



HM Passport
Office

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



Swyddfa
Basbort EF

Form 76W

Ffurflen Ardystio Man Cyfarfod ar
gyfer Addoli Crefyddol o dan Ddeddf
Cofrestru Mannau Addoli 1855

Ffurflen 76W

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.

Byddwch gystal â defnyddio'r nodiadau arweiniol ar y cefn i gwblhau pob adran o'r ffurflen hon. Ar ôl cwblhau dau gopi, cyflwynwch eich cais gyda'r ddogfennaeth angenrheidiol a'r ffi berthnasol i Gofrestrydd Arolygol y Swyddfa Gofrestru lle lleolir yr adeilad.

To the Superintendent Registrar/At y Cofrestrydd Arolygol

1. Full name by which the
place of worship is known
Enw llawn yr addoldy

2. Precise address of the
building
Union gyfeiriad yr adeilad

3. What are you registering?
(tick one box)
Beth ydych yn ei gofrestru?
(ticiwch un blwch)

**A whole building?
Adeilad cyfan?**

☐

**A room or rooms within a
building?
Ystafell neu ystafelloedd o
fewn adeilad?**

☐

4. Please provide a floor plan of the building or room(s). *Tick box to confirm*
Amgaewch gynllun llawr o'r adeilad neu ystafell(oedd). *Ticiwch y blwch i gadarnhau*

☐

5. Has the building or room(s) previously been registered
for worship?
A yw'r adeilad neu ystafell(oedd) wedi cael ei gofrestru/eu
cofrestru ar gyfer addoli o'r blaen?

**YES / YDYW
(YDYNT)**

☐

**NO / NAC YDYW
(NAC YDYNT)**

☐

6. What is the faith of the congregation?
Beth yw ffydd y gynulleidfa?

6a. What denomination of this faith is
the congregation?
Pa enwad o'r ffydd hon yw'r gynulleidfa?

7. Does the congregation meet regularly for worship?
A yw'r gynulleidfa yn cyfarfod yn rheolaidd ar gyfer addoli?

**YES
YDYW**

☐

**NO / NAC
YDYW**

☐

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*
Byddwch gystal â darparu amserlen wythnosol o'r holl weithgareddau a gynhelir yn yr adeilad
neu ystafell(oedd). Cynhwyswch bob gweithgaredd crefyddol a bydol. *Ticiwch y blwch i gadarnhau*

☐

Continued on the next page / Parhad ar y dudalen nesaf

9. Please provide your contact details
Byddwch gystal â nodi eich manylion cyswllt

Name/Enw:

Occupation/Gwaith:

Home Address/Cyfeiriad Cartref:

Home Phone Number/Rhif Ffôn Cartref:

Mobile Phone Number/Rhif Ffôn Symudol:

E-mail Address/Cyfeiriad E-bost:

10. What is your connection to the place of worship?
Beth yw eich cysylltiad â'r addoldy?

11. Certifying declaration/Datganiad ardystio

I (print name)
Yr wyf fi (printiwch eich enw)

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.

yn datgan, yn unol â Deddf Cofrestru Mannau Addoli 1855, y bydd yr adeilad a enwyd uchod yn cael ei ddefnyddio fel man addoli crefyddol gan y gynulleidfa a enwyd a gofynnaf i'r dystysgrif hon gael ei chofnodi gan y Swyddfa Gofrestru Gyffredinol yn unol â'r Ddeddf.

Signature/Llofnod..... Date/Dyddiad.....

To be completed by the Superintendent Registrar/I'w cwblhau gan y Cofrestrydd Arolygol

Form 76W fully completed? ☐ Documentation enclosed? ☐ Fee paid? ☐
Ffurflen 76W wedi ei chwblhau? ☐ Dogfennaeth yn amgaeedig? ☐ Ffi wedi ei thalu? ☐

Print name Signature
Printiwch eich enw Llofnod.....

Register office Contact number
Swyddfa gofrestru Rhif ffôn cyswllt.....

**Certification of Registration of a Place for Religious Worship
Ardystiad Cofrestru Man ar gyfer Addoli Crefyddol**

In accordance with the Places of Worship Registration Act 1855
Yn unol â Deddf Cofrestru Mannau Addoli 1855, cofnodwyd
..... has been duly recorded by the General Register
..... gan y Swyddfa Gofrestru Gyffredinol fel man

Office as a place of meeting for Religious Worship within the registration district of
cyfarfod ar gyfer Addoli Crefyddol o fewn ardal gofrestru

by for the Registrar General.
gan ar ran y Cofrestrydd Cyffredinol.

Register No/Rhif Cofrestr..... Date/Dyddiad.....

Guidance Notes for Applicants/Nodiadau Arweiniol i Ymgeiswyr

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. If the building bears a number as well as a name, this should also be given.

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

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".

Os mai rhan o'r adeilad yn unig a ardystir, fe ddangosir hyn ym manylion y cofrestriad e.e. "Y Llawr Gwaelod a'r Cyntaf, 62 Y Stryd Fawr, 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.

Cynllun llawr. Nid oes rhaid i'r cynllun gael ei lunio'n broffesiynol, ond rhaid cynnwys pob mynediad ac allanfa a chynllun mewrol pob llawr sydd i'w gofrestru.

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.

Rhaid gadael i'r Cofrestrydd Cyffredinol wybod os cofrestrwyd unrhyw adeiladau neu ystafelloedd o'r blaen. Mae hyn er mwyn sicrhau bod y cofnodion yn y Swyddfa Gofrestru Gyffredinol yn cael eu diwedddaru'n gywir.

6. a 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.

Byddwch gystal â nodi manylion ffydd y gynulleidfa ac enwad y ffydd hon. Dylai hyn fod yn wahanol i enw'r adeilad a nodwyd ym mlwch 1.

7. Please confirm that the congregation meets regularly to worship.

Gadewch i ni wybod os yw'r gynulleidfa yn cyfarfod yn rheolaidd i addoli.

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 practice 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.

Amserlen. Darparwch amserlen wythnosol neu fisol arferol sy'n dangos yr holl weithgareddau (crefyddol a bydol) a gynhelir yn yr adeilad. Dylid cysylltu hon â'r cynllun llawr er mwyn dangos yn glir beth a ddigwydd ym mhob ystafell. Wrth gofrestru lle ar gyfer addoli crefyddol, rhaid bodloni'r Cofrestrydd Cyffredinol mai prif ddefnydd yr adeilad yw ar gyfer addoli. Diffinnir "prif ddefnydd" fel "yr ystafelloedd neu adeiladau a ddefnyddir ar gyfer addoli crefyddol fel eu pwrpas cyntaf". Enghreifftiau o brif ddefnydd yw:

a) Ni ellid cofrestru ysgol grefyddol gyfan gan mai ei phrif ddefnydd yw dysgu yn hytrach nag addoli. Fodd bynnag, os oes ystafell o fewn yr ysgol a ddefnyddir ar gyfer addoli yn unig, fe ellid ei chofrestru.

Guidance Notes for Applicants (cont.)/Nodiadau Arweiniol i Ymgeiswyr (parh.)

b) Ni ellid cofrestru ystafell mewn canolfan gymdeithasol a ddefnyddir gan y gynulleidfa unwaith yr wythnos, ond a ddefnyddir gan y gymuned ar gyfer gweithgareddau eraill yn ystod y gweddill o'r wythnos, oherwydd nad prif ddefnydd yr adeilad yw addoli.

c) Gellid cofrestru adeilad crefyddol a godwyd i'r pwrpas ac sy'n cynnal gweithgareddau bydol ynddo fel grwpiau chwarae, ysgolion pêl-droed, clybiau llyfrau ayyb fel cyfanwaith oherwydd ni chynhelid y digwyddiadau hyn pe na bai'r lle addoli yn bod.

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.

Manylion cyswllt. Rhaid rhoi enw, cyfeiriad cartref a gwaith yr ymgeisydd fel y gall y Swyddfa Gofrestru Gyffredinol ei gysylltu/chysylltu os oes problem gyda'r cais.

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

Cysylltiad â'r addoldy e.e. deiliad/perchennog/ymddiriedolwr/gweinidog ayyb. Mae angen hyn i gadarnhau bod yr ymgeisydd yn cynrychioli'r gynulleidfa.

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.

D.S. Pan fwriedir defnyddio'r adeilad sydd i'w ardystio fel addoldy yn lle adeilad a ardystiwyd eisoes, dylid cwblhau Ffurflen 77 (Hysbysiad o Anarfer) ar gyfer y cofrestriad gwreiddiol a'i hanfon at y Swyddfa Gofrestru Gyffredinol.

For the purpose of detecting and preventing crime, information relating to an application may be shared and verified with other government departments or law enforcement agencies.

Fe all gwybodaeth ynglŷn â chais gael ei rannu a'i wirio gydag adrannau eraill y llywodraeth neu asiantaethau gorfodi'r gyfraith ar gyfer pwrpasau datgelu ac atal troseddau.

The General Register Office: part of His Majesty's Passport Office
Swyddfa Gofrestru Gyffredinol: rhan o Swyddfa Basbort Ei Fawrhdy