HM Passport Office

Form 78W Guidance Notes for Applicants
Ffurflen 78W 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)

Certificate / Tystysgrif

1. Building name - please give the full name by which the building is known to the congregation.
Enw'r adeilad - nodwch enw llawn yr adeilad fel yr adwaenir ef gan y gynulleidfa.

2. Please indicate whether the building is to be registered for the solemnization of marriages between a man and a woman, marriages of same sex couples or both.
A yw'r adeilad i'w gofrestru ar gyfer gweinyddu priodasau rhwng dyn a dynes, priodasau cyplau o'r un rhyw neu briodasau rhwng dyn a dynes yn ogystal â phriodasau cyplau o'r un rhyw? Nodwch os gwelwch yn dda.

3. Date - please enter the date that the householders sign the certificate.
Dyddiad - nodwch ddyddiad y mae'r deiliaid tŷ yn llofnodi'r dystysgrif.

4. Householder signatures - the signatures, names and addresses of no less than twenty householders who attend the building for the purpose of religious worship must be added to the form. However, they are NOT required if the building is already registered for the solemnization of marriages between a man and a woman under Section 41 of the Marriage Act 1949 or for the solemnization of marriages of same sex couples under Section 43A of the said Act.
Llofnodau'r deiliaid tŷ - rhaid i lofnodau, enwau a chyfeiriadau ddim llai nag ugain deiliad tŷ sy'n mynychu'r adeilad ar gyfer addoli crefyddol gael eu hatodi i'r ffurflen. Serch hynny, nid oes eu hangen os cofrestrwyd yr adeilad eisoes ar gyfer gweinyddu priodasau rhwng dyn a dynes o dan Adran 41 o'r Ddeddf Priodasau 1949 neu ar gyfer gweinyddu priodasau cyplau o'r un rhyw o dan Adran 43A o'r Ddeddf a enwyd.

5. Counter signatory - the person who countersigns the form must not also have signed as a householder. The counter signatory must be either the proprietor/owner or a trustee of the building.
Cyd-lofnodwr - ni ddylai'r person sy'n cyd-lofnodi'r ffurflen lofnodi fel deiliad tŷ hefyd. Rhaid i'r cyd-lofnodwr fod naill ai'n berchennog neu'n ymddiriedolwr yr adeilad.

6. Date - please enter the date on which the certificate was countersigned. This date must not be prior to the signing of the certificate by the householders.
Dyddiad - nodwch ddyddiad y cyd-lofnodwyd y dystysgrif. Rhaid i hyn fod ar ôl i'r deiliaid tŷ lofnodi'r dystysgrif.

Application / Cais

1. Registration District - please give the registration district where the building is situated.
Dosbarth Cofrestru - nodwch enw'r dosbarth cofrestru lle lleolir yr adeilad.

2. Give the full name of the applicant and indicate whether they are the proprietor of the building or a trustee.
Nodwch enw llawn yr ymgeisydd a hefyd a yw ef/hi yn berchennog yr adeilad neu yn ymddiriedolwr.

3. Building name - please give the full name by which the building is known to the congregation.
Enw'r adeilad - nodwch enw llawn yr adeilad fel yr adwaenir ef gan y gynulleidfa.

4. Address - please give the precise address of the building. If the building has a number and a name, both should be stated.
Cyfeiriad - byddwch gystal â rhoi union gyfeiriad yr adeilad. Os oes rhif gan yr adeilad yn ogystal ag enw, dylid nodi hwn hefyd.

5. Denomination(s) - please give the denomination of each religious organisation which uses the building. This should be different to the name of the building. If you are applying to register the building for the solemnization of same sex couples and the building is used by more than one religious organisation, you should give the denomination of each religious organisation which qualifies as a sharing church (for information on whether a church qualifies as a sharing church, see the guidance notes for Form 78AW).
Enwad(au) - nodwch enwad(au) pob cyfundrefn grefyddol sy'n defnyddio'r adeilad. Dylai hwn fod yn wahanol i enw'r adeilad. Os ydych yn gwneud cais i gofrestru'r adeilad i weinyddu priodasau cyplau o'r un rhyw ac os defnyddir yr adeilad gan fwy nag un gyfundrefn grefyddol, dylech nodi enwad pob cyfundrefn grefyddol sy'n gymwys fel eglwys gyfrannol (ceir gwybodaeth am eglwysi sy'n gymwys fel eglwysi cyfrannol yn nodiadau arweiniol Ffurflen 78AW).

6. Please tick one box only to indicate whether the building is to be registered for the solemnization of marriages between a man and a woman, marriages of same sex couples or both.
A yw'r adeilad i'w gofrestru ar gyfer gweinyddu priodasau rhwng dyn a dynes, priodasau cyplau o'r un rhyw neu briodasau dyn a dynes yn ogystal â phriodasau cyplau o'r un rhyw? Ticiwch un blwch yn unig os gwelwch yn dda.

7. Date of certification for worship and worship number - this information will be on the certificate of registration which was returned to you by your local superintendent registrar when the building was registered as a place of worship under the Places of Worship Registration Act 1855. If you are applying to register the building for religious worship and the solemnization of marriages at the same time, please leave these fields blank
Dyddiad ardystio ar gyfer addoli a rhif addoli - bydd yr wybodaeth hon ar y dystysgrif cofrestru a ddychwelwyd atoch gan eich cofrestrydd arolygol lleol ar adeg cofrestru'r adeilad fel man addoli o dan Ddeddf Cofrestru Mannau Addoli 1855. Os ydych yn gwneud cais i gofrestru'r adeilad ar gyfer addoli crefyddol a gweinyddu priodasau ar yr un pryd, byddwch gystal â gadael y blychau hyn yn wag.

8. The person who signs the application must be either the proprietor/owner or trustee of the building, who should enter the date the application was signed. This date must be within one month of the date of the householders' certificate.
Rhaid i'r person sy'n llofnodi'r cais fod naill ai'n berchennog neu'n ymddiriedolwr yr adeilad a dylai nodi'r dyddiad y llofnodwyd y cais.

Additional Information / Gwybodaeth Ychwanegol

1. Full name of applicant - please enter the full name of the person who has signed the application. Enw llawn yr ymgeisydd - nodwch enw llawn yr ymgeisydd a lofnododd y cais.

2. Applicant's home address - please enter the home address of the person who has signed the application. This must not be the same address as the building for which the application is being made.
   Cyfeiriad cartref yr ymgeisydd - nodwch gyfeiriad cartref y person a lofnododd y cais. Ni ddylai hwn fod yr un cyfeiriad â'r adeilad y gwneir y cais amdano.

3. Confirmation of open doors - this is to ensure that the general public has access to all marriage ceremonies in case anybody wishes to raise an objection to a marriage.
   Cadarnhad y bydd y drysau ar agor - mae hwn er mwyn sicrhau y bydd y cyhoedd yn cael mynediad i bob seremoni briodas rhag ofn bod rhywun yn dymuno codi gwrthwynebiad i'r briodas.

4. Marriage Service - this is to ensure that the correct words of "Declaration" and "Contract" have been incorporated into the marriage service.
   Gwasanaeth Priodas - mae hyn er mwyn sicrhau bod y geiriau cywir "Datgeiniol" a "Chy tundebol" wedi cael eu corffori yn nhrefn y gwasanaeth.

5. Marriages of same sex couples - if the building is to be registered for the solemnization of marriages of same sex couples, the applicant must also complete a Form 78AW and submit a copy of the relevant governing authority's consent.
   Priodasau cyplau o'r un rhyw - os yw'r adeilad i'w gofrestru ar gyfer gweinyddu priodasau cyplau o'r un rhyw, rhaid i'r ymgeisydd gwblhau Ffurflen 78AW a chyflwyno copi caniatâd yr awdurdod llywodraethol perthnasol.

6. Please send your completed application and all additional documentation to the superintendent registrar of the registration district in which the building is situated, together with the required statutory fee. Details of the fees payable are available from your local register office.
   Byddwch gystal ag anfon eich cais wedi'i gwblhau ac unrhyw ddogfennaeth ychwanegol at gofrestrydd arolygol yr dosbarthl gofrestru lle lleolir yr adeilad, ynghyd â'r ffi statudol ofynnol. Gellir cael manylion o'r ffioedd taladwy oddi wrth eich swyddfa gofrestru leol.

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 77W (Notice of Disuse) should be completed for the original registration and sent to the General Register Office via your local superintendent registrar. If the Authorised Person facility is to be carried over to the new building, the relevant Authorised Person forms must be completed and included with the application.
D.S. Pan fwriedir defnyddio'r adeilad sydd i'w ardystio fel addoldy yn lle adeilad a ardystiwyd eisoes, dylid cwblhau Ffurflen 77W (Hysbysiad o Anarfer) ar gyfer y cofrestriad gwreiddiol a'i hanfon at y Swyddfa Gofrestru Gyffredinol trwy eich cofrestrydd arolygol lleol. Os yw'r cyfleuster Person Awdurdodedig yn mynd i gael ei gario drosodd i'r adeilad newydd, rhaid cwblhau'r ffurflenni Person Awdurdodedig perthnasol a'u cynnwys gyda'r cais.