



# Application for an Approved Location

Marriage and Civil Status (General Provisions) (Jersey) Order 2018

Civil Partnerships (Approved Premises) (Jersey) Order 2012

Complete this form to apply for authorisation to hold a marriage or civil partnership at a specific venue or location.

## I am applying for:

General Approval (3 years)

Date of Commencement:

D	D	M	M	Y	Y	Y	Y
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OR

Single Ceremony Approval

Date of Ceremony:

D	D	M	M	Y	Y	Y	Y
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If single ceremony, provide the names of the couple:

## 1. Details of the Venue

Name of the Venue

Address of the Venue

Postcode

Nature of the Venue (e.g. Hotel, Parish Hall, Heritage Site, Private House etc.)

Primary use of the Venue (e.g. Private Residence, Tourist Accommodation, Tourist Attraction etc.)

Number of Areas within the Venue to be approved

## 2. Details of the Areas within the Venue for Approval

Applications must be accompanied by a plan of the venue showing the exact location of the room or area intended to be used for solemnising a marriage or civil partnership. Each area should be distinctly marked, numbered and named with reference to the table below.

In addition each application should be accompanied by a map of the island showing the exact location of the entire venue. The contents of this application will be used by celebrants to locate the venue and each area within it to ensure that any ceremony is carried out in a lawfully approved location.

No.	Name of the Area	Maximum Capacity (Persons)	Indoors/Outdoors	Brief Description
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

If you are applying for more than 10 areas within a venue, use the additional space on the back of this form.

### 3. Contact Details of the Applicant

Contact Name

Role within the Venue

Contact Address

**Postcode**

Contact Number

Email Address

### 4. Person to contact to arrange an inspection of the venue (if different from Section 3)

Contact Name

Role within the Venue

Contact Address

**Postcode**

Contact Number

Email Address

### 5. Responsible Person

This person must be present on the day of any ceremony as the primary point of contact for the celebrant. If the responsible person is unable to be present, alternative arrangements must be made with the Superintendent Registrar prior to a ceremony.

Contact Name

Role within the Venue

Contact Address

**Postcode**

Contact Number

Email Address

