

Civil Marriage/Civil Partnership Booking Form

Argyll and Bute Registration Service



Congratulations on your forthcoming ceremony. Argyll and Bute Registrars would love to be part of your special day.

If you would like to book a Registrar for your civil ceremony, please use this form. You can check availability by contacting your local Registrar before completing this form. When you submit this form you will be asked to make the £90.00 non-refundable deposit.

Please read the Ceremony Booking Terms and conditions before submitting your booking.

Please note if you are having a religious/belief group ceremony (minister/humanist) please contact your own celebrant.

Our Registrars can assist you in creating a personal ceremony and will guide you through your paperwork to help make this part of your day simpler. When a Registrar conducts your ceremony we will bring the schedule for signing on the day and take it away again removing the need for you to attend the Registrar's office prior to the ceremony.

For advice on paperwork please contact the registrar in the area that your ceremony is taking place, check our marriage information or civil partnership information on our website. For all other enquiries please contact the Registration Team.

Both parties are required to complete legal paperwork prior to your marriage or civil partnership within a set timescale. You must also give us completed M10 or CP10 forms along with any other documents that are required to give notice.

The earliest your paperwork can be submitted is three months before the date of your ceremony but no later than 29 days. (We advise you do not leave it any later than 6 weeks before the date of your ceremony). This will give us time to prepare your paperwork and respond to any queries we may have. Although it is important to hand in your paperwork early, we cannot accept the M10 or CP10 forms where the date of the ceremony is more than 3 months away.

This booking will be confirmed once we have checked availability and we have received payment. We will contact you by email to confirm availability and time of your ceremony. Please allow up to 3 working days for us to reply to you.

The information you have supplied on this form will be used for the purpose for which you have provided it, and appropriate measures are in place to protect your personal data. A full privacy notice, which provides information about your rights under current data protection legislation and details about what will happen to your personal data, can be found here: <https://www.argyll-bute.gov.uk/my-council/data-protection>

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CEREMONY DETAILS

Type of Ceremony

- Civil Marriage Civil Partnership

Registration Area

- Campbeltown Lochgilphead Tiree
 Dunoon Mull Jura
 Helensburgh Oban Coll
 Islay Rothesay Colonsay

Date and time of Ceremony

Please advise the preferred date and time for your ceremony.

Date _____

Time _____

We will always try to meet your needs but on occasions this can't be achieved. Please advise of an alternative date and time for your ceremony.

Date _____

Time _____

Name of Venue or Registry Office

Venue _____

Guests

You will need two witnesses for your wedding, both aged 16 years of age or older. Your Registrar may be able to provide witnesses for you if your ceremony is due to take place Monday to Friday in a Registration Office.

Number of Guests _____ (including couple)

Will you need witnesses? Yes No

I confirm that all details contained on this form are correct and I have read and accept the terms and conditions of this booking.

	Signed	Print Signature	Date
Party 1	_____	_____	_____
Party 2	_____	_____	_____

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 exceeded the three month period.
2. Should a booking be affected 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.