

# CIVIL MARRIAGE IN APPROVED VENUES IN CASTLEREAGH



**REGISTRAR'S OFFICE**  
**CASTLEREAGH BOROUGH COUNCIL,**  
**Bradford Court Upper Galwally**  
**CASTLEREAGH, BT8 6RB**

**TELEPHONE (028) 90494520 and 90494521**

**FAX (028) 90494525**

**Our Website [www.castlereagh.gov.uk](http://www.castlereagh.gov.uk)**

**Email Address [maryheaslip@castlereagh.gov.uk](mailto:maryheaslip@castlereagh.gov.uk)**

**OFFICE HOURS FOR ENQUIRIES & APPLICATIONS**  
**MON - THURS 9.30 am - 4.30 pm & FRI 9.30 am - 4.00 pm**  
**CLOSED MON-FRI 12.30 pm - 2pm**

## **BOOKING YOUR MARRIAGE**

**When you make a booking with an Approved Venue, you will be given an AP1 Form. This Form duly completed, should be brought as soon as possible to this office to check availability of a Registrar.**

**If you want a date more than 12 months in advance, you may make a Provisional Booking. Easter to October is the busiest season and in particular, Fridays and Saturdays. Bookings are often made up to 2 years in advance to ensure a particular date and time. So make a booking as soon as possible.**

**If you want a date within 12 months, you may make a definite booking by submitting your Notices of Marriage Forms - as described overleaf. Marriage Notice Forms are available from all the local Northern Ireland Registrars and on our Website [www.castlereagh.gov.uk](http://www.castlereagh.gov.uk)**

<b>For Registrar's Use</b>	<b>Date .....</b>
<p><b>I ..... Registrar confirm a (<i>provisional</i>) marriage booking</b></p> <p><b>between ..... and ..</b></p> <p><b>On ..... at ..... am / pm / noon</b></p> <p><b>VENUE .....</b></p>	

## **DOCUMENTS TO BE PRODUCED**

N.B. all documents must be originals i.e. not photocopies & if not in English - bring a Certified Translation. They must be produced as early as possible before the wedding. Failure to do so will mean postponement

<b>Consent</b>	If 16 or 17 years, - Consent Forms are available from Registrar		
<b>Identity</b>	A full version birth certificate		
<b>Marital Status</b>	if widowed - a death certificate of previous spouse to be shown		
	if divorced - a Decree Absolute <b>and</b> if woman using maiden name - her Marriage Certificate		
<b>Nationality</b>	not subject to Immigration Control	Passport or National Identity Card	
	If subject to Immigration Control	EITHER Passport with appropriate visa permitting marriage	OR Passport plus a Certificate of Approval for Marriage
		N.B. Notice of Marriage cannot be taken without these For advice and guidance, contact Home Office, Croydon Help Line, at 0870 606 7766 or online at <a href="http://www.ukvisas.gov.uk">www.ukvisas.gov.uk</a>	

## **HOW AND WHEN TO SUBMIT MARRIAGE NOTICE FORMS**

Notice of Marriage lasts for 12 months from the date of Notice. If parties are closely related to one another, they may not be allowed to be married - if in doubt, check with Registrar. The Bride and the Groom should each complete a Marriage Notice Form and bring or send them to the Registrar as soon as possible but ideally no later than 8 to 10 weeks before the date of marriage. The Fees and any required documents should accompany the Notice Forms.

Once the Registrar receives the 2 Notice Forms, Fees and Documents, the Notice takes effect from that date. Then, the earliest possible marriage ceremony would be 14 days later.

## **STATUTORY FEES TO BE PAID TO THE REGISTRAR**

Weekdays	Saturdays
£200	£333

**NB Prices are reviewed annually during the month of April, and may be subject to change.**

## **ON THE WEDDING DAY**

- CHILDREN** We welcome children at marriages, however, if a toddler or baby is noisy during the ceremony this may distract the bride and groom.
- DRESS** Is your choice - some come in casual wear or perhaps a smart suit but many decide to wear traditional wedding dress with all the trimmings.
- GUESTS** Please make your guests aware of the timing of the ceremony.  
Please ensure the number of guests does not exceed the capacity of the room.
- INTERPRETERS** Civil Marriages are conducted by a Registrar of Marriages. Where an interpreter is required or requested, for example if either of the parties to a marriage speaks a different language to the Registrar or if the couple (by choice) wish to marry in a particular language, the Registration Service will be pleased to advise the parties on how this can be arranged.
- MUSIC** You must agree the choice of music in advance with the Registrar and the Approved Venue. Providing music is the responsibility of the couple and non-religious music may be played during the ceremony as shown below.
- a. as the guests are being seated in the Ceremony Room
  - b. as the Bride enters the Ceremony Room
  - c. during the Signing of the Marriage Schedule
  - d. Recessional music
- PHOTOGRAPHS** Very important - Please make photographers aware of Ceremony Timing  
one person may photograph the exchange of rings but no others can be taken during the ceremony. There will be ample opportunity for photos at the end.
- RINGS** are not essential but may be given or exchanged
- USHERS** we strongly suggest you have 2 ushers to show guests to their seats in the Ceremony Room
- VIDEO** one person may video the complete ceremony
- WITNESSES** you need 2 witnesses over the age of 16 years to sign the Schedule. These would normally be your Bestman and Bridesmaid
- TIMING** N.B. Registrars have many duties and commitments, so we regret failure to keep to the time schedule overleaf may mean postponement or cancellation
- ADDITIONS TO CEREMONY** You may include 2 optional extras in the legal ceremony – see next page  
Of course, you may wish to include other extras but these must be at the end of the ceremony i.e. after the Registrar has left.

## CEREMONY TIMING AND WORDING

**The Bride may be given away OR the couple may enter the room together.**

**20 minutes  
before ceremony**

**N.B. The Groom and his witness must be with the Registrar in the separate Interview Room to complete final details**

**10 minutes  
before ceremony**

**N.B. The Bride, her witnesses and (person giving bride away) must be with Registrar in the Interview Room to complete final details**

**Ceremony Time**

**At this time the bride will enter the Ceremony Room.**

**The Registrar commences the Ceremony by saying,** *“Welcome to this Approved Venue and to this very important and special occasion for the bride and groom. It is good to see you all here today to join in their celebrations, but you will all also be taking part in today’s ceremony by listening to and witnessing the legal declarations that must be made by the bride and groom. They will begin by declaring that they are legally free to be married to one another and then at the moment of the marriage itself, they will make a marriage contract with one another, taking each other to be husband and wife”*

**OPTIONAL** At this point - a non-religious verse lasting no more than 2 minutes may be read. The full text & the name of person reading the verse must be sent to Registrar before the wedding

**The Registrar continues by saying** *“I am the (deputy) Registrar of Marriages for the District of Belfast and as such, I am empowered to conduct civil marriages in this place in which we are now met. You ..... and you .....are now about to marry each other in accordance with the law, in my presence and in the presence of these witnesses. Before you are joined in matrimony, I have to remind you of the solemn and binding character of the contract you are about to make. Marriage, according to the law of this country, is the union of one man with one woman, voluntarily entered into, to the exclusion of all others.*

*Who gives this woman to be married to this man? ( if relevant)*

Then the Registrar will prompt each of the parties to say the following two legal declarations. There is no need to be nervous as the Registrar will just ask each of you to repeat them slowly, a phrase at a time.

<i>I do solemnly declare that I know not of any lawful impediment why I ..... may not be joined in matrimony to .....</i>	<i>and</i>	<i>I call upon these persons here present to witness that I ..... do take you ..... to be my lawful wedded wife / husband</i>
---	------------	---

**OPTIONAL** At this point, an extra vow may be included so we suggest this popular one which the Registrar will ask each of you in turn:-

**EITHER**

Will you solemnly promise that you will always protect this woman (man) with your utmost care, that you will honour and cherish her (him) and that in all things you will be to her (him) a faithful and loving husband (wife). All you have to reply is *“I will ”*

**OR** if you want an extra vow of your own, which you (not the Registrar) will say to each other - you must submit the text for our approval at least 2 weeks before the wedding day.

**rings**

**if you are exchanging rings - the Registrar will prompt you to say**  
*“I give you this ring as a symbol of our marriage for today, tomorrow and for all the days to come. Wear it as a sign of what we have promised to each other this day.”*

**Signing  
& photo**

**The Registrar declares that you are married and then the Marriage Schedule is signed by the Bride, Groom, 2 witnesses and Registrar. Then there is time for Photographs. The Bridal Party will then line up to lead the guests to the Reception. The Registrar’s duties are now complete and she/he will then leave. Any other extras you wish to include would be after this.**

**FORM 2 Wedding Day Information****- ✂ Tear off this Page****IMPORTANT - AT LEAST 2 WEEKS BEFORE WEDDING RETURN THIS FORM to:-****Registrar of Marriages, Castlereagh BT8 6RB - with any outstanding documents****Complete all sections below as confirmation of all information is needed to prepare for your ceremony.**

Wedding Date	Name of Venue	Name of Ceremony Room you will be using in Venue	<u>Capacity of Room</u> i.e. number of guests permitted

YOUR DETAILS		GROOM	BRIDE
Full Name (& maiden name)			
Date of Birth and Age			
Marital Status			
Usual Occupation			
Usual address BEFORE marriage			
Will Bride be "given away"?		NO / YES - (if yes - give details of person below)	
		Name ..... Relationship..	
CEREMONY – what optional extras do you want to include?		Non-religious Verse a. NO b. YES	If b - must enclose text & Reader's Name
		An Extra Vow 1 .Ours OR 2 your own	If 2 – you must enclose full text
RINGS - Will you be using rings?		NO / YES 1 / 2 rings	
RECORDING - will you have ?		Video / Photographer / family photos	
INTERPRETER – will you have one?		NO / YES - give reason here .....	
Grooms's witness (over 16 years)	Full Name		
	Address		
Bride's witness (over 16 years)	Full Name		
	Address		
Names of Groomsman and Page boy			
Names of Bridesmaid(s) flower girl			
<b><u>ALSO</u> Music is permitted but please note that all music must be non-religious It may be played on 4 occasions – see below.</b>			
Are you going to have it?		NO / YES If yes, please give full details of the music which will be played.	
<b>During Arrival of Guests Should have at least 4 songs on 1CD and can be used again during signing of Schedule</b>		<b>*At Entrance of the Bride (and Groom) And at the end when Bride and Groom walk down the aisle Both these tracks should be on the one CD</b>	<b>During the Signing of Register As per first box</b>
Title of Piece(s)	Title of Piece(s) *NB – 2 TRACKS REQUIRED	Title of Piece(s)	
Composer(s)	Composer(s)	Composer(s)	
Artist(s)	Artist(s)	Artist(s)	

<b>Registrar's Use Only -Checked by</b>		<b>Date</b>	
---	--	-------------	--