



## GUIDANCE NOTES WEDDING OR CIVIL PARTNERSHIP

As soon as you have made provisional arrangements with your venue for your marriage or civil partnership it is essential that you contact the West Sussex Registration Service Ceremonies Team on: 01243 642122 to check availability and book the registrars. **Without the presence of the registrars your ceremony cannot take place.**

There is a fee for their attendance and this is payable on the day of booking and collected by the Registration Service. These fees are reviewed annually and can be found on the website: [www.westsussex.gov.uk](http://www.westsussex.gov.uk) (These fees are exempt from V.A.T.)

You will also have to each give a notice of marriage or civil partnership to the Superintendent Registrar(s) of the registration district(s) in which you live. These notices must be given in person and each is valid for one calendar year. You should, therefore, make an appointment to attend the register office(s) where you live as soon as notice can be given. **As of March 2015 the notice period for all couples was extended to 28 clear days waiting period after notice has been given before the marriage can take place or the civil partnership registered.**

If either of you are subject to immigration control, there may be further procedures to take before notice of marriage or civil partnership can be given. The ceremonies team can provide you with this information.

Please be aware that any arrangements made for a marriage or civil partnership, to take place at the venue is dependent on:

- The attendance of registration staff for the district in which the venue is situated.
- The issue of the authorities for marriage or the issue of the civil partnership schedule.

When notice for marriage is given in a different registration district from the one where the ceremony is taking place, you will have to obtain your authorities from that registration authority and ensure that they are delivered to the ceremonies team as soon as they are available. The ceremony cannot take place without them. (This does not apply to civil partnership schedules as they are produced by the authority where the ceremony is taking place).

Only a civil, non-religious ceremony can be permitted at the venue. The content of the ceremony must be agreed in advance with the ceremonies team.

Any rights of copyright for music, readings etc. permitted at the ceremony are a matter for you and your venue.

**The time booked for the ceremony is the time it will commence. If the ceremony should commence late, WSCC reserve the right to seek to amend the ceremony in order to reduce its duration.**

**Should the ceremony not be ready to proceed within a maximum of 20 minutes of the scheduled time and WSCC are not responsible for any such delay, then WSCC reserve the right to delay or defer the ceremony.**

*These guidance notes are subject to change, we recommend you visit [www.westsussex.gov.uk](http://www.westsussex.gov.uk) for full up to date details.*