



Cambridgeshire  
County Council

*Your Ceremony in Cambridgeshire*



Cambridgeshire  
Celebrations

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## *Your Ceremony*

Name . . . . .

Name . . . . .

Day & Date of ceremony: . . . . .

Time of ceremony: . . . . .

Venue: . . . . .

The fee for the ceremony and one certificate is £ ...

Additional certificates cost £ ...per copy on the day.

Payment may be in cash, by cheque supported by a valid cheque guarantee card payable to Cambridgeshire County Council or by debit/credit card. The fees quoted above are subject to change.

# *Your Ceremony* in Cambridgeshire

If you are planning a civil ceremony, one of Cambridgeshire's four Register Offices could provide the ideal setting. A description of each office and how to make contact is contained on pages 12-15 of this booklet but you are more than welcome to visit the offices and see for yourselves.

Our aim is to make each ceremony a happy and memorable occasion. We pride ourselves on the quality of service offered and this is reflected in all our offices, each of which has something different to offer.

We allow plenty of time for each ceremony and you can decide how formal or informal to make it. Readings, additional vows and music can be included to enhance and personalise the event. As the law does not permit a civil ceremony to have any religious content please seek the advice of the Superintendent Registrar in advance concerning any enhancements to your ceremony.

Civil ceremonies can take place in buildings other than Register Offices, provided they are licensed for this purpose by the County Council. A list of approved premises in Cambridgeshire is available from any of our Register Offices and on our website at [www.cambridgeshire.gov.uk/bmd](http://www.cambridgeshire.gov.uk/bmd). Staff from the local Register Office carry out the ceremony at approved premises.

All Register Offices in Cambridgeshire accept bookings for ceremonies up to 12 months in advance, provided you are legally free to marry or enter into a civil partnership.



# *Marriage* in a Church or other Religious Building

All enquiries about marriage in the Established Church (either the Church of England or the Church in Wales) should be made to the minister of your local parish church.

If you intend to marry in any other religious building, you both must give notice at the appropriate Register Office once you have had confirmation of the relevant details in writing from the Minister concerned.

Couples may marry in the Register Office of their choice or in any approved premises in England and Wales. However, you can only marry in a religious building in a different district from where either of you live if one of you usually worships there. You can also marry in a religious building in a different district if there is no building of your denomination in your district or districts of residence.

In some cases, a Registrar from the district covering the area where the building is situated must attend the wedding. You should, therefore, find out if this is necessary and check that they can attend on the date you intend to get married.

Please contact your local Register Office for advice.

## *Civil Ceremonies* *in Approved Premises*

If you decide to hold your ceremony in approved premises, you will need to agree the date and time with the relevant person at the premises (for example the Manager, if it is a hotel) and the Superintendent Registrar of the district in which the premises are located. You can make a booking with the Registrar up to 12 months before the ceremony day, provided you are legally free to marry or enter into a civil partnership. This will ensure that staff are available for your ceremony.

# The Legal Preliminaries

The Register Office fees for marriages and civil partnerships in approved premises are set by the Council to cover the costs involved. This is in addition to any fee charged by the approved premises. The Superintendent Registrar for the district where the ceremony will take place can tell you the current fees.

I You must both have lived in a registration district in England or Wales for 7 clear days immediately before the date you give notice of your marriage or civil partnership.

II You must both give notice of marriage or civil partnership at an appropriate Register Office. You must both also make arrangements for the date and time of the ceremony with the Superintendent Registrar in the district where the ceremony is to take place. Civil ceremonies can be solemnised in any Register Office or approved premises in England or Wales.

- Once you have given notice, you must wait a minimum of a further 15 clear days before the marriage or civil partnership registration can take place (for example, if notice is given on 1st July, the ceremony may take place on or after 17th July).

- If you are registering a civil partnership, the office that you are attending will issue the schedule for your registration.

- The authority or schedule is valid for 12 months from the date you gave notice. You will each be charged a fee for giving notice. This fee is currently £30 each and is non-refundable.

When you both attend before the Superintendent Registrar to give notice, you will need to produce certain documents to establish age, nationality and identity. Please note that where documents are required, these must be originals as photocopies are not acceptable.





- If you or your partner has dissolved a previous marriage or civil partnership, you will need to produce your original court stamped decree absolute or equivalent. If the dissolution took place in a foreign country, we will need to see the original dissolution document and an English translation (if it is in a foreign language).
- If either of you is a widow, widower or surviving civil partner, you will need to produce a certified copy of your marriage certificate or civil partnership certificate. You will also need to provide a certified copy of the deceased's death certificate - from the registration authority where the death occurred.
- Other documents may also be needed depending on the circumstances. For example, the consent of parents to a marriage or civil partnership will be required where one of the couple is under the age of 18 years.

If you are not able to provide any of the above documents, the Superintendent Registrar will be able to advise you further on this matter.

If either or both of you are subject to immigration control, the law is slightly different. A person will be subject to immigration control if they are not an EEA national and they require permission to enter or remain in the UK. (Swiss nationals have the same freedom of movement as EEA nationals.) You must both attend a Designated Register Office together and you must also have clearance from the Home Office to allow you to marry or form your civil partnership. This may be a visa or a Certificate of Approval. Cambridge Register Office is a Designated Office.

The Home Office Immigration Service can advise you. Their telephone number is 0870 606 7766. Their website is [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk).

# *Ceremonies* in Cambridgeshire

Cambridgeshire Registration Services are delighted to be able to offer a number of additional ceremonies, as well as marriage and civil partnership:

## *Naming*

A naming ceremony for your child(ren) provides a wonderful opportunity to welcome a child into a family and for the adults involved (from parents to grandparents) to acknowledge their responsibilities to the child(ren) without any religious connotation.

Ceremonies can be held at any Register Office or venue licensed for ceremonies as well as private homes, gardens or other locations – subject to the availability of the Celebrant and the suitability of the venue.

## *Citizenship Ceremonies*

Once you have applied for British Nationality and been granted British Citizenship by the Home Office, you will be invited to attend a ceremony hosted by the Registration Service and local dignitaries.

Each new British citizen will swear or affirm an oath of allegiance to the Queen and to the United Kingdom.

In Cambridge, the ceremonies are held at Shire Hall in the Council Chamber where up to 25 new citizens can invite two guests each.

For an additional fee, we can arrange to hold an individual or family ceremony, which would be held at one of the Register Offices of your choice in Cambridgeshire.

At the end of the ceremony, you will be presented with the Certificate of Naturalisation. You will need this to apply for a British passport.





## *Renewal of Vows*

Perhaps you are having a ceremony abroad and you'd like the opportunity to celebrate with family and friends here?

Maybe your friends have a special wedding anniversary coming up?

Was your ceremony a very simple affair some years ago and now you'd like to celebrate in style at a licensed venue as you renew your vows?

Have you been through tough times and want to celebrate the good times ahead and your renewed commitment to each other?

Whatever the occasion, these ceremonies are a very personal way to celebrate. The script will be written especially for you. Family and friends are encouraged to take part.



# *On Your* Ceremony Day



If you are holding a ceremony in a Register Office or approved premises, you and your guests should assemble in the waiting area at least 10 minutes before the start of the ceremony. Please be punctual.

Before the ceremony begins, the Registrar will need to see both partners in private, either together or separately, to check the details to be entered in the marriage or civil partnership register and to collect any fees, if appropriate.

You will each be asked for the following information:

Your full name, age, whether you have been married or in a civil partnership before, occupation and the address of your residence on the day of your ceremony.

The full name and occupation of your natural or legally adoptive father and whether he is retired/deceased (and of your mother, if appropriate).

You will need to ask two people (who may be friends or relatives) to witness your marriage or civil partnership registration. They should ideally be over the age of 18 and must be able to understand the ceremony. They will be required to be present throughout the ceremony, sign the register or schedule and be able to give evidence of what they have seen and heard in the unlikely event that this should become necessary.





# Marriage Ceremony

The Superintendent Registrar conducts the ceremony and will give a brief introduction before reminding you of the solemn and binding character of the vows you are about to make.

*You will be asked to declare that you are free to marry each other by repeating these words:*

“I do solemnly declare that I know not of any lawful impediment why I (your name) may not be joined in matrimony to (your partner’s name)”

*You will then make your marriage contract by repeating these words:*

“I call upon these persons here present to witness that I (your name) do take thee (your partner’s name) to be my lawful wedded wife (or husband)”

It is at this point that rings may be exchanged.

There are alternative, shorter wordings that may be used. Please ask at the Register Office if you would like details.

# Partnership Ceremony

*You will each be asked to make a declaration:*

“I declare that I know of no legal reason why we may not register as each other’s civil partner. I understand that, upon signing the document, we will be forming a civil partnership with each other.”

*In addition, you can make vows to each other:*

“I pledge to share my life openly with you. I promise to cherish and care for you, to honour and support you. I will respect you as an individual and be true to you, through good times and bad. To these promises, I give my word.”

It is at this point that rings may be exchanged.

# *Additions For the Ceremony*

You may enhance your ceremony with additional vows or readings of a non-religious nature, provided these have been approved in advance by the Superintendent Registrar.

## *Music*

Live or recorded background music is normally played during the signing of the register or schedule.

Additional music requirements may be discussed with the Superintendent Registrar.

## *Photography*

A nominated photographer may take pictures during the ceremony from an agreed location but please note that photographs are not permitted during the actual signing of the register or schedule. One video camera is permitted during the ceremony by prior arrangement with the Superintendent Registrar. No additional lighting will be allowed and the camera must be battery operated.

## *Other matters*

Once the ceremony is over, the Registrar will ask you to check that your details have been correctly recorded in the marriage register or civil partnership schedule. Please check them carefully as there can be problems if errors have to be corrected later.

You, your witnesses and the Registration Officer(s) will sign the register or schedule.

The Superintendent Registrar and/or the Registrar will sign the register or schedule, as appropriate.

At the end of the marriage ceremony, the Registrar will present you with the certificate. If you would like extra copies of your marriage certificate, we will be pleased to post these to you afterwards.



At the end of the civil partnership ceremony, you will be presented with a commemorative certificate, if you've chosen to have one (currently £7.00 including VAT). Your legal certificates will be posted to you after the ceremony.

Should you need to cancel a ceremony or wish to alter the date and time of it, you will need to contact the Register Office in person or in writing. No alteration or cancellation can be made by telephone or email.



## *Cambridge Register Office*

The Register Office is located at Castle Lodge in the grounds of Cambridgeshire County Council's headquarters at Shire Hall on Castle Hill. There is disabled access into the office which is at ground floor level.

The ceremony room is equipped with a loop hearing system to assist those guests with hearing difficulties. The room will seat a maximum of 60 people. There is adequate parking in the grounds of Shire Hall, particularly on Saturdays. The grounds of Shire Hall afford many excellent photographic opportunities after the ceremony.

The Register Office  
Castle Lodge  
Shire Hall, Cambridge, CB3 0AP

Please telephone for an appointment and more information.

Tel: 01223 717048  
Fax: 01223 717888  
Email: [cambridgero@cambridgeshire.gov.uk](mailto:cambridgero@cambridgeshire.gov.uk)  
Web: [www.cambridgeshire.gov.uk/bmd](http://www.cambridgeshire.gov.uk/bmd)





### *Fenland Register Office*

The Fenland Register Office is located in the market town of March and has its own free car park nearby. Audmoor House is an attractive period house with lots of character.

Situated on the sunny side of the house, the ceremony room has recently been refurbished to a high standard and will seat up to 30 guests. It has an attractive bay window with French doors opening into a private mature garden, making an ideal setting for photographs after the ceremony.

The Register Office  
Audmoor House, 93 High Street  
March, PE15 9LH

Please telephone for an appointment and more information.

Tel: 01354 653053

Fax: 01354 658307

Email: [fenlandro@cambridgeshire.gov.uk](mailto:fenlandro@cambridgeshire.gov.uk)

Web: [www.cambridgeshire.gov.uk/bmd](http://www.cambridgeshire.gov.uk/bmd)



## *Huntingdon Register Office*

The Huntingdon Register Office is located in Ferrars Road behind the Police Station. The attractive, modern ceremony room can accommodate 25 guests in addition to the couple.

There is an area outside for photographs.

The car park at the office is small so please allow time to find off-site parking, if necessary.

The Register Office  
Ferrars Road, Huntingdon, PE29 3DH

Please telephone for an appointment and more information.

Tel: 01480 375821

Fax: 01480 375725

Email: [huntingdonro@cambridgeshire.gov.uk](mailto:huntingdonro@cambridgeshire.gov.uk)

Web: [www.cambridgeshire.gov.uk/bmd](http://www.cambridgeshire.gov.uk/bmd)





## *Ely Register Office*

The Register Office at Ely is in a converted Victorian school in the centre of the city.

The ceremony room, which can accommodate 40 guests, is particularly attractive with a high beamed ceiling and French doors opening on to a secluded paved courtyard and garden. There is a pergola, archway, pond and fountain and the garden makes an excellent setting for photographs after the ceremony.

The Register Office  
Old School House, 74 Market Street  
Ely, CB7 4AH

Please telephone for an appointment and more information.

Tel: 01354 653053  
Fax: 01354 658307  
Email: [elyro@cambridgeshire.gov.uk](mailto:elyro@cambridgeshire.gov.uk)  
Web: [www.cambridgeshire.gov.uk/bmd](http://www.cambridgeshire.gov.uk/bmd)



## Useful Information

If you have chosen to enhance your ceremony to include readings or music, make sure that the items have been discussed with the Superintendent Registrar well in advance and no later than one month before the ceremony.

If you are intending to change the name on your passport for use immediately after your ceremony, you can complete an application form (available from the Post Office) to apply for the change. The new passport will be issued valid from the date of the ceremony, where appropriate. It will not be issued more than three months prior to the ceremony date.

Remember to ask two people to act as witnesses.

If you want a video recording of the ceremony to be made, make sure the Superintendent Registrar is aware of this arrangement in advance.

Remind your guests to bring cameras with them (and plenty of film) for photographs of you and your partner after you've signed the Register or schedule.

If you are the natural parents of a child or children born prior to your marriage, you will need to re-register the birth(s) following your marriage. Please contact your local Register Office for further details.


You are welcome to bring your own confetti or purchase some at the Register Office (price on application). Please remind your guests, however, that the throwing of confetti is not allowed inside the Register Office.

### Things To Do

- Decide on venue
- Book Registrar to attend
- Give Notice
- Pay fees
- Collect authorities if required
- Decide on ceremony options
- Arrange reception
- Book honeymoon
- Change passport if required



# *Thank<sub>you</sub>*



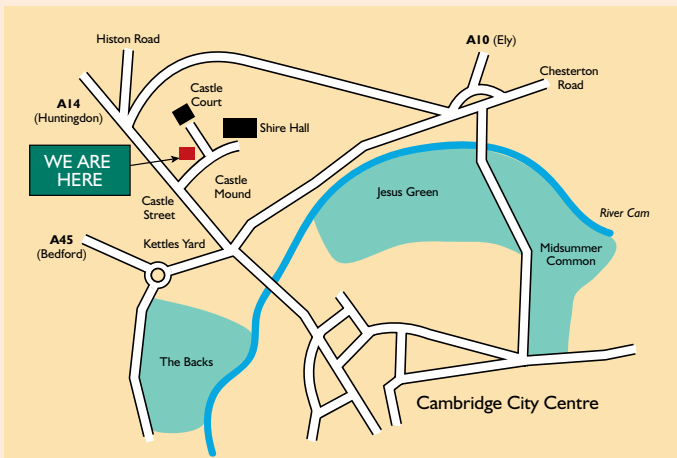
Thank you for reading our guide which we hope has answered most of your questions and helped to make your special day worry-free. The Registration team are always happy to provide further information and, if you have any concerns, please contact the relevant Register Office.

## *Our Advertisers*

We gratefully acknowledge the support of all the firms whose advertisements appear in this publication. Without their help, we should not be able to produce this Ceremony Folder. As a reciprocal gesture, we have pleasure in drawing the attention of our readers to their announcements but wish to make it clear that Cambridgeshire County Council can accept no responsibility for their products or services advertised.

Whilst every effort has been made to ensure that the information contained in this folder was correct at the time of going to press August 2006, mistakes do occur and regulations and local conditions also change. You are advised to check details with your local Register Office.

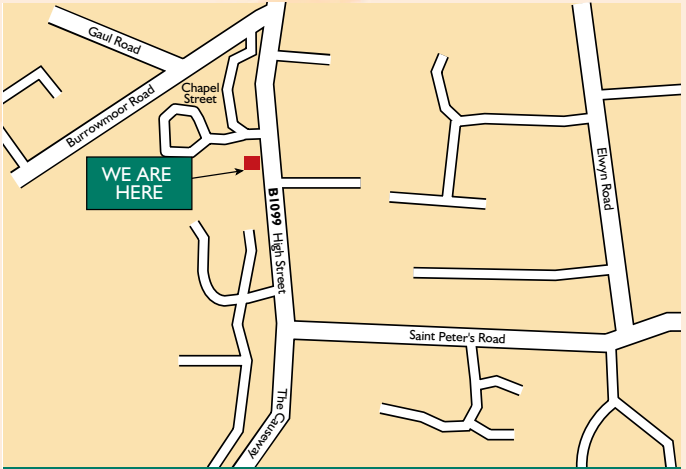
The appearance of an advertisement in this folder does not imply any recommendation of the services advertised either by the Council or by the Registrar General or their employees.



## Cambridge – where to find us



## Ely – where to find us



## March – where to find us



## Huntingdon – where to find us

**Items available for sale from all  
Cambridgeshire Register Offices:**

*Readings*

- Collection of Poetry & Readings for your Naming Ceremony (£4.00)
- Collection of Verse & Music for your Civil Marriage (£4.00)
- Collection of Verse & Music for your Civil Partnership Ceremony (£4.00)

*Music*

- Ultimate Guide to Music for a Civil Wedding (£11.99)

*Miscellaneous*

- Confetti (£1.00)
- Buttonholes (£1.50)
- Family History Scrolls (£5.00)

Post & packing is 50p per item, as applicable.

Please make cheques payable to  
"Cambridgeshire County Council".

Name:

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