

Civil Marriage and Civil Partnership Booking Terms and Conditions Argyll and Bute Registration Service

Ceremony Booking

Your ceremony booking is accepted on the condition that:

1. Deposits, ceremony and any other fees and increases are paid in full - fees charged may increase on 1 April each year. Details of current fees can be found on our website - <https://www.argyll-bute.gov.uk/marriage/2022/02/fees-and-charges/>
2. The location of the ceremony is within the Argyll and Bute district for Registration purposes. It must also satisfy the local authority on fire precautions and health and safety provisions. Remote locations may not be accessible by all registration staff.
3. The requested date and time of the ceremony is available
4. No legal impediment to the marriage or civil partnership exists, and legal preliminaries are completed within the statutory time limits
5. Bookings can be made up to a maximum of 3 years in advance.
6. A confirmation of your booking will be sent within three days of the completed form and deposit being received
7. Ceremonies held within the registration ceremony room should not exceed the capacity of the room. Details of the room capacity can be found on our website - <https://www.argyll-bute.gov.uk/marriage/venues/> or contact the Registrar
8. No alcohol can be consumed within the registration office buildings
9. No Chinese lanterns can be used within Argyll and Bute Council property
10. Confetti is only permitted outside the registration office and it is advised to use bio-degradable confetti
11. Parking at the registration office will vary depending on the location of the ceremony, however we will try to ensure a parking space is available for the main party.
12. Ceremonies taking place outdoors will be required to stipulate a wet weather alternative at the time of booking.
13. Ceremonies taking place over a Public Holiday weekend will be charged at the public holiday rate.
14. Friends and family are welcome to take part in your ceremony however the legal sections would be required to be carried out by the Registrar. Should you wish a non-legal celebrant to conduct a ceremony, this must be done after the legal ceremony is conducted by the Registrar.

Notice Period

There are legal requirements when giving notice of your marriage or civil partnership, it is important to note:

1. To give notice in person, an appointment should be arranged in advance.
2. To give notice by email/post please contact the Registrar to ensure documents have been received. It is advised to use the correct tracking posting method.
3. Original documents posted lost in transit will be the responsibility of the couple to make a claim with the postage company.
4. Notice to marriage or enter into a civil partnership is submitted to the office closest to where the ceremony is taking place.
5. Notice is submitted between 3 months – 29 clear days before the ceremony takes place, preferred timescale is 6 weeks.
6. The correct documentation is provided including original certificates or additional forms depending nationality/marital status.
7. The correct immigration status is confirmed including provide visas or Home Office referrals are given clearance if required.

8. Marriages and Civil partnerships referred to the Home Office, please be aware they can extend your notice period to 70 days. This decision is outside of our control. The Home Office will make this decision and inform you of it in writing before the end of the 28-day notice period. In the meantime, when planning your marriage or civil partnership you should bear in mind that a 70-day notice period may apply.
9. Should the Home Office decide that your marriage or civil partnership cannot proceed, a full refund will be provided minus the deposit.
10. If you submit your notice forms and change your date/venue that either takes you outwith your three month notice period or outwith the area of Argyll and Bute, you may be required to pay additional fees.
11. Failure to submit your notice within the correct timescale may lead to your booking being cancelled and fees to be paid again.

Fees

All ceremonies will incur a fee, please note:

1. Deposit is required at the time of booking a ceremony. Balance of full fee should be paid at time of submitting notice forms.
2. The deposit is non-fundable unless the booking is cancelled with 14 days of the booking being submitted.
3. Before notice is submitted, contact the Registrar to confirm balance due or visit <https://www.argyll-bute.gov.uk/marriage/2022/02/fees-and-charges/>
4. Any difference in fees provided at time of booking to when you submit your notice will be payable.
5. Any travel costs including mileage or ferries fares will be covered by the couple.

Cancellation and Changes

Argyll and Bute registration service may cancel your booking if:

1. Full fees are not paid
2. Legal preliminaries are not completed before or on the day of the ceremony

Should plans change please note:

1. If you decided to move your date/time/venue, your deposit will move with the booking on the condition the location remains within Argyll and Bute, there is a Registrar available and your notice period will not have exceed the three month period.
2. Should a booking be affect by a pandemic or lockdowns outwith our control, no additional fee will be charged to change dates.
3. Should a Registrar be unable to attend a ceremony due to ill health, travel restrictions or severe weather, we will try to ensure another member of staff will be able to attend, however in the unlikely event no Registrar is available you will be offered an alternative date or a full refund.
4. Should you cancel your ceremony, all fees will be returned minus the deposit taken.
5. If there is a significant delay to the agreed start time of the wedding there may be an additional fee (not exceeding £60) to cover the Registrar's added time.
6. Should any aspect of your booking change, please advise the Registrar as soon as possible.