

Guidance for those who wish to marry or have a civil partnership on approved premises.

As soon as a couple have made provisional arrangements for their marriage or civil partnership on approved premises they should be advised to contact the Superintendent Registrar for the district in which the premises are situated. The Superintendent is based at Civic Offices, Holton Road, Barry CF63 4RU, (01446 709 490).

Without the presence of this Superintendent Registrar and a Registrar there can be no marriage or civil partnership 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 the Superintendent Registrar for his/her attendance at their proposed marriage or civil partnership as soon as booking can be accepted. There is a provisional booking system in operation in the Vale of Glamorgan and couples can reserve a specific time and date up to 18 months/2 years in advance.

The couple will also have to give notice of marriage or civil partnership 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.

The couple should be warned that any arrangements made for a marriage or civil partnership to take place on the approved premises are dependent on:-

the attendance of the Superintendent Registrar and a Registrar for the district in which the premises are situated; and,

the issue of the authority or authorities for marriage by the Superintendent Registrar(s) to whom notice of marriage or civil partnership was given.

When notice is given in a different registration district from the one where the marriage or civil partnership 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.

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.

Any rights of copyright for music, readings etc permitted at the ceremony are a matter for the couple and the holder of the approval.