



HILLINGDON

LONDON

APPLICATION FOR A PREMISES TO BE APPROVED AS A VENUE FOR MARRIAGES UNDER SECTION 26(1)(bb) OF THE MARRIAGE ACT 1949 AND CIVIL PARTNERSHIPS UNDER SECTION 6 (3A)(a) OF THE CIVIL PARTNERSHIP ACT 2004

Application to be approved as a venue for the solemnisation of marriages and the registration of civil partnerships.

1) Applicants' details (to be the 'Designated Holder' of the approval);

Name (individual, company, partnership etc);

Mr. Gil Monsalve Martin.....

Address of applicants registered office;

Thistle London Heathrow Terminal 5 Hotel, Terminal 5, Bath Road, Longford, London, UB7 0 EQ.....

Telephone number: [REDACTED].....

Email address; gil.monsalve@thistle.co.uk.....

2) Premises details;

Name of premises; Thistle London Heathrow Hotel Terminal 5 Hotel.....

Address of premises; Thistle London Heathrow Terminal 5 Hotel, Terminal 5, Bath Road, Longford, London, UB7 0 EQ.....

Telephone number; 020 7523 5056.....

Email address; events.heathrow@clermonthotel.group.....

Please describe the nature of the premises (e.g. hotel, community centre, country house etc);

Hotel

Is the applicant the occupier of the premises?

Yes



No



If 'No', please give the name and address of the occupier of the premises;

.....

Please list the areas of the premises for which you are seeking approval, including the accommodation numbers for each area (Note. This information can be obtained from your fire risk assessment);

.....

Do the premises currently have a premises licence issued under the Licensing Act 2003?

Yes



No



If 'Yes', please enter the Licence Number; LBHIL 516/05

3) Responsible Person/s;

Please enter the name/s of the nominated responsible person/s for the purpose of the approval (Note. You may enter more than one);

Mr. Akhilesh Gupta

Mr. Gil Monsalve Martin

Mr. Selim Reza

Mrs. Jaine Meena Endro

4) Enclosures;



I have enclosed 4 copies of a plan of the premises showing the room(s) in which it is intended that marriages will take place;



I have enclosed 4 copies of the proposed seating plans for each room in which it is intended that marriages will take place;



I have enclosed evidence of planning consent, or evidence from the Planning Authority that consent is not required.



I have enclosed the correct fee

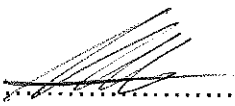
4) Declaration & Checklist;

I declare that *(please tick)*;

- ☒ I understand that the premises will be inspected for suitability before any Approval is granted and, if this application is successful, may be subject to subsequent inspection
- ☒ I understand that I must place a public notice of the application in a local newspaper within a week of the application being made, which will provide for a period of 21 days for objections to be lodged against the proposed grant of the Approval
- ☒ I understand that the Approval, if granted, will be for a three year period, subject to revocation
- ☒ I understand that the premises must satisfy the local authority on fire precautions and health and safety provisions
- ☒ I have read and understood the information contained in this form and the building is not a register office or religious premises;
- ☒ The premises will be regularly available for public use for either the solemnisation of marriages or the registration of civil partnerships
- ☒ I will comply with the standard conditions and any local conditions attached to the Approval, if granted.

Name of applicant (please print)

Gil Monsalve Martin

Signature of applicant.....

Date: ...09.06.2026.....

Capacity: 400

Address for correspondence and contact telephone number *(if different from Section 1)*:-

Please return this application to;

**Regulatory Services
London Borough of Hillingdon
Civic Centre,
Uxbridge,
UB8 1UW**

NOTES ON REQUIREMENTS BEFORE AN APPROVAL CAN BE GRANTED

The non-returnable fee for this application is (**See website for details of fees**).

The application must be made by the proprietor or trustee of the premises. When made on behalf of a limited company there should be a separate statement of the names and addresses of all the directors.

The premises must fulfil the following standard requirements in Schedule 1 of the Regulations:-

1. Having regard to their primary use, situation, construction and state of repair, the premises must, in the opinion of the authority, be a seemly and dignified venue for the proceedings.
2. The premises must be regularly available to the public for use for the solemnization of marriages or the registration (formation) of civil partnerships.
3. The premises must have the benefit of such fire precautions as may reasonably be required by the authority, having consulted with the fire authority and such other reasonable provision for the health and safety of persons employed in or visiting the premises as the authority considers appropriate.
4. The premises must NOT be –
 - a) a religious premises as defined by section 6 (2) of the Civil Partnership Act 2004*
**a "religious premises" means a premises which is used solely or mainly for religious purposes, or have been so used and have not subsequently been used solely or mainly for other purposes.*
 - b) a register office, but this paragraph does not apply to premises in which a register office is situated provided that the room which is subject to Approval is not the same room as the room which is the register office
5. The room or rooms in which the proceedings (marriage or civil partnership) will be held if the approval is granted must be identifiable by description as a distinct part of the premises
6. The premises must also fulfil any additional requirements set by the council. Any such additional requirements will be forwarded to the applicant, in writing, following a full detailed survey of the premises by the council's Licensing Services and the Superintendent Registrar on receipt of the application form and fee.
7. In considering the suitability of premises as a venue, the council will have regard to the following Guidance from the Registrar General:-
 - The laws relating to 'approved premises' are intended to allow proceedings to take place regularly in hotels, stately homes, civic halls and similar premises without compromising the fundamental principles of English Law and Parliament's intention to maintain the solemnity of the occasion.
 - The term 'premises' is defined in regulations as a permanently immovable structure comprising of at least a room, or any boat or other vessel which is permanently moored. Any premises outside this definition, such as the open air, a tent, marquee or any other temporary structure and most forms of transport, would not be eligible for approval. In addition, there are requirements in the regulations which must be met before an approval can be granted.

- The premises must be a seemly and dignified venue for the proceedings which must take place in an identifiable and distinct part of those premises. The primary use of a building would render it unsuitable if that use could demean proceedings or bring them into disrepute.
- The premises must not be religious premises as defined by Section 6 (2) of the Civil Partnership Act 2004. These are premises which are used solely or mainly for religious purposes, or have been so used and have not subsequently been used solely or mainly for other purposes. A building which is certified for public worship would fall into this category, as would a chapel in a stately home or hospice. However, premises in which a religious group meets occasionally might be suitable if the other criteria are met.
- The premises must not be any part of a register office on the plan submitted by the authority and approved by the Registrar General under the Registration Service Act 1953. Any rooms in the same premises as the register office that aren't on this plan, e.g. a council chamber, can be approved. However, an authority can set its fee for attending a marriage or civil partnership on approved premises at the same level as the prescribed fee for a marriage or civil partnership in a register office.
- The premises may be used for the solemnisation of marriages and the registration of civil partnerships but must be available regularly to the public for use for one or the other. Under the terms of the Equality Act (Sexual Orientation) Regulations 2007 (which came into effect on 30 April 2007) it is unlawful for a person concerned with the provision to the public of goods, facilities or services to discriminate against a person who seeks to use those goods, facilities or services on the grounds of the sexual orientation of that person. The holder of an approval who does not allow premises to be used for both marriage and civil partnership, or who provides accommodation, services or facilities for one and not the other, is liable to legal action as a result. In common with other equality legislation, this action would need to be taken by the parties concerned, against the holder of the approval. The local authority which granted the approval has not powers to act or intervene, unless of course, it is the holder of the approval.
- The requirement that the premises must be regularly available for use by the public will preclude a private house from being approved.

THE CONDITIONS TO BE ATTACHED TO ANY GRANT OF APPROVAL

The following standard conditions must be attached to any approval. *Proceedings* means the solemnisation of a marriage or the registration of a civil partnership and does not refer to any other activities on the premises.

1. The holder of the approval must ensure that there is at all times an individual with responsibility for ensuring compliance with these conditions ("the responsible person") and that the responsible person's occupation, seniority, position of responsibility in relation to the premises, or other factors (his "qualification"), indicate that he is in a position to ensure compliance with these conditions.
2. The responsible person or, in his absence, an appropriately qualified deputy appointed by him, shall be available on the premises for a minimum of one hour prior to and throughout each of the proceedings.
3. The *holder* must notify the London Borough of Hillingdon's Licensing Officer:
 - (a) of his name and address immediately upon him becoming the holder of an approval under regulation 7(2), and
 - (b) of the name, address and qualification of the *responsible person* immediately upon the appointment of a new *responsible person*.
4. The holder must also notify the London Borough of Hillingdon's Licensing Officer immediately of any change to any of the following:
 - (a) the layout of the premises, as shown in the plan submitted with the approved application, or in the use of the premises,
 - (b) the name or full postal address of the approved premises,
 - (c) the description of the room or rooms in which marriages are to be solemnized,
 - (d) the name or address of the holder of the approval, and
 - (e) the name, address or qualification of the responsible person.
5. The approved premises must be available at all reasonable times for inspection by authorised officers of the Council.
6. A suitable notice stating that the premises have been approved for the proceedings and identifying and giving directions to the room in which the proceedings are to take place must be displayed at each public entrance to the premises for one hour prior to the ceremony and throughout the proceedings.
7. No food or drink may be sold or consumed in the room in which the proceedings take place for one hour prior to the proceedings or during the proceedings.
8. All proceedings must take place in a room which was identified as one to be used for the proceedings on the plan submitted with the approved application.
9. The room in which the proceedings take place must be separate from any other activity on the premises at the time of the proceedings.
10. The arrangements for and content of the proceedings must meet with the prior approval of the Superintendent Registrar of the district in which the approved premises are situated.

11.
 - a) Any proceedings conducted on approved premises shall not be religious in nature.
 - b) In particular the proceedings shall **not**:-
 - include extracts from an authorized religious marriage service or from sacred religious texts
 - be led by a minister of religion or other religious leader
 - involve a religious ritual or series of rituals
 - include hymns or other religious chants or,
 - include any form of worship
 - c) but the proceedings may include readings, songs or music that contain an incidental reference to God or deity in an essentially non-religious context
 - d) for this purpose, any material used by way of introduction to, in any interval between parts of, or by way of conclusion to the proceedings shall be treated as forming part of the proceedings.
12. Public access to any proceedings in approved premises must be permitted without charge.
13. Any reference to the approval of premises on any sign or notice, or on any stationery or publication, or within any advertisement may state that the premises have been approved by the authority as a venue for marriage in pursuance of section 26 (1)(bb) of the Act and the formation of civil partnerships under section 7(3A)(a) of the Civil Partnership Act 2004, but shall not state or imply any recommendation of the premises or its facilities by the authority, the Registrar General or any of the officers or employees of either of them.
14. Additional conditions the authority considers appropriate on the grant of approval.