

**Calderdale Registration Service**  
 Ceremony Coordinator  
 The Register Office  
 Spring Hall  
 Huddersfield Road  
 Halifax  
 HX3 0AQ

Tel: 01422 288080  
 Email: ceremonies.team@calderdale.gov.uk



**APPLICATION FOR VARIATION OF APPROVAL OF  
 PREMISES FOR THE SOLEMNIZATION OF MARRIAGES  
 AND FORMATION OF CIVIL PARTNERSHIPS**  
S26(1)(bb) Marriage Act 1949 /  
S(6) (3A)(a) Civil Partnership Act 2004

**DATA PROTECTION ACT 2018**

Calderdale Metropolitan Borough Council requires this information in order to process your application for a licence. The Council is under a duty to protect the public funds it administers and may use the information you have provided within the Authority for the prevention and detection of fraud. From time to time, as prescribed by Law, we will share your information with other Government Departments such as the Inland Revenue, Benefits Agency and the Police.

**SECTION 1: FULL DETAILS OF HOLDER(S) OF THE APPROVAL**

**First or only applicant**

**Second applicant (if any)**

Full Name:	Full Name:
Date of Birth:	Date of Birth:
Home Address:	Home Address:
Post Code:	Post Code:
Contact Telephone No:	Contact Telephone No:

**SECTION 2: PREMISES**

**Name and address of premises**

Name of Premises:			
Address:			
Post Code:		Telephone Number:	



**SECTION 3: REASON FOR APPLICATION**

I/We am/are seeking approval for further rooms/parts of the premises than those included on the current approval? (please tick) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If <b>YES</b> , please give details
<b>Room 1</b> – Name (if any):
If used for other purposes – details: (e.g. restaurant/conference room)
<b>Room 2</b> – Name (if any):
If used for other purposes – details: (e.g. restaurant/conference room)

I/We am/are seeking approval for alteration to a part of the premises which is on the current approval e.g. consent to plans? (please tick) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If <b>YES</b> , please give details of alterations
_____
_____
_____

**Important** – A copy of the amended plan of the premises, which clearly identify the areas affected by the application to vary the approval, **MUST** accompany the application.

**SECTION 4: SIGNATURES**

The fee of £318 is enclosed. (Cheques should be made payable to Calderdale MBC). Please note this fee is non-refundable if your application is refused/withdrawn or otherwise not proceeded with.	
I enclose the original Approval issued by the Council.	
Signed: _____ (First or only applicant)	Dated: _____
Signed: _____ (Second applicant – if any)	Dated: _____