



GUIDANCE FOR THOSE WHO WISH TO MARRY IN APPROVED PREMISES

1. As soon as a couple have made provisional arrangements for their marriage in approved premises they should be advised to contact the Ceremonies Officer for the Area in which the premises are situated. (This can be done up to 12 months in advance of the date of the ceremony). **The telephone numbers are 0300 123 6705 or 01772 221621.**
2. Without the presence of two Registration Officers there can be no marriage and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Ceremonies Officer for two Registration Officers to attend at their proposed marriage as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. The couple will also have to give a notice of marriage at a Registration Office in the District(s) in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should, therefore, attend the Registration Office(s) where they live as soon as notice can be given. There is a twenty- eight day waiting period after notice has been given before the marriage can take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take place before notice of marriage can be given. The Superintendent Registrar or local Deputy Superintendent Registrar can advise further on these procedures.
5. The couple should be warned that any arrangements made for a marriage to take place on the approved premises are dependent on:
 - a) the attendance of two Registration Officers for the District in which the premises are situated; and
 - b) the issue of the authority or authorities for marriage by the Superintendent Registrar or local Deputy Superintendent Registrar to whom notice of marriage was given.
6. When notice is given in a different registration district from the one where the marriage is taking place, the couple will have to collect the Superintendent Registrar's certificate for marriage before the ceremony and ensure that it is delivered to the Registration Officer who is to attend the ceremony.
7. The couple should be advised that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar. The content of the ceremony must be agreed in advance with the Registration Officer who will be attending the ceremony.
8. Any rights of copyright for music, readings, etc. permitted at the ceremony are a matter for the couple and the holder of the approval.



GUIDANCE FOR THOSE WHO WISH TO REGISTER A CIVIL PARTNERSHIP IN APPROVED PREMISES

1. As soon as a couple have made provisional arrangements for their civil partnership in approved premises, they should be advised to contact the Ceremonies Officer for the Area in which the premises are situated. (This can be done up to 12 months in advance of the date of the ceremony). **The telephone numbers are 0300 123 6705 or 01772 221621.**
2. Without the presence of the civil partnership registrars there can be no civil partnership registration and any arrangements for the use of the premises depend entirely on their availability. It is, therefore, essential that the couple make an advance booking with the Ceremonies Officer for the civil partnership registrars to attend at their proposed registration as soon as a booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. The couple will also have to give a notice of civil partnership to an authorised person of the registration authority in which they live. This notice must be given in person by each of the couple and is valid for twelve months. The couple should therefore attend the Registration Office(s) where they live as soon as notice can be given. There is a twenty-eight day waiting period after notice has been given before the civil partnership can take place.
4. If either of the couple is subject to immigration control, there will be further procedures to take place before notice of civil partnership can be given. The local registration authority can advise further on these procedures.
5. The couple should be warned that any arrangements made for a civil partnership to take place on approved premises are dependent on:
 - a) the attendance of the civil partnership registrars for the area in which the premises are situated; and
 - b) the issue of the civil partnership schedule by the registration authority for the area in which the premises are situated.
6. The couple should be advised that only a civil, non-religious registration can be permitted by the civil partnership registrars. The contents of any proceedings must be agreed in advance by the civil partnership registrars who will be attending the registration.
7. Any rights of copyright for music, readings etc permitted at the registration are a matter for the couple and the holder of the approval.