



## **Organising a Civil Marriage or Civil Partnership.**

Planning a wedding or civil partnership can be a confusing and stressful experience with lots of things to do leading up to the special day.

The information below should help you make the necessary arrangements required by ourselves. However should you have any queries please do not hesitate to contact me. Best Wishes

Anthony Hall, Superintendent Registrar.  
The Register Office, Backhouse Hall, Bull Wnyd, Darlington, DL1 5RG.  
Tel: 01325 346 604 Fax: 01325 346 898  
Email: [registeroffice@darlington.gov.uk](mailto:registeroffice@darlington.gov.uk) or [www.darlington.gov.uk](http://www.darlington.gov.uk)

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### **Stage 1 – Booking the Venue and Setting the Date.**

- The Register Office or an approved venue eg. hotel can be booked as far in advance as you wish.
- Bookings can be made by telephoning the Register Office and will be held provisionally for two weeks. During these two weeks a booking form and deposit will be required to confirm the booking.
- A list of approved venues, a booking form and current fees and deposits are available either on our website or by calling into the Register Office.
- It is strongly recommend that you do not pay any fees to venues until you have confirmed the availability of the Registrars to attend the ceremony as we cannot be liable for not being able to accommodate agreements with venues.

### **Stage 2 – Legal Peliminaries**

- This is the most important part of arranging a civil marriage or civil partnership and without the necessary legal peliminaries, a notice of marriage or notice of civil partnership, the ceremony cannot go ahead.
- At the time of booking your ceremony you will be advised of when and where to give a notice of marriage or civil partnership. This must be done at the earliest a year and no later than 16 days before the wedding/civil partnership.
- Various documents and a fee (of which you will be advised) must be provided for the notice of marriage/civil partnership when you must both attend the Register Office in the District you live (regardless of the location of the venue of the ceremony).

It is the responsibility of the couple to remember to give notice of marriage/civil partnership as outlined in the terms and conditions of booking.

### **Stage 3 – Ceremony Fees and Choices.**

- All ceremony fees are required to be paid in advance of the ceremony and current fees are available either by contacting the Register Office or are on our website.
- Fees are subject to change on 1st April each year and fees liable are those current at the time of the ceremony and not at the time of booking. Fees can either be paid in person at the Register Office, by post (cheque only) or with an appointment to discuss the ceremony at the same time.
- Whether a Register Office or Approved Venue ceremony, some of the content and format of the ceremony eg. vows, readings, music can be chosen to your requirements.  
We will also need to know some information about key people involved in the ceremony eg. witnesses, bridesmaids, best men and parents.  
You will be provided with information to be able to make your choices and also the information about the key people involved in the ceremony.  
You can return this information to us either by email; post, in person at the Register Office or with an appointment with me if you wish to discuss the ceremony in more detail.

#### **Stage 4 – The Day of the Ceremony.**

Before the day of the ceremony we should have all the necessary information or have met with a Registrar to discuss the format of the ceremony including timescales for the ceremony. If you are unsure, please contact us for further clarification.

Also please be aware that most days we perform several ceremonies and also have appointments with customers in the Register Office. If your ceremony runs late we may have to change the content of the ceremony or may even have to reschedule the ceremony in order to keep our commitments with other customers.

Please be mindful of the time.

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Your Notes: