



THE LONDON BOROUGH

London Borough of Bromley

***Application for premises to be approved
As a venue for civil marriages & civil partnerships***

1. Full name of applicant

.....

Full address of applicant

.....

.....

.....

Postcode

Telephone number

Email

I am the owner / proprietor / trustee / lessee / occupier of the premises

2. Name of premises

.....

Address of premises

.....

.....

.....

Postcode.....

Telephone number

3. Full name of occupier of the premises
(if different from that stated at 1. above)

.....

4. Primary use of premises

.....

Other uses of premises

.....

5. The Marriage / Civil Partnership Room(s) and maximum number of people permitted to occupy room under any fire risk assessment, which applies

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(Please attach a copy of current fire risk assessment if applicable).

6. Do the premises currently have the benefit of any licence authorised under the Licensing Act 2003? YES/NO

(If yes, please attach a copy of all licences applicable)

7. Is the premises covered by public liability insurance YES/NO

(If yes, please attach a copy of the insurance policy)

8. Name and address of person responsible for marriage / civil partnership provision at premises i.e. the person who will be available before and during all marriage ceremonies to liaise with the registration officers and marriage /civil partnership party:

.....

.....

Postcode

Telephone number.....

Email

Title/qualifications (if appropriate)

.....

Name and address of deputy:

.....
.....

Postcode

Telephone number

Email

Title/qualifications (if appropriate)

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9. Declaration

I apply for the above named premises to be approved as a venue for civil marriage/ civil partnership ceremonies. I understand that all ceremonies must take place in the presence of a superintendent / civil partnership registrar and registrar and that the premises must remain open to the public during the ceremony.

I declare that the premises are a permanent structure and have no recent or current religious connection. **I attach a copy of the plan of the premises showing the proposed marriage / civil partnership room, plus copies of all relevant fire risk assessments and entertainment licences.**

I agree to conform to the London Borough of Bromley's regulations as regards disabled access, noise levels, site maintenance and car parking provision, and to comply with the regulations laid down with the superintendent registrar / civil partnership registrar.

I understand that approval, if granted will be for an initial three-year period, after which time an application for renewal may be made.

I confirm payment of the fee of £1250, by BACS – details overpage

Signed.....Date

Please return this form to:
Superintendent Registrar
Civic Centre, Stockwell Close
Bromley. BR1 3UH
Tel: 0300 303 8667

LBB.registrars@bromley.gov.uk

Payment details for BACS payments

Please note that we will no longer accept cheques in payment of your application fee, which must now be made by BACS to our account

Bank account:	81462822
Sort code:	40-15-05
Bank name:	HSBC plc
Account name:	LB Bromley

Reference: B0770008301A3103

Please email confirmation of your payment to **both** email addresses:

academy.payments@bromley.gov.uk

lbb.registrars@bromley.gov.uk