

**THE MARRIAGE (APPROVAL OF PLACES) (SCOTLAND) REGULATIONS 2002
APPLICATION FOR PERIOD APPROVAL IN PURSUANCE OF REGULATION 3**



<i>For Official Use Only</i>	
Last Date for Consideration:	
Date Received:	
Receipt No.	
Date to Officers:	

**COMPLETE QUESTION 1 OR 2 THEN ALL QUESTIONS MUST BE ANSWERED (ALL IN BLOCK LETTERS)
PLEASE READ NOTES CAREFULLY**

PARTICULAR ATTENTION SHOULD BE TAKEN WHEN DETAILING CONVICTIONS AND FIXED PENALTIES.

		<u>Surname</u>	<u>First Name(s)</u>
1.	To be completed if individual		
(a)	Full Name of Applicant (including middle names)		
(b)	Home Address (including postcode)		
(c)	Business Hours Telephone Number		
2.	To be completed if Company or Partnership		
(a)	Full Name of Company or Partnership		
(b)	Company Registration Number		
(c)	Address of Principal Office (including postcode)		
3.	<p>(a) Is the person or Company named in Question 1 or 2 the occupier of the place to be approved.</p> <p>(b) If no and there is another occupier, please give their name(s) and address(es)</p>	YES/NO	
4.	Name and address (including postcode) of premises for which approval is required (including business hours telephone number).		
5.	Description of premises (eg hotel, home, stately home) and the primary and other uses to which it is put.		

6. State maximum number of people permitted at the place under any current Fire Certificate (see Notes).	
7. Have you, or in the case of a company/partnership your employee or agent, been convicted of any offences or have you been issued with any Fixed Penalty Notices?	<p style="text-align: center;">YES/NO</p> <p>If YES, give details below. NB Details of ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) including spent convictions must be given.</p>

Details of Convictions and Fixed Penalty Notices (Please read carefully)

ALL CONVICTIONS AND FIXED PENALTIES (CRIMINAL AND ROAD TRAFFIC) INCLUDING SPENT CONVICTIONS MUST BE LISTED EVEN IF THEY HAVE BEEN PREVIOUSLY DISCLOSED ON A PRIOR APPLICATION FORM

<u>Date</u>	<u>Court</u>	<u>Crime/Offence</u>	<u>Penalty</u>

I understand that -

- (a) the place may be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
- (b) approval, if granted, will not exceed a three year period, subject to revocation, suspension or variation; and
- (c) the place must satisfy the local authority on fire precautions and health and safety provisions.

I declare that -

- (a) I have read and understood the information contained in this form and the notes and the Guidance from the Registrar General (Appendix 1);
- (b) the place has no recent or continuing religious connection;
- (c) I have obtained any necessary permissions regarding use of and access to the place; and
- (d) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the place may be used [from time to time] for marriages.

I further declare that, if approval is granted, I will comply with the standard conditions (Appendix 1) and any local conditions which may be attached to that grant of approval.

This application may be made by any person. If successful, the applicant will be the holder of the approval.

DATA PROTECTION ACT 1998 - YOUR PERSONAL DATA

Dundee City Council respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used to process the application in terms of the Act stipulated on this form. Your data may be disclosed to Tayside Police and other Council departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open to public inspection. Dundee City Council is the registered Data controller. Any queries regarding the processing of your personal data by Dundee City Council should be directed to the Data Protection Officer, on (01382) 434000. A copy of the Council's Data Protection Policy can be obtained by writing to the Data Protection Officer, 21 City Square, Dundee DD1 3BY.

Date: _____ Signature _____

 Applicant/Agent
 Address of Agent (if any) _____

Lodging of Application

This application can be lodged at the Licensing Office, 18 City Square or Dundee House, North Lindsay Street, Dundee.

The Licensing Office cannot accept cash payments or payment by card. Cheques are accepted.

Anyone lodging a form here and wishing to pay by cash or card will be issued with an invoice which will have to be paid at Dundee House.

All forms of payment can be accepted at Dundee House.

The fee is £450 which is non-refundable.

NOTES

1. This form, when completed, should be returned to the Depute Chief Executive (Support Services), 18 City Square, together with a fee of £450. Cheques should be made payable to Dundee City Council.
2. Three copies of a plan of the place must accompany application.
3. Details of public liability insurance (minimum of £1 million) must accompany application.
4. Copy current Fire Certificate (if applicable) must accompany application form.
5. Evidence that the place has the correct planning permission in place for weddings to take place.
6. The place must fulfil the following standard requirements in Regulation 8(2) of the Regulations:
 - (a) The place, in the opinion of the authority, will not compromise the solemnity and dignity of civil marriage;
 - (b) The authority is satisfied that the place has no recent or continuing connection with any religion or religious practice which would be incompatible with the use of that place for the solemnisation of marriages pursuant to section 18(1)(b) and 18(2)(b) of the Act;
7. The approval holder may apply for the renewal of a period approval. A renewal will run from the expiry date of the current period approval.
8. The authority may revoke or suspend an approval or vary its terms if it is satisfied, after considering any representations by or on behalf of the approval holder, that the use or structure of the place has changes so that any of the standard or local requirements cannot be met or the approval holder has failed to comply with one or more of the standard or local conditions attached to the approval. If the approval holder ceases to have an interest in the approved place, then the local authority may also revoke, suspend or vary the terms of the approval.
9. When an approval has been suspended or revoked the regulations require the former approval holder to notify any couples who had arranged to marry in the place.
10. Local authorities should note that an applicant or an approval holder may appeal to the Sheriff against any decision of the local authority if the approval holder considers that the local authority: erred in law, based its decision on any incorrect material fact, acted contrary to natural justice or exercised its discretion in an unreasonable manner. In upholding an appeal, the Sheriff may remit the case back to the local authority for reconsideration of its decision or reverse or alter the decision of the local authority. Thereafter, an appeal to the Court of Session is allowed only on a point of law.
11. Details of approved places will be held for public inspection by the authority. These details will be copied to the registrar of the district in which the places are situated and to the Registrar General who shall both, in turn, keep a register of every approved place based upon the entries provided by the authority. Those registers shall be available for public inspection at all reasonable times.



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A CONDITIONS FOR PERIOD APPROVALS

1. The approval holder must ensure that there is at all times a responsible person and that the responsible person's occupation, seniority, position of responsibility in relation to the place, or other factors, indicate that the responsible person is in a position to ensure compliance with these conditions.
2. The responsible person or, in the absence of the responsible person, an appropriately qualified deputy appointed by the responsible person, shall be available in or at the approved place for a minimum of one hour prior to each civil marriage ceremony and throughout each civil marriage ceremony.
3. The approval holder must notify the authority immediately of any change to any of the following -
 - (a) the nature of the approved place from that described in the approved application;
 - (b) the name, description and full postal address (if any) of the approved place; and
 - (c) the address of the approval holder.
4. Where a person is deemed to be an approval holder under Regulation 17 that person shall be obliged to notify the authority immediately of that change.
5. The approved place must be made available at all reasonable times for inspection by the authority.
6. No food or drink may be sold or dispensed or consumed in any approved place in which a marriage ceremony takes place for one hour prior to that ceremony or during the ceremony, except that where the ceremony takes place in a separate room or similar defined space within the approved place then this restriction shall apply only within that room or space.
7. The arrangements of the approval holder for each civil marriage ceremony must meet with the prior written approval of the District Registrar of the registration district in which the approved place is situated.
8. (1) Any reference to an approved place on any sign or notice or on any stationery or publication, or within any advertisement relating to that place may state, subject to sub-paragraph (2), that the approved place has been approved by the authority as a venue for civil marriages in pursuance of the Act and, if it does so, must state that such an approval does not bind the authority to perform or provide a service without prior consultation and agreement with said authority.
 - (2) Any reference under (1) shall not state or imply any recommendation of the approved place or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.

B LEGAL PRELIMINARIES AND GUIDANCE FOR THOSE WHO WISH TO MARRY AT AN APPROVED PLACE

1. As soon as a couple has made provisional arrangements for their marriage at an approved place they should be advised to contact the Registrar for the district in which the place is situated at .
2. Without the presence of the Registrar there can be no marriage and any arrangements for the use of the place depend entirely on the Registrar's availability. It is, therefore, essential that the couple make an advance booking with the Registrar for his or her attendance at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable in advance of the ceremony.
3. Each of the couple will also have to complete a formal notice of marriage and lodge it with the District Registrar not more than three months, and not less than fifteen days, before the wedding.
4. The couple should be warned that any arrangements made for a marriage to take place at the approved place are dependent on:
 - (a) the attendance of the Registrar for the district in which the place is situated; and
 - (b) the issue of the schedule of marriage by the Registrar to whom notice of marriage was given.
5. The couple should be advised that only a civil **non-religious** ceremony can be permitted by the Registrar. Any music, reading, words or performance which form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Registrar who will be attending the ceremony.
6. Any rights of copyright for music, reading etc permitted at the ceremony are a matter for the couple and the holder of the approval.

C RENEWAL

1. The approval holder may apply for the renewal of a period approval. A renewal will run from the expiry date of the current period approval.

D REVOCATION, SUSPENSION AND VARIATION

2. The authority may revoke or suspend an approval or vary its terms if it is satisfied, after considering any representations by or on behalf of the approval holder, that the use or structure of the place has changed so that any of the standard or local requirements cannot be met or the approval holder has failed to comply with one or more of the standard or local conditions attached to the approval. If the approval holder ceases to have an interest in the approved place, then the local authority may also revoke, suspend or vary the terms of the approval.
3. When an approval has been suspended or revoked the regulations require the former approval holder to notify any couples who had arranged to marry in the place.
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E REGISTRATION

5. Details of approved places will be held for public inspection by the authority. These details will be copied to the Registrar of the district in which the places are situated and to the Registrar General who shall both, in turn, keep a register of every approved place based upon the entries provided by the authority. Those registers shall be available for public inspection at all reasonable times.