
Marriage & Civil Partnership – Approved Premises Request for further information

Please complete and return Section 1 of this form, in order to fulfil the requirements relating to the nomination of a responsible person. Section 2 should be completed if you would like your premises to be included on the list of approved premises available from the Council's website.

Section 1 – Responsible Person

The holder of the approval must ensure that there is at all times a "responsible person" with responsibility for ensuring compliance with the conditions attached to the approval, and that the responsible person's occupation, seniority, position of responsibility in relation to the premises, or other factors (their "qualification"), indicate that they are in a position to ensure compliance with those conditions.

Please provide details of this responsible person below. Please note that the responsible person is able to nominate deputies should s/he so wish, to assist in carrying out his/her duties. However, only the details of the main responsible person need be provided.

Name of responsible person	
Contact address	
Qualification (please see above for explanation)	

The licensing authority must be advised if the individual nominated in this role changes during the approval's validity period, or if there are any changes in the name or address of the holder of the approval, the name or address of the approved premises, or the layout of the premises.

Section 2 – Publicity Details

In addition to the statutory register, details of approved premises may be publicised on the Council's website, to help people locate the ideal premises for their ceremony. If you wish to take advantage of this service, please provide as many of the details below as possible.

Brief description of premises and services offered (maximum 50 words)	
Contact address	
Contact telephone no.	
Contact email address	
Website address	

If you would like a small (thumbnail sized) picture to appear alongside your entry, please supply it in a suitable electronic format. The Council reserves the right to refuse to display any image that is considered to be inappropriate, or any copyrighted image.