

**GUIDANCE FOR THOSE WHO WISH TO MARRY OR FORM A CIVIL PARTNERSHIP AT APPROVED PREMISES**

- 1 Couples who have made provisional arrangements for their marriage or civil partnership formation at approved premises should be advised to contact the Superintendent Registrar at South Gloucestershire Register Office, Civic Centre, Kingswood (Tel 01454 863140). Postal address: South Gloucestershire Register Office, CE&CR, PO Box 1953, Bristol BS37 0DB. **Please note that we only book ceremonies one calendar year in advance.**
- 2 Without the presence of an appropriate Registrar there can be no marriage or civil partnership 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 Superintendent Registrar for his/her attendance at their proposed marriage as soon as a booking can be accepted (one year before the ceremony). A fee for this attendance will be payable 8 weeks before the ceremony; a non-refundable, non-transferable booking fee is taken when couples phone to make their booking. Non-payment of fees would render the ceremony cancelled.
- 3 The couple will also have to give a notice of marriage or civil partnership to the superintendent registrar(s) of the district(s) in which they live. This notice must be given in person by each party and is valid for one year. Both parties should, therefore, arrange to attend the register office where they live as soon as possible after notice can be given (up to one calendar year before the date of the wedding). South Gloucestershire operate an appointment only system, office hours are Monday to Friday; 9am until 4pm.
- 4 The couple should be warned that any arrangements made for a marriage or civil partnership to take place on the approved premises are dependent on:
  - (a) the availability of the superintendent registrar and a registrar (in the case of a marriage) for the district in which the premises are situated, and in the case of a civil partnership, the availability of a civil partnership registrar.
  - (b) the issue of the authority or authorities for marriage or civil partnership by the superintendent registrar(s) to whom notice of marriage was given.
- 5 When notice is given in a different registration district from the one where the marriage or civil partnership is taking place, the couple should confirm with their local registrars that the authority for the marriage or civil partnership has been issued before the date of the ceremony.
- 6 The couple should be advised that only a civil, non-religious ceremony can be permitted by the Superintendent Registrar. Any music, reading, words or performance which form any part of the ceremony must be secular. The content of the ceremony must be agreed in advance with the Superintendent Registrar who will be attending the ceremony.
- 7 Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.