



HM Passport
Office

Form for Certifying a Place of Meeting for Religious Worship under the Places of Worship Registration Act 1855

Please use the guidance notes on the reverse to complete all sections of this form. Once completed in duplicate, please submit your application, with the required documentation and relevant fee, to the Superintendent Registrar of the Register Office where the building is situated.

Form 76

To The Registrar General

1. Full name by which the place of worship is known
2. Precise address of the building
3. What are you registering? *(tick one box)* **A whole building?** ☐ **A room or rooms within a building?** ☐
4. **Please provide a floor plan of the building or room(s)** *Tick box to confirm* ☐
5. Has the building or rooms previously been registered for worship? **YES** ☐ **NO** ☐
6. What is the faith of the congregation?
- 6a. What denomination of this faith is the congregation?
7. Does the congregation meet regularly for worship? **YES** ☐ **NO** ☐
8. **Please provide a weekly timetable of all activities which take place in the building/ room/rooms. Please include all religious and non-religious activities.** *Tick box to confirm* ☐
9. Please provide your contact details.

Name:
Occupation:
Home Address:

Home telephone number:
Mobile telephone number:
E-mail address:
10. What is your connection to the place of worship?

11. Certifying declaration.

I (print name).....declare, in accordance with the Places of Worship Registration Act, 1855, that the building named above is to be used as a place for religious worship by the said congregation and request that this certificate be recorded by the General Register Office pursuant to the Act.

Signature Date

Guidance Notes for Applicant

1. Insert the full name by which the congregation knows the building.
2. Please give the precise address of the building. If the building bears a number as well as a name, this should also be given.
3. If only part of a building is to be certified, this will be reflected in the details of the registration e.g. "Ground & First Floor, 62 The High Street, Southport".
4. Floor plan. This does not need to be professionally drawn, but must include all entrances and exits and the internal layout of each floor which is to be certified.
5. The Registrar General must be informed if any buildings or rooms have been previously certified. This is to ensure that the records held at the General Register Office are correctly updated.
6. and 6a. Please provide details of the congregation's faith and the denomination of this faith. This should be different to the name of the building given at space 1.
7. Please confirm that the congregation meets regularly to worship.

8. Timetable. Please provide an average weekly/monthly timetable showing all activities (both religious and secular) which take place in the building. This should be linked to the floor plan to clearly show what takes place in each room.

When registering a place for religious worship, the Registrar General must be satisfied that its principal use is for worship. Principal use is defined as "the room(s)/building where the primary purpose is the practise of religious worship." Examples of principal use are:

- a) The whole of a religious school could not be registered, as the principal use is for learning rather than the practise of worship. However, if there is a room within the school which is used solely for the practise of worship, this could be certified.
- b) A room in a community centre which is used by the congregation once a week, but which is used by the community for other activities during the rest of the week, could not be certified because the principal use of the building is not worship.
- c) A purpose-built religious building which has non-religious activities taking place such as playgroups, soccer schools, book clubs, etc. could be certified as a whole because these other activities would not take place if the place of worship was not there.

9. Contact Details. The name, home address and occupation of the applicant must be given so that they can be easily contacted by the General Register Office if there is a query with the application.

10. Connection to the Place of Worship, e.g. occupier / proprietor / trustee / minister etc. This is to establish that the applicant represents the congregation.

N.B. When the building to be certified as a place for religious worship is intended to be used in lieu of a building previously certified, a Form 77 (Notice of Disuse) should be completed for the original certification and sent to the General Register Office.

To be completed by the Superintendent Registrar

Form 76 fully completed

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Documentation enclosed

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Fee paid

☐

Print Name..... Signature

Register Office..... Contact number

The certificate below will be completed by the General Register Office and returned to the applicant.

Please keep it in a safe place as you may be asked for the information it contains.

Certificate of Registration **Place for Religious Worship**

In accordance with The Places of Worship Registration Act 1855,

..... **has been duly recorded by the General Register Office as a place of meeting for Religious Worship within the registration district of**

..... **by**
..... **for the Registrar General.**

Register Number **Date**