



## Progress

1. Provide Information
  - a. **Premises details**
  - b. Premises
  - c. Applicant
2. Complete

# Premises to be approved for marriages and civil partnerships

Application for premises to be approved as a venue for marriages in pursuance of section 26(1)(bb) of the Marriage Act 1949 and civil partnerships in pursuance of section 6(3A)(a) of the Civil Partnership Act 2004.

**Name of premises \***

**Address (Line 1) \***

**Address (Line 2)**

**Address (Line 3)**

**Town/City \***

**Postcode \***

1. **I APPLY** for the premises named above to be approved as a venue for the solemnisation of marriages and the registration of civil partnerships. I am the proprietor or a trustee of the premises.

2. **I ATTACH:**

- (a) A copy of a plan of the premises showing the room(s) in which it is intended that marriages or civil partnerships will take place.
- (b) A non-returnable fee of as outlined on [www.havering.gov.uk/Pages/Services/Licences-wedding-premises-registration.aspx](http://www.havering.gov.uk/Pages/Services/Licences-wedding-premises-registration.aspx). (Cheque to be made payable to the 'London Borough of Havering')

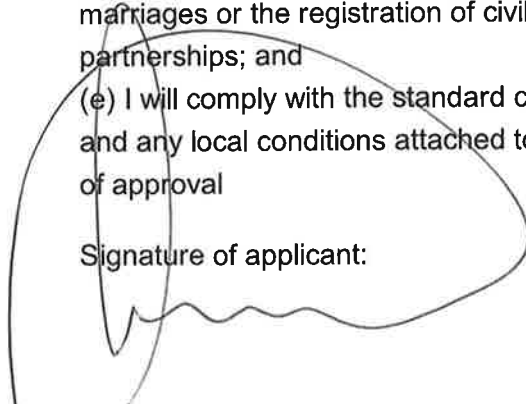
**3. I UNDERSTAND that:**

- (a) The premises will be inspected for suitability before approval is granted and, if this application is successful, may be subject to subsequent inspection;
- (b) Public notice of the application will be given by the London Borough of Havering by advertisement in a newspaper or on their website with a period of three weeks for objections;
- (c) Approval, if granted, will be for a three year period, subject to revocation; and
- (d) The premises must satisfy the local authority on fire precautions and health and safety provisions.

**4. I DECLARE that:**

- (a) I have read and understood the information contained in this form and the requirements, conditions and additional information pages;
- (b) The building is not a register office or religious premises; and
- (c) I have consulted the planning authority as to whether planning consent is required and attach evidence that it is content that the premises may be used for marriages or civil partnerships; and I further declare that, if approval is granted:
- (d) The premises will be regularly available for public use for either the solemnisation of marriages or the registration of civil partnerships; and
- (e) I will comply with the standard conditions and any local conditions attached to that grant of approval

Signature of applicant:



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**Daytime telephone number****Designation****Date** ▾  ▾ **Cancel****Next****Online security**

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# Premises to be approved for marriages and civil partnerships

## Questions about the premises

Please describe the nature of the premises named above (e.g. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put \*

Conference Centre for meetings, events and conferences

By what description are the identified room(s), in which it is intended that marriages or civil partnerships will take place, normally known? (e.g. the 'Green Room' or 'Room 4') \*

Room 185  
Rooms 172, 173 & 174 (Adjoined)  
The Pod Theatre

Please state here the maximum number of people permitted to occupy the room(s) under any fire certificate which applies (Please attach a copy of any certificate in force) \*

Room 185	20
Rooms 172, 173 & 174 (Adjoined)	180
The Pod Theatre	120

Do the premises currently have the benefit of any license authorising use for public entertainment or similar purposes? \*

Yes

No

Please attach a copy of the licence.

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# Premises to be approved for marriages and civil partnerships

## Questions about the applicant

Are you a \*

Partnership, limited company or other organisati ▼

**In the case of a partnership, limited company or other organisation, what is its full name?**

Centre for Engineering & Manufacturing Excell

**Please supply the names and addresses of the Partners or Directors**

Eamonn Cole, Director  
16 King's Court, king's Avenue, Buckhurst Hill  
IG9 5LU

**If the case of a limited company please give the address of the registered office and where different state also the main trading address of the company?**

CEME is a Regeneration Charity  
CEME,  
Marsh Way, Rainham, Essex RM13 8EU

**Is the company named the occupier of the premises?**

- Yes  
 No

This form when completed must be printed,  
signed and returned to the:

Licensing Section  
Town Hall  
Main Road  
Romford  
RM1 3BD

Together with the appropriate fee payable to  
the '**London Borough of Havering**' and any  
attachments.

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