

Kingswood House Centre

CIVIL MARRIAGES

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GUIDANCE FOR THOSE WHO WISH TO MARRY ON APPROVED PREMISES

1. As soon as a couple have made provisional arrangements for their marriage on approved premises they should be advised to contact the Chief Superintendent Registrar (Acting) (June Lewis) for the district in which the premises are situated at the Register Office, 34 Peckham Road, SE5 8QR (Telephone: 0207 525 7670)
2. Without the presence of this Superintendent Registrar (or deputy) and a Registrar 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 this Superintendent Registrar for her attendance at their proposed marriage as soon as 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 to the Superintendent Registrar(s) of the district(s) in which they live. This notice must be given in person by one of the couple but is valid for only three months. One of the couple should, therefore, attend the register office where they live as soon as possible after notice can be given.
4. 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 the Superintendent Registrar and a Registrar for the district in which the premises are situated: and,
 - (b) The issue of the authority or authorities for marriage 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 is taking place, the couple will have to collect the authority before the ceremony and ensure that it is delivered to the Registrar who is to attend 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.