
STATUTORY INSTRUMENTS

2005 No. 3168

**The Marriages and Civil Partnerships
(Approved Premises) Regulations 2005**

Application procedure

- 3.—(1) An application for approval may be made by a proprietor or a trustee of premises.
- (2) The applicant shall deliver to the proper officer of the authority—
- (a) an application in writing, including the name and address of the applicant and such other information concerning the requirements set out in Schedule 1 as the authority may reasonably have required;
 - (b) a plan of the premises which clearly identifies the room or rooms in which the proceedings will take place if approval is granted; and
 - (c) if the authority so requires, a fee, or an amount on account of that fee, determined in accordance with regulation 12.
- (3) The applicant shall provide the authority with such additional information as it may reasonably require in order to determine the application.
- (4) As soon as practicable after receiving an application, the authority shall—
- (a) arrange for the premises to be inspected; and
 - (b) if the functions of the authority under these Regulations have not been delegated to the proper officer, seek and have regard to his recommendation in relation to the application.