

These guidance notes are for couples who live in England and Wales and who intend to marry, by Civil Ceremony, in approved premises in Cheshire. More detailed information about the legal preliminaries to marriage is available from the Register Office and, if they are unsure about any of the information, couples should seek advice from the Superintendent Registrar at: -

**The Registrar Office
Delamere House
Chester Street
Crewe CW1 2LL**

Telephone: 0845 140 0131

E-mail: creweregisteroffice@cheshire.gov.uk

ARRANGING FOR A REGISTRAR TO ATTEND THE WEDDING

As soon as a couple has made provisional arrangements for a marriage to take place at approved premises; they must contact the Register Office, Crewe. On the day of the marriage, two Registrars must attend, one to conduct the ceremony and the other to register the marriage.

Registrars will attend marriages in approved premises at 10:00am, 12:00, 2:00 & 4:00pm each day Monday to Sunday. Marriages are also conducted at the same times on the Bank Holidays in May & August subject to availability.

Registrars can be booked up to twelve months in advance, and should be booked as early as possible. The marriage cannot take place without the presence of the Registrars.

Please let the Register Office know immediately if any of your plans change.

NOTICE OF MARRIAGE

The couple do not have to live in the District where they intend to marry, but they are both required by law to give Notice of their intention to marry. This must be done by the bride and groom at their local Register Office(s), and are valid for 12 months.

BY CERTIFICATE

Notice must be given to the Superintendent Registrar of the District in which the bride and groom have resided for at least the previous 7 days. A minimum of 15 days must elapse between the giving of the Notice and the day of the marriage. If the couple live in different Districts, Notice must be given to the Superintendent Registrar of each District.

ARRANGING YOUR MARRIAGE

The arrangements for and the content of each marriage ceremony must be approved in advance by the Superintendent Registrar who will be attending on the day. Please note that, by law, only a civil ceremony is permitted and any music, reading, words or performance that form part of the ceremony must be secular in nature.

The Superintendent Registrar will be pleased to offer advice and guidance to couples who wish to personalise or enhance their ceremony.

**Please make sure that you arrive in good time for your wedding.
If you are late, it may not be possible for us to conduct your marriage ceremony.**

FEES

Civil Registration Fees From 1st April 2008 – 31st March 2009

- ❖ Notice of Marriage : £30.00 per person

- ❖ Attendance of Registrars on the Day of the Marriage:
 - Monday to Thursday: £240.00
 - Friday: £ 260.00
 - Saturday: £315.00
 - Sunday and Bank Holidays: £305.00

This fee is normally payable in advance, at least three weeks before the day of the marriage.

- ❖ One marriage certificate is included in the fee. Additional certificates are available £3.50 each.

Civil Registration Fees from 1st April 2009 – 31st March 2010

- ❖ Attendance of Registrars on the Day of the Marriage:
 - Monday - Thursday: £250.00
 - Friday: £270.00
 - Saturday: £330.00
 - Sunday and Bank Holidays: £320.00

HOTEL CHARGES

£195.00

Includes

Room Hire

Flower Arrangement for Registrar's Table

Attendance of Registered Responsible Person

All services connected with the management of the Wedding Service