

Application for Consent of the Chief Registrar for the
Solemnization of a Civil Marriage/Formation of a Civil Partnership in a
Place other than an Approved Place

The Marriage Act 1984 (as amended)
The Civil Partnership Act 2011 (as amended)

We apply for the Consent of the Chief Registrar for the solemnization of a civil marriage/formation of a civil partnership in a place other than an Approved Place. It is understood that before a decision is taken on the application, the suitability of the place will be assessed through an inspection by authorised representatives of the Civil Registry and if found satisfactory, Consent will be granted subject to conditions. Section 4B of the Guidance Issued by the Clerk of the Rolls refers.

Please complete all information in BLOCK CAPITALS and in black ink.

Section 1 *Details of Applicants*

Ceremony type: Civil marriage Civil partnership Approx. guest numbers

Place:

Day, date & time:

Please provide full details of the couple.

Partner A

Full Name:

Sex: Male Female

Address:

Postcode:

Telephone no: Mobile no:

Direct e-mail:

Partner B

Full Name:

Sex: Male Female

Address:

Postcode:

Telephone no: Mobile no:

Direct e-mail:

Section 2 Details of the Place

Please provide full details of the place, describing its nature, (e.g. hotel, function room, historic venue, private home) and the use to which it is regularly put.

Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	Postcode: <input type="text"/>
Nature:	<input type="text"/>
Regular use:	<input type="text"/>

Section 3 Details of Owner

Is a person named in Section 1 the owner of the place?

Yes No

If you have ticked **No**, please provide the details of the owner of the place. Written approval for the use of the place must be provided at the time of application.

Full Name:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	Postcode: <input type="text"/>		
Telephone no:	<input type="text"/>	Mobile no:	<input type="text"/>
Direct e-mail:	<input type="text"/>		

Section 4 Responsible Person

Please provide details of the person who will be responsible for the place. This person must ensure that they are present for a period beginning one hour before any ceremony, the duration and ending one hour after the conclusion of the ceremony with authority to direct persons taking part in or attending the ceremony. Therefore, the Responsible Person may not be the Groom, Bride, a Partner, an official witnesses or a member of the bridal/civil partnership party.

Full Name:	<input type="text"/>		
Tittle/role:	<input type="text"/>		
Address:	<input type="text"/>		
	<input type="text"/>		
	Postcode: <input type="text"/>		
Telephone no:	<input type="text"/>	Mobile no:	<input type="text"/>
Direct e-mail:	<input type="text"/>		

Section 5 Ceremony Room(s)/Location(s)

Describe the room(s)/location(s) you propose to use for the ceremony (e.g. conference room, banqueting hall, garden area, marquee). Please ensure you clearly indicate the room(s)/location(s) on a scale plan and colour photographs.

The Fire Safety Unit offer free safety advice for those applying for Consent of the Chief Registrar. It is recommended that you contact them as soon as possible as it is necessary to provide details of the maximum occupancy, seated theatre style with an aisle, and means of escape from the place in case of a fire.

Ceremony Location

Room/location:	<input type="text"/>
Primary use:	<input type="text"/>
Indoor/outdoor?:	<input type="text"/>
Maximum occupancy	seated theatre style with an aisle

Alternative Ceremony Location (only applicable if the above location is outside or a marquee)

Room/location:	<input type="text"/>
Primary use:	<input type="text"/>
Indoor/outdoor?:	<input type="text"/>
Maximum occupancy:	seated theatre style with an aisle

Confidential Interview Room

Room/location:	<input type="text"/>
Primary use:	<input type="text"/>

Please ensure there is a separate confidential interview room conveniently located to the ceremony room/location which is available to the Registrar.

Please enclose three copies of a plan **and** colour photographs of the place, clearly indicating the room(s)/location(s) in which the ceremony and interview is intended to take place. The plans must also show any connecting doors and exits.

Section 6 Further Information Regarding the Place

External Areas

(a) Has the Applicant full control over all external areas (e.g. driveways, gardens) on to which the place abuts?

Full control

Partial control

No control

If you have ticked **Partial control or No control**, please state what other use is made of the abutting areas and contact details of who is in control or responsible for its usage. If permission is required to access the abutting areas, please enclose a statement or evidence of permission or right.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Religious Activity

(b) Has the place any recent or continuing connection with any religion or religious activity?

Yes

No

If you have ticked **Yes**, please provide details.

Licenses

(c) Does the place currently have the benefit of any license authorising use of public entertainment, liquor or similar?

Yes

No

If you have ticked **Yes**, please provide details.

Section 7 Enclosures

The applicant should liaise with the owner/leaseholder to obtain the following documentation:-

Enclosed with this application are:-	✓	office use only
Three copies of plans and colour photographs of the place which clearly identify the room(s)/ location(s) in which the civil ceremony and interviews will take place and a diagram with directions to the place.		
Three copies of plans, colour photographs and specifications (size, etc.) if a marquee		
Written confirmation from the Fire Safety Unit for the ceremony location(s) and interview room detailing maximum numbers (seated) and means of escape from the place (as in Section 5)		
Copies of entertainment, liquor license, etc. (if applicable)		
Copy of current Certificate of Public Liability Insurance		
Confirmation letter from insurer if Public Liability Insurance is an extension of a current policy (e.g. home insurance)		
Statement or evidence of permission/right (as in Section 6(a)) (if applicable)		
Written and signed consent from the owner and/or leaseholder (if not the applicant)		
Risk assessment for the ceremony location(s) and interview room		
Application fee (see current Fees Order)		

All payments must be made in Sterling and cheques should be made payable to 'Isle of Man Government'. Applications received without payment and/or necessary enclosures will not be processed and will be returned to the Applicants.

1. We confirm that we understand the basis on which this application is made. We understand that if Consent is granted by the Chief Registrar, the place will be available for one ceremony at the place, time and date stated for the solemnization of a civil marriage/formation of a civil partnership and we will comply with the standard conditions and any local conditions attached.
2. We understand that:
 - (a) The place will be inspected for suitability before Consent is granted and, if this application is successful, may be subject to subsequent inspections during the period of the Consent;
 - (b) The place must satisfy the Chief Registrar on fire precautions and health and safety provisions;
 - (c) The Consent, if granted, will be for the day, date, time, place and ceremony type stated on this application form subject to revocation, suspension or variation;
 - (d) The availability of a Registrar is for the day, date, time, place and ceremony type stated on the Certificate of Approval if Consent is granted by the Chief Registrar;
 - (e) The Chief Registrar must be in receipt of this application no later than 42 days before the date of the intended ceremony.
3. We enclose the documents requested in Section 7.
4. We declare that:
 - (a) We have read and understood the conditions which apply to the Consent;
 - (b) The place is a seemly and dignified location;
 - (c) The necessary permissions regarding use of and access to the places have been obtained;

Signature of
Partner A

Full Name:

Signature of
Partner B

Full Name:

Date:

When completed please send this form, necessary documentation and application fee to:-

Civil Registry
Registries Building
Deemsters Walk
Bucks Road
Douglas
Isle of Man
IM1 3AR

