



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)

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Date of Commencement:

D	D	M	M	Y	Y	Y	Y
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OR

Single Ceremony Approval

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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

<div>Contact Address</div> <div>Postcode</div>
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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

<div>Contact Address</div> <div>Postcode</div>
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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

<div>Contact Address</div> <div>Postcode</div>
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Contact Number

Email Address

6. Declaration

I confirm that this location may be used to solemnise any marriage or civil partnership.

I declare that I have read and understand the conditions contained in the Marriage and Civil Status (Approved Premises) (Jersey) Order 2002 and the Civil Partnerships (Approved Premises) (Jersey) Order 2012 and that if approval is given I will comply with any conditions imposed on this application.

I accept that the terms and conditions of any approval of the location also applies to any person or persons employed by me or acting on my behalf in respect of the said location.

I understand that:

- The location will be inspected for suitability before approval is granted and if successful will be subject to further inspections at any time.
- If approval is granted it will be for a specific marriage or a specific civil partnership, or for three years and will be subject to revocation.
- Where the applicant is not the owner of the location, they are responsible for obtaining all necessary licences or approvals from the relevant authorities; and
- The location must meet accepted fire and health and safety provisions;
- The location must at the time of any ceremony, be a solemn and dignified venue.

Signature

Print Name

Date

Checklist and Additional Information

Completed and signed the form	
Attached an island map showing the exact location of the venue.	
Attached a numbered and named site plan for each area within the venue showing its exact location.	
Enclosed the appropriate fee. (£440.75 for General Approval, £235.75 for a Single-use approval)	

Additional Information:

What to do next?

Please submit this document along with a site-plan, Island map and correct fee to the Office of the Superintendent Registrar. Your application will be considered and you will be contacted by the relevant Parish Hall in order to arrange an inspection at a mutually convenient time. An Approved Location Authorisation will be issued following the inspection if the approved location(s) is deemed suitable.