<td>Website:</td>
</tr>
</tbody>
</table>

3. Owner of premises if different from applicant

| Name: | |

4. Name of person to be appointed as ‘Responsible Person’

| Title: | First Name: | Surname: |

5. Responsible Person’s position at premises

6. Contact email address for ceremony enquiries

7. Public contact telephone no. for ceremony enquiries (this will be published)

8. Describe the nature of the premises e.g. Hotel, Civic Hall, Restaurant etc.

| YES / NO | If YES please give details |

9. Is the premises currently used for religious purposes?
   Has the premises been used in the past for any religious purposes?

| YES / NO | YES / NO | If YES please give details |

10. Is there on-site parking for the Celebrant/Registrar?

| YES / NO | If NO, please state the nearest available parking |

11. Are toilet facilities available?

| YES / NO |

12. Has the applicant contacted the local planning authority, to see if regular use as an Approved Premises would constitute development?

| YES / NO | If YES, please attached a copy of the correspondence |

13. Are there any planning/local council restrictions applying to the use of the venue/garden area?

| YES / NO | If YES please attach a copy of the Planning Development Control Decision or Application No. |

14. Does the venue have a Premises licence?

| YES / NO |

15. Is the premises covered by public liability insurance?

| YES / NO | If YES please attach a copy of the Insurance policy. |

16. Does the venue have a fire-risk assessment?
   (please attach a copy)

| YES / NO | If YES and the assessment is a large document (ie over 10 pages) please attach a copy of the front page/significant findings page. |

17. Does the venue have an Emergency evacuation plan?

| YES / NO | If YES please attach a copy |

18. Number of ceremony rooms/areas to be approved.

| Name of room / area | No of guests |

19. Names of ceremony rooms/areas (please identify these clearly on the plan)
   Please indicate the number of guests permitted in each room for a ceremony, as indicated on your fire risk assessment.
   A plan (no larger than A3 size) showing the premises and the location of the ceremony rooms/areas should be attached.