



HM Passport
Office

**Form 77AW Guidance Notes
for Applicants
Ffurflen 77AW Nodiadau
Arweiniol i Ymgeiswyr**



Swyddfa
Basbort EF

*(Please read these guidance notes before completing the form)
(Darllenwch y nodiadau arweiniol hyn cyn cwblhau'r ffurflen)*

1. Insert the full name by which the congregation knows the building.

Nodwch enw llawn yr adeilad fel yr adwaenir ef gan y gynulleidfa.

2. Please give the precise address of the building. You should state whether the building has a number as well as a name.

Byddwch gystal â rhoi union gyfeiriad yr adeilad. Os oes rhif gan yr adeilad yn ogystal ag enw, dylid nodi hwn hefyd

3. Please insert the name of the registration district where the building is located.

Nodwch enw'r dosbarth cofrestru lle lleolir yr adeilad.

4. Please insert the congregation's faith and the denomination of this faith if applicable. This should be different to the name of the building given at question 1.

Nodwch ffydd y gynulleidfa ac enwad o'r ffydd hon os yn berthnasol. Dylai hyn fod yn wahanol i enw'r adeilad a nodwyd yng nghwestiwn 1.

5. and 6. This information can be found on the certificate issued by the Superintendent Registrar when the building was originally registered for the solemnization of marriages.

Gellir dod o hyd i'r wybodaeth hon ar y dystysgrif cofrestru a roddwyd gan y Cofrestrydd Cyffredinol pan gofrestrwyd yr adeilad ar gyfer gweinyddu priodasau yn wreiddiol.

7., 8. and 8a. If your building holds marriage registers, they may need to be recalled and closed by the General Register Office. Providing this information will allow us to more easily locate the marriage registers, close them and return them to the governing body.

Os oes gan eich adeilad gofrestrau priodas, efallai bydd angen iddynt gael eu galw'n ôl a'u cau gan y Swyddfa Gofrestru Gyffredinol. Bydd darparu'r wybodaeth hon yn golygu bod y cofrestrau yn hawdd eu cael, eu cau a'u dychwelyd at y corff llywodraethol.

9. This information is required to establish that the applicant represents the congregation. You may only apply for the registration to be cancelled if you are a trustee or the proprietor of the building. In the case of a shared building, you may also apply for the registration to be cancelled if you are the relevant governing authority of one of the sharing churches **(please see notes 12 and 13 below)**.

Mae angen y wybodaeth hon i gadarnhau bod yr ymgeisydd yn cynrychioli'r gynulleidfa. Na allwch ymgeisio i ganslo'r cofrestriad oni bai eich bod yn ymddiriedolwr neu'n berchennog yr adeilad. Yn achos adeilad cyfrannol, gallwch ymgeisio hefyd i ganslo'r cofrestriad os rydych yn awdurdod llywodraethol perthnasol un o'r eglwysi cyfrannol **(gweler nodiadau 12 a 13 isod)**.

10. and 11. The declaration of disuse must be signed and dated by the applicant and then countersigned by the Superintendent Registrar of the registration district in which the building is situated. The additional declaration should only be completed if you are the relevant governing authority of one of the qualifying sharing churches.

Rhaid i'r datganiad o anarfer gael ei lofnodi a dyddio gan yr ymgeisydd ac yna ei gyd-lofnodi gan Gofrestrydd Arolygol y dosbarth cofrestru lle lleolir yr adeilad. Ni ddylid cwblhau'r datganiad ychwanegol os nad chi yw awdurdod llywodraethol perthnasol un o'r eglwysi cyfrannol cymhwysol.

Relevant governing authority means the person or persons recognised by the members of the relevant religious organisation as competent for the purpose of giving consent for the solemnization of marriages of same sex couples within the building.

Mae **Awdurdod llywodraethol perthnasol** yn golygu'r person neu bersonau a gydnabuwyd gan aelodau'r gyfundrefn grefyddol berthnasol i fod yn gymwys er mwyn rhoi caniatâd i weinyddu priodasau cyplau o'r un rhyw o fewn yr adeilad.

Relevant religious organisation means the religious organisation for whose religious purposes the building is being used.

Mae **Cyfundrefn grefyddol berthnasol** yn golygu'r gyfundrefn grefyddol y defnyddir yr adeilad ar gyfer ei phwrpasau crefyddol.

12. and 13. An application for cancellation by a relevant governing authority in relation to a shared church building may only be made if either:

Na all awdurdod llywodraethol perthnasol wneud cais am ganslad mewn perthynas ag adeilad eglwys gyfrannol oni bod naill ai:

1. the sharing church has been party to a sharing agreement or used the building as mentioned in section 6(4) of the Sharing of Church Buildings Act 1969 for a period of not less than two years prior to the date when the application is made; or

yr eglwys gyfrannol wedi bod â rhan mewn cytundeb rhannu neu wedi defnyddio'r adeilad fel y crybwyllwyd yn adran 6(4) o'r Ddeddf Rhannu Adeiladau Eglwysig 1969 am gyfnod o ddim llai na ddwy flynedd cyn dyddiad gwneud y cais; neu

2. the building is held on trust by the trustee for that sharing church; or
y delir yr adeilad mewn ymddiriedolaeth gan ymddiriedolwyr yr eglwys gyfrannol honno, neu

3. there is no sharing agreement under the 1969 Act and the sharing church has used the building for (public) religious worship:
nad oes yna gytundeb rhannu o dan y Ddeddf 1969 a bod yr eglwys gyfrannol wedi defnyddio'r adeilad ar gyfer addoli crefyddol (cyhoeddus):

(i) for a period of not less than two years prior to the date on which the application is made;
am gyfnod o ddim llai na ddwy flynedd cyn dyddiad gwneud y cais;

and/ac

(ii) on two or more occasions (each of which has lasted for not less than 30 minutes) in:
ar ddau achlysur neu fwy (a phob un ohonynt wedi parhau am ddim llai na 30 munud yr un) yn ystod:

(a) each calendar month of the six calendar month period ending immediately prior to the month in which the relevant governing authority's notice of the intention to cancel the building's registration for the solemnization of marriages is sent to the proprietor or trustee; or
pob mis calendr o'r cyfnod chwe mis calendr sydd yn dod i ben yn union cyn y mis yr anfonir hysbysiad yr awdurdod llywodraethol perthnasol o'r bwriad i ganslo cofrestriad yr adeilad ar gyfer gweinyddu priodasau at y perchennog neu ymddiriedolwr; neu

(b) nine of the 12 calendar months ending immediately prior to the month in which the relevant governing authority's notice of the intention to cancel the building's registration for the solemnization of marriages is sent to the proprietor or trustee.
naw o'r 12 mis calendr sydd yn dod i ben yn union cyn y mis yr anfonir hysbysiad yr awdurdod llywodraethol perthnasol o'r bwriad i ganslo cofrestriad yr adeilad ar gyfer gweinyddu priodasau at y perchennog neu ymddiriedolwr.