

ANGUS COUNCIL

APPLICATION INFORMATION

Places of Civil Partnership Registration

The attached **application form (page 2, 3 and 4)** for an Approval as an Approved Place of Civil Partnership should be completed and returned to the **Head of Law and Administration**, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

THIS APPLICATION MAY ONLY BE MADE BY EITHER PARTY TO THE CIVIL PARTNERSHIP REGISTRATION.

The non-refundable fee for this application should be submitted with the form and cheques should be made payable to Angus Council. The application will not be processed without payment of the appropriate fee. The application fees are as follows: -

Temporary Approval (licensed premises)	£91
Temporary Approval (unlicensed premises)	£180

Licensed premises are premises, which are licensed under the Licensing (Scotland) Act 2005 or the Civic Government (Scotland) Act 1982.

You must also display the enclosed “NOTICE FOR DISPLAY” at or near the premises to be licensed intimating that an application has been lodged with the Council. This notice **must be** displayed for a period of **21 days commencing with the date on which the application is submitted to the Council.**

Only after the expiry of the statutory 21 period should the “Certificate of Compliance” be completed and returned to this office.

Please note that you should retain for your interest this application information together with the Guidance for those wishing to register a Civil Partnership at an approved place.

On receipt of your application this Department will consult with Tayside Police, Tayside Fire and Rescue and other Council Departments. This process will take a minimum period of three weeks.

PLEASE NOTE 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 the duration of the temporary approval subject to revocation, suspension or variation; and**
- (c) the place must satisfy the local authority on fire precautions and health and safety provisions.**

If you have any queries, please telephone the Licensing Section on 01307 476252, 01307 476048 or 01307 476254.

ANGUS COUNCIL

APPLICATION FORM FOR TEMPORARY APPROVAL

AS AN APPROVED PLACE FOR CIVIL PARTNERSHIP REGISTRATION

1. PLACE FOR APPROVAL	
(a) Name of Premises	
(b) Address of Premises	
(c) Telephone Number	
(d) Fax Number	
(e) E Mail address	
(f) Please describe the nature of the place (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.	
(g) Please state date of the ceremony.	
(h) Description of the area (s) to be approved. If ceremony is to take place outside please state alternative area should the weather be inclement.	

2. APPLICANT MUST BE ONE OF THE PARTIES TO THE CIVIL PARTNERSHIP REGISTRATION	
(a) Name	
(b) Address	
(c) Telephone Number	
(d) Fax Number	
(e) E Mail address	
(f) Are you the occupier of the place YES/NO (please delete) if no please give name(s) and address (es) of occupier	

3. CERTIFICATES, LICENCES AND PLANS	
<p>(a) FIRE</p> <p>Please state the maximum number of people permitted at the place under any fire certificates, which applies – PLEASE ATTACH A COPY OF ANY CERTIFICATE IN FORCE</p>	
<p>(b) PUBLIC LIABILITY INSURANCE</p> <p>Please state name of your Public Liability Insurers.</p> <p>Please quote policy number – PLEASE ATTACH A COPY OF YOUR POLICY</p>	
<p>(c) LIQUOR</p> <p>Is there are current licence in force?</p> <p>If yes – what type of licence?</p> <p>What is the expiry date?</p>	YES/NO
<p>(d) PUBLIC ENTERTAINMENT LICENCE</p> <p>Is there a current public entertainment licence in force?</p> <p>If yes – what is the expiry date?</p>	YES/NO
<p>(e) PLANS</p> <p>Please provide 4 copies of a plan outlining the area (s) where the ceremony will be held.</p>	

DECLARATIONS:-

1.(a) I/We declare that I/we shall, for a period of 21 days **commencing with the date on which this application was submitted to the Council**, display at or near the premises so that it can conveniently be read by the public a notice complying with the requirements of paragraph 2(3) of the said Schedule.

OR

(a) I/We declare that I/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:- (here specify the steps taken).

but have been unable to display the notice

Delete part (a) or (b) as appropriate. Where declaration (a) is made there must be produced as soon as possible after the expiry of the 21 day period a Certificate of Compliance with paragraph 2(2) of the said Schedule.

PLEASE ENSURE THAT THE ABOVE DECLARATION IS COMPLETED.

2. Angus Council is under a duty to protect the public funds it administers. As a result, the information you have provided or the information provided about you by a third party will be passed to the Council's Finance Division to check whether you have outstanding debts with the Council in relation to such matters as Council tax and non-domestic rates. The Council may also share information about you with other Departments of the Council and with other bodies administering public funds for the prevention of crime and the detection of fraud, such as Government departments and other local authorities.
3. I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to Angus Council for the grant of the licence applied for.
4. **I declare that:-**
 - (a) I have read and understood the information contained in this form, the Application Information and the Guidance from the Registrar General;
 - (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
5. I further declare that, if approval is granted, I will comply with the conditions attached to that grant of approval.

This application must be made by either of the parties to the Civil Partnership registration. If successful the applicant will be the holder of the approval.

Date: _____ Signature of Agent/Applicant _____
(delete as appropriate)

Address of Agent _____

Tel. No. _____

FOR OFFICE USE ONLY

Date, Amount and Receipt Number	Date Passed to Consultees	Date Observations Received		
		Police.....	Planning	
		Fire.....	Finance.....	
		ECP.....	BC	
		Roads	Registrar	
Certificate of Compliance Received	Date of Decision	Decision	Expiry Date	Licence Number and Date of Issue

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GUIDANCE FOR THOSE WISHING TO REGISTER A CIVIL PARTNERSHIP AT AN APPROVED PLACE

1. As soon as you have made provisional arrangements for your Civil Partnership registration at an approved place you should contact the registrar for the district in which the place is situated at the following offices: -

69 High Street, ARBROATH

9 West High Street, FORFAR

51 John Street, MONTROSE
2. Without the presence of the registrar there can be no Civil Partnership registration and any arrangements for the use of the place depend entirely on the registrar's availability. It is, therefore, essential that you make an advance booking with the registrar for his or her attendance at your proposed ceremony. A fee for this attendance will be payable in advance of the ceremony.
3. Both parties to the Civil Partnership will also have to complete a formal notice of their intention to register a Civil Partnership and lodge it with the district registrar not more than three months, and not less than fifteen days, before the ceremony.
4. Any arrangements made for a ceremony 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 for Civil Partnership by the registrar to whom notice of registration was given.
5. 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 you and the holder of the approval.

ANGUS COUNCIL

Places of Civil Partnership Registration

Notice for Display at Premises

Notice is hereby given that

.....

has lodged an application with Angus Council for a Place of Civil Partnership Registration in

respect of premises at

.....

Any objections or representations in relation to the application must comply with the undernoted requirements and be lodged with the Head of Law and Administration, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN within 21 days of the undernoted date.

Date on which notice was displayed

Signature.....
(Applicant or Legal Agent)

.....

Address of.....

Legal Agent.....

(if applicable).....

NOTES

An objection or representation shall :-

- (a) be in writing;
- (b) specify the grounds of the objection or, as the case may be, the nature of the representations;
- (c) specify the name and address of the person making the objection/representation; and
- (d) be signed by the objector or be signed on behalf of the objector by a legal agent or representative.

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Places of Civil Partnership Registration

Certificate of Compliance

I
applicant for a Place of Civil Partnership Registration hereby certify that the Notice has been
displayed at or near the premises at
.....
.....
from.....until.....

containing such information as is required in terms of the above Regulations.

*Where the said Notice was removed, obscured or defaced during the aforementioned period, I took reasonable steps for its protection and replacement as follows (give details and circumstances if applicable) :-

Date.....

Signature.....
Applicant

*Delete if not applicable