

Corporate Services and Governance

Guidance for applicants for premises to be approved as a venue for marriages and civil partnerships

Thank you for your interest in having premises approved as a venue for the conduct of marriages or registration of civil partnerships.

An approval is granted for three years. Premises will be approved on the basis that they are a seemly and dignified venue for the proceedings. The premises will be inspected for this purpose by the Registration Services Manager. A separate inspection of the premises for health and safety purposes may be undertaken. After inspection the Council's Regulatory Committee considers each application. It takes a number of weeks to conclude the application process including public advertisement in case of objection. An application will be determined within 90 days of application. The application fee covers administration and inspection costs.

Please submit your application accompanied by:

- The application fee of £1,750 for new applications and £1,500 for renewal applications. You may pay by cheque payable to Gateshead Council. Alternatively, you can pay by credit card by telephoning 0191 433 3026 or an invoice for payment can be raised (please enquire on the above telephone number if this is your preference).
- Three copies of a plan of the premises with the room(s) to be approved clearly marked.
- A copy of the fire risk assessment for the premises.
- A copy of the current certificate of electrical inspection.
- A copy of any premises licence issued under the Licensing Act 2003.
- A statement of the names and addresses of all the directors if the application is made on behalf of a limited company.

Please note that for each marriage or civil partnership registration the couple concerned will be required to pay a fee for the attendance of the Superintendent Registrar and a Registrar at the approved premises. The fee is £405.00 Monday-Thursday, £455.00 Friday and Saturday and £485.00 Sunday and Bank Holidays.

If you would like to discuss any point relating to the conduct of marriages or registration of civil partnerships, please contact the Registration Services Manager on telephone number 0191 433 2200.

Legal and Corporate Services

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.

This application must be made by the proprietor or a trustee of the premises. If successful, the applicant will be the holder of the approval. When completed, it may be submitted to The Strategic Director, Legal and Corporate Services (the Proper Officer for Registration Matters) at the Civic Centre, Regent Street, Gateshead, NE8 1HH or emailed to registerofficer@gateshead.gov.uk, together with the items listed in the guidance to the application.

1. I apply for the premises named at item 2 overleaf to be approved for the solemnization of marriages and the registration of civil partnerships.
2. I attach 3 copies of a plan of the premises showing all the room(s) in which it is intended that marriages or civil partnerships will take place.
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 advertised on the Gateshead Council 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 Annexes A, B and C; and,
 - b) the building is not a register office or religious premises.
5. I further declare that, if approval is granted-
 - a) the premises will be regularly available for public use for either the solemnization of marriages or the registration of civil partnerships; and,
 - b) I will comply with the standard conditions (Annex A) and any local conditions attached to that grant of approval.

<p>1. Full names and private addresses of applicant. If the application is made by a limited company please give the address of the registered office and where different state also the main trading address of the Company.</p>	<p>MARK FORREST. 20 MILVERTON COURT KINGSTON PARK NE 3 2 RD</p>
<p>2. Name, postal address and telephone number of the premises which are the subject of this application.</p>	<p>THE BREWERY TAP UNIT 5, CONTRACT HOUSE WELLINGTON ROAD, DUNSTON NE 11 9HS</p>
<p>3. Please describe the nature of the premises at question 2 (eg. hotel, stately home, civic accommodation) and the primary and other uses to which it is regularly put.</p>	<p>BREWERY OUTLET PUBLIC HOUSE</p>
<p>4. Is the person or company named in reply to question 1 the occupier of the premises?</p>	<p>YES</p>
<p>5. If the answer to question 4 above is 'No' and there is another occupier, please give their name(s) and address(es)</p>	
<p>6. Please state here the maximum number of people permitted to occupy each room in which ceremonies are intended to be held, under your fire risk assessment.</p>	<p>100. INSIDE 100. OUTSIDE</p>
<p>7. Do the premises currently have the benefit of any licence issued under the Licensing Act 2003 which may be relevant to this application (eg for the provision of regulated entertainment) If so please attach a copy.</p>	<p>YES.</p>

Signature of applicant: _____

M.F.

Date: _____

22/1/19.

Interest in the premises: _____

LICENCEE.

Address for correspondence: _____

BREWERY TAP, CONTRACT HOUSE
WELLINGTON ROAD, DUNSTON, NE 11 9HS.

Telephone number: _____

07970 277616

E-mail address: _____

markymark1965@hotmail.com.

Responsible Person and Deputy

Regulations* require the holder of an approval to provide the details of a person with responsibility for ensuring compliance with the approval conditions. The responsible person or a deputy must be available on the premises prior to and throughout the solemnisation of a marriage or the registration of a civil partnership.

It would assist if the following details of the responsible person and deputy were provided at the time of application.

Name of Premises: The Brewery Tap.

	Responsible Person	Deputy
Name	Mr Mark James Forrest	
Private Address	20 Milverton Court Kingston Park, NE3 2RD.	
Job Title	Licensee	

* See Annex B, paragraphs 1 to 4

GATESHEAD COUNCIL REGIST
CIVIC CENTRE REGENT STRE

M: 57822711
TID: 06262358 5104
SCH ID: 489113416641587
HANDSET: 1

VISA DEBIT
AID: A0000000031010

Visa Debit

4658 3896 5123 9513
EXP 05/21
PAN SEQ NO. 01
STT 05/17
ICC

SALE	
AMOUNT	£1,750.00
TOTAL	£1,750.00

PIN VERIFIED

23/04/19 12:32
AUTH CODE: 664474
TXN 0116

MERCHANT COPY
PLEASE RETAIN RECEIPT

