

## Guidance For Those Wishing To Marry On Approved Premises

1. As soon as they have made provisional arrangements for their marriage on approved premises they should be advised to contact the superintendent registrar for the district in which the premises are situated at Queen Victoria House, 794 Cranbrook Road, Barkingside, Ilford.
  - (a) the attendance of the superintendent registrar and a registrar for the district in which the premises are situated.
  - (b) the issue of the authority of authorities for marriage by the superintendent registrar(s) to whom the notice of marriage was given.
2. Without the presence of the superintendent registrar 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 the superintendent registrar for her attendance at the proposed marriage as soon as the booking can be accepted. A fee for this attendance will be payable before the ceremony.
3. The Couple will also have to give 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 one year. One of the couple should, therefore, attend the register office where they live as soon as possible after the 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:-
  5. When the notice is given in a different registration district from the one in which the marriage is taking place, the couple will have to collect the authority before 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.
  7. Any rights of copyright for music, readings etc./ permitted at the ceremony are a matter for the couple and the holder of the approval.