

# Congratulations

on booking your ceremony venue



**What happens next?**

**Now you have made a provisional booking with your chosen venue, you will need to arrange registrars to attend your ceremony.**

**It's quick and simple to book your registrars! Make your booking online [here](#)**

**Once you have made your registrar booking, you will have access to your own personalised ceremony portal.**

For your marriage or civil partnership to be legally recognised in the United Kingdom, registrars must attend your ceremony.

Essex County Council has a large team of experienced registrars ready to attend ceremonies. We cannot guarantee that we will have availability on your desired date and time, so we advise to book as soon as you have booked your venue.

You will be able to view availability when you book online.

Essex County Council accepts no responsibility for issues caused as a result of non-availability.

## Giving notice

**Before you can have your legal ceremony, you must give notice in the district you pay your council tax.**

To give notice you must attend an in-person appointment with your local registrar to provide identity documents.

You can give notice up to 12 months before your ceremony, and no later than 29 days before. We recommend you book for your appointment 6-9 months before your ceremony.

Personalised advice about giving notice is available online in the 'Give Notice' section of your ceremony portal.

If you both live at different addresses and pay council tax to different councils, you will have to give notice separately in your own area.

If either of you are subject to immigration control, the rules for giving notice are slightly different. Please seek further guidance on our website below.

There is a fee of £42 per person for each notice.

For more information please visit:

[www.essex.gov.uk/give-notice](http://www.essex.gov.uk/give-notice)

## **Book your notice appointment**

You must have lived in Essex for at least 7 whole days before giving notice.

If you live in Southend, Thurrock, or any London Borough, you'll need to give notice there.

Please contact us on **0345 603 7632** with any concerns.

**To help make your ceremony special, you can choose words, music and readings using your online ceremony portal.**

Choose from pre-approved options, or submit your own choices for us to check.

This ceremony planner will help you to understand the running order of the ceremony and allow our registrars to understand your vision.

We will need time to check your choices, so these must be submitted 8 weeks before your ceremony date via your portal.

**Please note**

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

**Please be aware, ceremonies conducted by registrars cannot contain any religious or inappropriate content.**

Examples of unsuitable content include but are not limited to:

- extracts from an authorised religious marriage service or from sacred religious texts
- hymns, carols or other religious music
- lyrics or words containing racist, homophobic or offensive language

We are happy to advise you if your preferred content is suitable. You will have the option to make changes before your ceremony date.

## How much will it cost?

### **Your ceremony fees**

We offer a range of ceremony fees depending on your venue and ceremony date. You will be advised of the fees at the time you make your registrar booking. You will also be asked to pay a deposit to secure your booking.

### **Basic notice fees are £42 per person**

There may be additional charges at your appointment depending on your circumstances, the registrar will advise you if this is the case.

### **Certificate copies cost £12.50 each**

We recommend you purchase at least two certificate copies. You will need to show this to various authorities once your ceremony has taken place. You can pre-order as many copies as you may need via your online ceremony portal.

## On the day of your ceremony

On the day, you and your partner will be interviewed (separately or together) by your registrars. They will check your details are correct and run through the ceremony with you.

## Congratulations

Please accept our heartfelt congratulations on your big day!



Visit our [website](#) for more information

This information is issued by:  
Essex Registration Service

Contact us:  
[registration@essex.gov.uk](mailto:registration@essex.gov.uk)  
**0345 603 7632**

Registration Service  
Essex County Council  
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Essex CM1 1QH

[www.essex.gov.uk](http://www.essex.gov.uk)

 [essexcountycouncil](https://www.facebook.com/essexcountycouncil)

 [essexceremonies](https://www.instagram.com/essexceremonies)

 [Essex County Council](https://www.linkedin.com/company/essex-county-council)

 [essex\\_cc](https://twitter.com/essex_cc)

 [Essex County Council](https://www.youtube.com/essexcountycouncil)

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