

TO THE MAYOR OF ANACAPRI TOWN HALL

APPLICATION FORM TO CELEBRATE:

☐ Civil Legal Wedding

☐ Civil Partnership

☐ Symbolic Wedding

We, The undersigned,

1) \_\_\_\_\_

Place of Birth

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Residence in

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Email Address

\_\_\_\_\_

2) \_\_\_\_\_

Place of Birth

\_\_\_\_\_

Date of Birth

\_\_\_\_\_

Residence in

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Email Address

Would like to celebrate their Ceremony, as follows:

☐ Civil Legal Wedding

☐ Civil Partnership

☐ Symbolic Wedding

Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

To this end, they declare they have chosen the following process of practise ( tick the relevant box)

- Communion
- Separation of Assets
- State Law \_\_\_\_\_ in which the spouse resides in or is a citizen of/or both pursuant to Articolo: 30. L. 31/05/1995 no. 218.

Mr and Mrs appear as Witnesses :

1. Name and Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_

2. Name and Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_

To be completed if not familiar with the Italian Language

The applicants to designate the following as interpreter

Name and Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_

And declare they have received and read the Provisions of Service related to how the Legal, Civil or Symbolic Ceremony is performed at the Town Hall of Anacapri, which is attached to this letter as Appendix A.

\_\_\_\_\_  
(signed)

\_\_\_\_\_  
(signed)

Attached are :-

1. Valid copies of Identity documents of the marriage couple or those partaking in the civil union.
2. Valid copies of the Identity documents of the witnesses
3. If indicated, valid copies of the Identity documents of the interpreter
4. In case of music arrangements (played, sung or otherwise reproduced) during the ceremony, the bridal couple must obtain the SIAE permit application pursuant to Law 633/41 . It should be noted that any responsibility will fall on the defaulting party, relieving this Municipal authority of it;

5. If delegated, confirmation of a request to a third party or wedding planner to complete the paperwork for the ceremony

#### INFORMATION PURSUANT TO ARTICLE 13 OF LEGISLATIVE DECREE NO. 196/2003

(Code for the protection of data). The provision of the above data is compulsory under the provisions of law mentioned. This data is necessary for the proceedings for which they are required and their failure and / or incorrect or partial completion involves the inadmissibility of the application and where provided the total ineffectiveness of any subsequent authorization.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Please kindly enclose valid document of identification as mentioned above.

#### FUTURE SPOUSES' INFORMATION

GROOM	BRIDE
Name:	Name:
Marital status:	Marital status:
If divorced, date of divorced:	If divorced, date of divorced:
Citizenship:	Citizenship:
Profession:	Profession:
Level of education:	Level of education:

#### PROVISION OF SERVICE FROM ANACAPRI TOWN HALL

Provisions of Service related to how the Legal Civil or Symbolic Ceremony is performed at the Town Hall of Anacapri.

The request related to the usage of the venues has to be forwarded by the person concerned at least thirty days prior, to the Office of the Mayor using this form and also to the email address [demografico@comunedianacapri.it](mailto:demografico@comunedianacapri.it).

The permission or prohibition of the celebration of marriage will be announced by the Mayor within ten days from the date of issue of the notice of intention to contract a marriage by the people concerned.

Upon notification of availability of the day and time, the applicants undertake to pay the amount applicable via PagoPA by following the link

<https://www.cittadinodigitale.it/apspagopa/Payment/PagamentiAnonimiTipoPagamento>

Rates must be received net of any fees or taxes. Once payment is completed and received by the Town Hall of Anacapri, the reservation will be deemed confirmed, additional notification of payment details can be sent to [demografico@comunedianacapri.it](mailto:demografico@comunedianacapri.it)

Applicants who use a wedding planner, agency or third party for the handling of the formalities relating to the ceremony, must send a specific proxy to the email address indicated above.

In the event of a civil marriage of citizens residing on Italian territory, the authorisation is always subject to the marriage bans and in the case of transfer from a different Municipality, the spouses must produce the original proxy request, and can be sent to the [demografico.comunedianacapri@pec.it](mailto:demografico.comunedianacapri@pec.it) directly from the aforementioned Municipality.

For Italian citizens residing abroad (AIRE members) the proxy must be sent to this office by the relevant Consulate.

For the establishment of the civil union pursuant to Law no. 76/2016, the provisions of Prime Ministerial Decree no. 144 of 07/23/2016.

For foreign citizens, the original authorisation for marriage must be sent to the registrar, issued by the relevant authorities pursuant to art. 116 of the Civil Code.

If one or both are foreign citizens and do not know the Italian language, it is their responsibility to appoint an interpreter who will be hired by the registrar to perform this role, after taking an oath.

## THE MUNICIPAL VENUES FOR MARRIAGE CEREMONY

The available Council Venues for the celebration are:

Town Hall, 30 Caprile Street;

Belvedere della Migliera, Faro di Punta Carena side or Marina Piccola side;

Belvedere dei Sognatori, Faro di Punta Carena;

Belvedere Fortino, Faro di Punta Carena;

Belvedere Damecuta;

Centro Multimediale Mario Cacace, Giuseppe Orlandi Street;

Belvedere Chiesetta di Cetrella;

Belvedere Axel Munthe; (only in the afternoon)

Villa Rosa, Viale Axel Munthe;

The venues will be at the disposal of the Ceremony only for one hour from the authorized time.

### PRICING LIST:

#### CEREMONY AT THE TOWN HALL, 30 Caprile Street

- Week Days during the working hours:

(Mon. Tue. Wed. Thu. Fri. 10:30 - 13:00/ Mon. Wed. 15:30 – 18:00)

Monday and Wednesday 15:30 – 17:30

Resident Price : **Free of Charge**

Not residents : **€ 300,00**

- Week Days outside the working hours:

(Tue. Thu. Fri. 15:30 - 19:00/ Mon. Wed. 18:00 – 19:00)

Resident Price : **€ 100,00**

Not residents : **€ 400,00**

- Weekend \* (Sat. Sun. 10:30 – 13:00/15:30 -19:00)

Resident Price : **€ 200,00**

Not residents : **€ 500,00**

Please kindly note that the celebration during the weekend is on request and it is subject to availability.

## AT THE LOCATIONS OUTSIDE THE MUNICIPAL HOUSE

Please kindly consider the same days, times and prices as unlighted above as follow:

- For Residents: € 300,00

- For Not Residents: € 800,00

### PROCEDURES:

Once the bridal couple receives the authorization they have to proceed with the payment according the above pricing list;

The reservation will be proceed only when the copy of the payment receipt will be delivered to the Office of the Mayor. Please kindly note that confirmation must also be sent via email to:

[demografico@comunedianacapri.it](mailto:demografico@comunedianacapri.it)

Please kindly note that in case of Legal Civil Ceremony the authorization is always subject to obligations concerning the marriage banns.

### SYMBOLIC CREMENONY:

For the Symbolic Ceremonies will be applied the same provisions regarding the places, the days, the times and the rates. Please kindly note that in addition it is necessary that a copy of the promise and/or text wanted by the bridal couple and more generally of the "organising body" and ritual of the symbolic ceremony will have to be delivered early enough to the offices so that it can be verified in advance. The parties are also required to communicate in advance to the office if they need any preparation from the Municipal Office, such as a white table cloth and two chairs.

### OTHERS:

In case of music arrangements (played, sung or otherwise reproduced) during the ceremony the bridal couple must deliver to the Office of the Mayor, at least 3 days before the date of the celebration, a copy of the SIAE permit application.

It is absolutely forbidden to leave on the scene of the ceremony rice, confetti or in other interior and exterior spaces allowed for use.

Refreshments are allowed within the limits and times authorized by committing to leaving areas in decent conditions and without the need to be recalled. The authorization for the ceremony includes only the activities, spaces and times granted and authorized for the ceremony, then it does not exempt celebrants from the general provisions issued by the town of Anacapri on employment of public land over the space allowed, the ordinances and the existing provisions of the traffic police command in matters of public policy and for the movement, transit and parking to and from the places of ceremony. Therefore, if necessary, the celebrants must equip themselves with these specific authorizations. In case you accidentally damage facilities granted for use of the celebration or violations of any kind, the amount of damage will be charged to the applicant in accordance with the current legislation.

### Main references:

DG n. 111 of 06.18.2014

DG n. 35 of 03.05.2014

DG n. 159 of 17.07.2019

DC n. 4 of 19.02.2014

Ordinance n. executive municipal police. 3/2017.

management determines Sector Demographic n. 4 of 24.07.2019

DG n. 11 of 26.01.2022

D.G. n. 23 del 12/02/2025.

For Acceptance:

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

