

# South Gloucestershire Ceremonies



The Registration Service Guide to Civil Marriages,  
Civil Partnerships, Citizenship Ceremonies,  
Civil Naming and Renewal of Marriage Vows





# The Ship Inn

## Alveston

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Thornbury Road, Alveston, Bristol BS35 3LL

Tel: 01454 412521 Fax: 01454 281664 [www.theship-inn.co.uk](http://www.theship-inn.co.uk)

# Chipping Sodbury Town Hall

## A venue for all occasions



Chipping Sodbury Town Hall is at the centre of a beautiful medieval market town full of charm and Character.

Parts of the hall date back to the 1400's. With its medieval Fireplace, historic character and romance, the hall presents itself as an attractive backdrop for Marriage and Civil Ceremonies, Wedding Breakfasts and Receptions and other Ceremonies and Parties.

Two prestigious function rooms, together with a separate reception Lounge area and bar are available at very competitive prices, together with excellent in house catering facilities providing a variety of menus to suit individual requirements/budgets.

Whatever your requirements, we will endeavour to make your event a great success.

\*\*\*\*\*

Please contact the Management Team and experience the splendour of Chipping Sodbury.



Town Hall, 57-59 Broad Street, Chipping Sodbury, BS37 6AD. Tel/Fax: 01454-852222.  
Email: [nicola.gideon@chippingsodburytownhall.co.uk](mailto:nicola.gideon@chippingsodburytownhall.co.uk) [www.chippingsodburytownhall.co.uk](http://www.chippingsodburytownhall.co.uk)

Chipping Sodbury Town Lands Charity  
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# Welcome

## to South Gloucestershire Ceremonies

We can offer you a wide range of personalised ceremonies to celebrate your marriage or civil partnership. We also provide ceremonies to celebrate couples' commitment to each other, to name and welcome children into the family and to renew marriage or partnership vows.

We know how important it is to celebrate key life events and commitments and can help you plan your ceremony for your special day. You can choose from a wide range of venues and options so that your ceremony can be truly individual and memorable. Be it simple or more elaborate, the choice is yours.

This brochure aims to provide you with information about the choices you have. Please contact us to find out how we can help you. We look forward to doing our part to make your special day unique to you.

Gill Sinclair,  
*Proper Officer for Registration*

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For more information on any of our services, visit our website at: [www.southglos.gov.uk](http://www.southglos.gov.uk)  
Alternatively you may contact us by e-mail on: [registrationservice@southglos.gov.uk](mailto:registrationservice@southglos.gov.uk),  
or phone: 01454 863140.

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Telephone (01872) 271414. [www.the-design-place.co.uk](http://www.the-design-place.co.uk)

*Main cover photograph: Hounds Road Photography*





# Where can you get married?



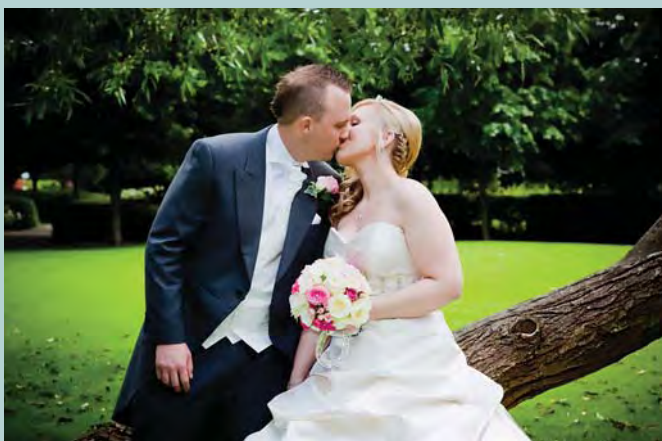
Couples today have more choice than ever in arranging their wedding. You can get married in a church or other religious building, with a ceremony conducted by the priest or minister. You can have a civil ceremony either at the South Gloucestershire Register Office, or in one of our specially approved premises.

Indeed you could get married at any approved location in England and Wales. It is also possible to be married abroad, but there may be further

conditions that will apply and you will need to seek further advice from the country of your choice.

All the various options and the legal preliminaries and requirements for marriage in England and Wales are outlined in this brochure.

Whichever option you choose, it is essential that you agree the arrangements with all the appropriate people.



- \* For Register Office weddings, contact the Superintendent Registrar
- \* For Approved Premises weddings, contact the premises manager and then the Superintendent Registrar
- \* For Church weddings, contact the priest or minister. You must also contact the Superintendent Registrar if the church is not part of the Church of England.

*All photographs on this page by RichMcD Photography*



# Civil Marriage

**M**arriage in this country is defined as “the union of one man with one woman voluntarily entered into for life and to the exclusion of all others”. The marriage contract is completed once both parties have declared themselves free to marry and have agreed to marry each other using the prescribed form of words, in the presence of the registration staff and two witnesses. The basic marriage ceremony for use in the register office is given on page 8.

At any of our Approved Premises it is possible for the bride to enter the marriage room either with the groom, or with another person such as her father, son or friend. The Bride may be ‘given away’ if wished, and you can incorporate the traditional roles of best man and bridesmaid into the ceremony if required. You may also personalise your ceremony to suit your requirements, subject to certain conditions. See personalising your special day on pages 16 and 17.

At the end of the ceremony the Registrar will make the entry in the register and, before you and your witnesses sign, ask you both to check its accuracy. This is important because, once the register has been signed, any error found subsequently is time consuming to correct. The bride should sign in the name by which she was known immediately before the marriage. The Registrar or Superintendent Registrar will present you with a certified copy of entry in the register for your marriage.

## Getting married in a Church or other religious building

**T**o arrange for a religious marriage ceremony you will need to speak to the priest or minister in charge of the building. They will be able to advise you what you need to do next and give details of the fees which will be charged. In most cases, you need to live in the parish or district or worship in the building concerned, or in some circumstances have a family connection with the building. If you are to marry in a Church of England Church, banns will normally be called, so you will not need to contact the Superintendent Registrar.

To marry in other churches or religious buildings, you will each have to give a legal Notice of your marriage to the Superintendent Registrar of the District(s) in which you live. A registrar from the Register Office will only have to attend the ceremony if there is no “authorised person” (usually the priest or minister) appointed by the Registrar General to register marriages in your church.

## Marriages at Approved Premises

**T**here are currently 27 venues in South Gloucestershire that have been licensed for marriages offering a wide range of locations and prices to suit most pockets.

You may also choose one of the Approved Premises on offer in other parts of England and Wales. Information on venues in other areas is available from the Registrar General's website at [www.direct.gov.uk/gro](http://www.direct.gov.uk/gro)





# Legal requirements to marry



**B**efore you can marry you must each give notice of your intention to marry. The notice of marriage must be given to the Superintendent Registrar of the district in which you live regardless of where, in England or Wales, you wish to be married. You must have lived in the district for a minimum of seven days before the notice is given. The notice may be given a maximum of 12 calendar months before the date of your marriage. The notice is a legal statement that must be signed by you so you cannot ask a friend or relative to give the notice for you. A statutory fee is charged for each notice. It does not matter if either of you move to a different address after the notices have been given.

Once you have given your notice, you must wait at least 15 clear days, (not including the day the notice is given nor the day the authority is issued) while the notice is displayed publicly in the Register Office. Provided that no one has made an objection to your marriage, the Superintendent Registrar will then be able to issue his or her authority for your

marriage to take place. Both notices must have been given and both authorities issued before the marriage can take place.

If you are getting married in a Register Office in another district or in a church or chapel you will need to collect the Superintendent Registrar's authorities for the marriage from the office(s) where the notice(s) were given once this waiting period is over. These authorities are the legal documents, which allow your marriage to proceed. You must give them either to the Superintendent Registrar of the District where the marriage is to take place or to the minister, priest or official at the Church. It is your responsibility to apply for and deliver the Superintendent Registrar's authorities. You may only get married during the period when both authorities are valid.



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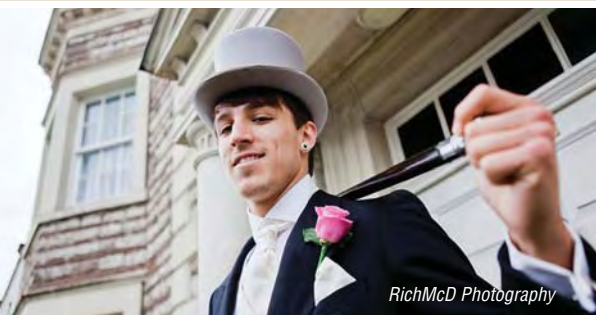


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## Documents you need to show us

**W**hen you give formal notice, at the register office, of your intention to marry or register a civil partnership, you will need to produce the relevant documents to confirm your current name and address, age and nationality. You must bring with you your passport, full birth certificate and a recent utility bill. Alternative documents (but not a mobile phone bill) may be acceptable if any of the preferred documents are not available.

Please ask for further advice when you make your appointment. In addition, depending on your individual circumstances, you may be required to provide some of the following documents:

- \* Parental consent (for those under 18 years old);
- \* Decree absolute, with an original Court Seal (if you have been divorced);
- \* Decree of dissolution of Civil Partnership (if you were previously a civil partner);
- \* Death certificate of late spouse, and in some cases your marriage certificate (if you are a widow/widower);
- \* Deed poll document or Statutory Declaration (if you have changed your name).
- \* Birth certificates for your parents and possibly their marriage certificate if you were born on or after 01/01/1983 and you do not have your own passport.

Register office staff will be pleased to give you further advice if necessary when you telephone to make an appointment to give your notice of marriage. Failure to produce all the necessary documents will mean that we will not be able to take your notice.

Full details of all current fees are available from the Register Office on 01454 863140 or on-line at [www.southglos.gov.uk](http://www.southglos.gov.uk)

Appointments may be booked for all offices by phone, contact details as above.

*Please note that all the South Gloucestershire Registration Service offices operate by appointment, but this is not the case in every Registration District.*

*If you live outside South Gloucestershire, but would like to be married or form a civil partnership in our Register Office or one of our venues please contact your local Register Office to make the necessary arrangements to give your notice(s) of marriage or civil partnership.*



# An outline of the basic Civil Marriage ceremony



The Superintendent Registrar will welcome you and your guests. She/he will then say:-

“The place in which you are now met has been duly sanctioned by law for the celebration of marriages”.

“You are here today to witness the joining in matrimony of AB and CD”.

“If any person here present knows of any lawful impediment to this marriage he or she should declare it now”.

The Superintendent then asks the Bride and Groom to stand. She/he will say to them:

“Before you are joined in matrimony, I have to remind you of the solemn and binding character of the vows you are about to make. Marriage, according to the law of this country, is the union of one man with one woman, voluntarily entered into for life and to the exclusion of all others.

“The purpose of marriage is that you may always love, care for and support each other through all the joys and sorrows of life and that love may be fulfilled in a relationship of permanent and continuing commitment. We trust that these things may come true for you both”.

“Now I am going to ask each of you in turn to declare that you do not know of any lawful reason why you should not be married to each other”.

The Groom and then the Bride are then invited in turn to repeat after the Superintendent one of the following options:

- “(A) **I do solemnly declare that I know not of any lawful impediment why I AB may not be joined in matrimony to CD.**”
- “(B) **I declare that I know of no legal reason why I, AB may not be joined in marriage to, CD.**”
- “(C) **The Superintendent Registrar asks, “Are you AB free lawfully to marry CD?” The response “I am” is made.**

The Superintendent Registrar continues:

“The moment has now arrived when A and C will contract their marriage vows”.  
(Guests may be asked to stand at this point).

The Superintendent Registrar first says to the Groom and then to the Bride:

“A, will you please take C’s ring and place it on the third finger of her / his left hand. Keep your hands linked and repeat after me:

“(i) **I call upon these persons here present to witness that I AB do take thee CD to be my lawful wedded wife/husband.**”

**OR**

“(ii) **I AB take you CD to be my wedded wife/husband.**”

**OR**

“(iii) **I AB take thee CD to be my wedded wife/husband.**”

Followed by “I give you this ring as a token of my love and fidelity/faithfulness”.

If only one ring is to be given the recipient of the ring may say “I will wear this ring as a token of my love and fidelity/faithfulness”.

The Superintendent Registrar continues:

“A and C you have both made the declaration prescribed by law and have made a solemn and binding contract with each other in the presence of your witnesses and before me. You have exchanged rings, which is the outward sign of the lifelong promises that you have made to each other, it is the traditional way of sealing the contract that you have just made. I call upon your guests here today to support you both in your new life together as a married couple.

“It is my pleasure and privilege to declare that you are now husband and wife together.  
(To the Groom) You may kiss the Bride.”

The register entry will be checked and signed, by the Groom, Bride and two witnesses. The Superintendent Registrar and Registrar will then sign the register, followed by time for photographs. The marriage certificate will be handed to the bride, before the Bride and Groom exit the marriage room to spontaneous applause!

This short ceremony will last approximately 7 to 10 minutes, plus time to take photographs if required.



# South Gloucestershire Register Office

**The South Gloucestershire Register Office moved from Poole Court to the Council Offices, Castle Street, Thornbury at the end of November 2012.**



We are now able to offer simple ceremonies at the Register Office for the statutory fee. (See page 8 for the basic Civil Marriage Ceremony). The ceremony room at Thornbury will accommodate the Bride and Groom / Civil Partners plus a maximum of four guests including your two witnesses and will be normally be available from Monday to Friday. Please be aware that it will be important for your ceremony to run to time on the day.

The Registration staff will have other ceremonies / appointments to conduct after yours and will not want to keep other customers waiting.

Please also help us to keep the surroundings attractive for all by asking your guests to use only biodegradable confetti or rice if they wish to shower you with confetti outside the building.

## Ceremonies at Poole Court, Yate



Following the relocation of the Register Office to Thornbury we will continue to offer ceremonies at Poole Court, Yate in the Ranger Room. Poole Court (pictured above) is a delightful Victorian mansion set in attractive surroundings and can accommodate a maximum of 45 guests (approximately 28 seated). For details of the fees payable for this venue please refer to the South Gloucestershire Council's web pages.

For all ceremonies at Poole Court you will be given an opportunity to personalise your ceremony (see page 16). A video camera may be used during the ceremony with the prior approval of the Superintendent Registrar. Whilst photography is not permitted during the ceremony, time will be allowed after the end of the ceremony for any

photographs you wish to have taken. A music system is available with a collection of light classical music or you can provide your own by prior arrangement.

Please be aware that it will be important for your ceremony to run to time on the day. The Registration staff will have other ceremonies to conduct after yours and they will not want to disappoint other couples by being late for their special day. Your co-operation in this will be much appreciated by all concerned.

Yate Town council has asked that we advise those using the building for ceremonies to ask that guests use only biodegradable confetti or rice if they wish to shower you with confetti outside the building, after the ceremony.



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*"We would like to convey our deepest gratitude for helping to make our wedding day a really happy one. The day went smoothly and naturally and everyone commented on what a perfect venue it was for us. It was a lovely relaxed atmosphere and the nature of the day which we were hoping for was achieved beautifully"...  
Mr & Mrs Jenkins - May 2012*

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Alveston House Hotel, Alveston, Thornbury, Bristol BS35 2LA



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St. Swithins Park, Blackhorse Hill, Almondsbury, Bristol BS10 7TP [www.bristolgolfclub.co.uk](http://www.bristolgolfclub.co.uk)



**THE BRISTOL**



# Civil Partnerships

Couples of the same sex may form a legal partnership, known legally as a Civil Partnership; this provides same sex couples with similar rights and responsibilities to those given to married couples.

A civil partnership is formed when both parties have signed the schedule, in the presence of two witnesses and the Civil Partnership Registrar. There is no legal requirement for you to have a ceremony when you form your civil partnership, but if you would like one we have a range of options available to enable you to select a ceremony tailor made for you.

At the end of the ceremony you will be given an envelope in which to keep your certified copy of the entry recording your partnership. The details from the schedule will be entered onto the computer database on the next available working day and any certified copies ordered and paid for will be sent to you by post as soon as possible.



## Choosing your venue

You can choose to have your civil partnership formation at one of the wide range of Approved Premises in South Gloucestershire or at the Register Office. Alternatively you may wish to choose to one of the venues offered in other districts in England and Wales.



## Legal preliminaries

Each partner will be required to give a legal notice of their intention to form a civil partnership at the local register office for the district in which they have lived for the last seven days, regardless of where in England and Wales you want to hold the formation/ceremony. This notice has to be given in person and there is a statutory fee to be paid for the notice. The notice will be valid for a year from the date on which the notice is given. The partnership may be formed after a 15 clear day waiting period not including the day the notice is given or the day the schedule (enabling the partnership to be formed) is issued. Should each partner give notice on a different day the schedule will only be issued 15 clear days after the second notice has been given but will expire one year after the first notice was given.

At the time the notice is given each partner will need to provide documentary evidence of his or her full name, age, nationality and current address. In most cases a valid passport is ideal along with a birth certificate issued near to the date of birth and a recent utility bill. If you were born on or after 01/01/1983 and do not have your own passport, you will need to provide your

parents' birth certificates and possibly their marriage certificate along with your full birth certificate. It will also be necessary to confirm that both parties are free to form the partnership so if either party has been through any form of marriage or civil partnership previously he/she will need to provide proof that the marriage or civil partnership has been dissolved or that the spouse/partner has died.

If you have changed your name by Deed Poll or Statutory Declaration you will need to produce these documents to the Civil Partnership Registrar.

Finally if either of you is under 18 years of age you will need the consent of your parents or guardian.

Please telephone the Register Office on 01454 863140 to make an appointment. The staff will be able to advise you further on the documents required in your individual circumstances. Full details of all current fees are available from the Register Office on 01454 863140 or on line at [www.southglos.gov.uk](http://www.southglos.gov.uk)

## Are you subject to immigration control?

If you are planning to get married or have a civil partnership and one or both of you is subject to immigration control you will have to comply with some additional conditions.

Both of you will have to give your notices together at a Designated Register Office regardless of where you reside.

The nearest Designated Office to South Gloucestershire is Bristol Register Office at the Old Council House, Corn Street, Bristol, BS1 1JQ; Tel 0117 922 2800.

If you are a British citizen, a national of a country in the European Economic Area (EEA) or you have a certificate of entitlement giving you right of abode in the UK in your passport you will not be subject to immigration control and the additional conditions will not apply to you.



# Approved premises in South Gloucestershire

All approved premises in South Gloucestershire have been licensed for both civil marriages and civil partnerships. Under current law it is not possible to conduct statutory ceremonies outdoors or in temporary or mobile structures such as marquees or boats. These premises may also be booked for a Naming or Renewal of Vows Ceremony. In South Gloucestershire we have a fine selection of approved premises:

1. Alveston House Hotel, Alveston BS35 2LA. 01454 415050 (see advert p.10)
2. Avon Valley Railway, Bitton Station, Bath Road, Bitton BS30 6HD. 0117 932 5538
3. Aztec Hotel, Almondsbury BS32 4TS. 01454 201090 (see advert p.14)
4. Berwick Lodge, Berwick Drive, Henbury BS10 7TD. 0117 958 1590
5. The Bristol Golf Club, St Swithins Park, Almondsbury BS10 7TP. 01454 620000 (see advert p.10)
6. Chipping Sodbury Town Hall BS37 6AD. 01454 852222 (see advert p.2)
7. The Compass Inn, Tormarton GL9 1JB. 01454 218242 (see advert p.18)
8. The Cross Hands Hotel, Old Sodbury BS37 6RJ. 01454 313000
9. Dyrham Park, Nr Chippenham, Wiltshire SN14 8ER. 0117 937 2501
10. Eastwood Park Ltd, Training and Conference Centre, Falfield GL12 8DA. 01454 262809 (see advert p.14)
11. The Gables Hotel, Falfield GL12 8DL. 01454 260502 (see advert p.18)
12. The Hayfields, Cossham Street, Mangotsfield, Bristol BS16 9EN. 0117 957 5775 (see advert p.15)
13. Hilton Bristol, Woodlands Lane, Bradley Stoke BS32 4JF. 01454 201144
14. Holiday Inn Bristol Filton, Hambrook BS16 1QX. 0871 942 9014 (see advert p.14)
15. The Kendleshire, Coalpit Heath BS36 2TG. 0117 956 7007
16. Memorial Woodlands, Earthcott Green BS35 3TA. 01454 414999 (see advert p.18)
17. Mercure Bristol North, The Grange, Winterbourne BS36 1RP. 01454 777333 (see advert p.15)
18. Old Down Manor, Foxholes Lane, Tockington, Bristol BS32 4PG. 01454 414081 (see advert p.10)
19. The Park Hotel and Restaurant, Falfield GL12 8DR. 01454 260550
20. Poole Court, Poole Court Drive, Yate BS37 5TT. 01454 863140
21. Rangeworthy Court Hotel, Church Lane, Rangeworthy BS37 7ND. 01454 228347
22. The Ship Inn, Alveston BS35 3LL. 01454 412521 (see advert p.2)
23. Shortwood Lodge Golf Club, Carsons Road, Mangotsfield, Bristol BS16 9LW. 0117 956 5501
24. Thornbury Castle, Thornbury BS35 1HH. 01454 281182
25. Thornbury Golf Centre, Bristol Road, Thornbury, Bristol BS35 3XL. 01454 281144
26. Tortworth Court Four Pillars Hotel, Tortworth GL12 8HH. 01454 263000 (see advert p.15)
27. Tracy Park Golf & Country Club, Wick, Nr Bath BS30 5RN. 0117 937 2251 (see advert p.15)

*RichMcD Photography*







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All the premises offer packages, which can include a reception. Details are correct at the time of publication.

To arrange your ceremony, you must first contact the venue to make provisional arrangements and then the Register Office (Tel 01454 863140) to ensure that the staff are able to attend to conduct the ceremony. Both the venue and the Registration Service will charge fees. These are in addition to the statutory fees connected with giving formal notice of your marriage or civil partnership.





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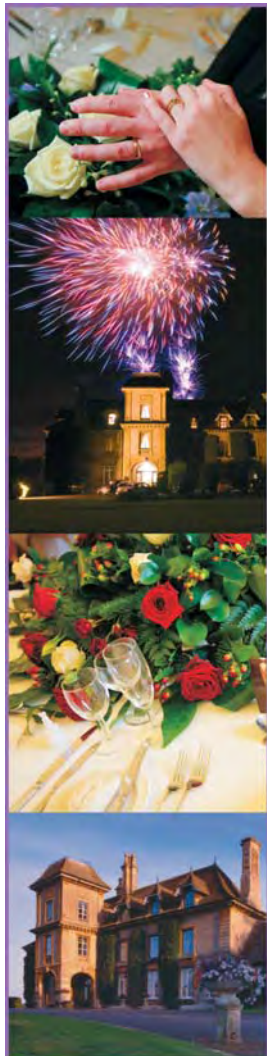
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#### £999 package

- Expert Wedding Planner
- Room Hire for Wedding Ceremony
- Arrival Drink for 30 Guests
- Three course Wedding Breakfast for 30 Guests
- Disco and DJ for your Evening Party
- Evening Sandwich Platters for 40 Guests
- Overnight Accommodation for the Bride & Groom

#### £4000 package

- Red carpet on arrival
- Informal host for the day
- Room Hire for Wedding Ceremony
- Flower posy on each table
- Menus on each table
- Chair Covers
- Cake Stand and Knife
- Glass of Bucks Fizz on arrival for 50 adults
- Glass of Red or White Wine with the meal for 50 adults
- Glass of Sparkling Wine for the Toast for 50 adults
- 3 course meal with Coffee for 50 adults \*
- Disco for evening party
- Evening BBQ for 75 adults
- Executive Bedroom for Bride and Groom with Champagne for 50 adults

#### £2000 package

- Red carpet on arrival
- Informal host for the day
- Room Hire for Wedding Ceremony
- Flower posy on each table
- Menus on each table
- Place Cards
- Cake Stand and Knife
- Glass of Bucks Fizz on arrival for 50 adults
- 3 course meal with Coffee for 50 adults \*
- Disco for evening party
- Sandwich Platters for 60 adults for Evening Party\*
- Overnight Accommodation for Bride and Groom

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## The Hayfields – Bromley Suite For the Perfect Wedding



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**Tel: 0117 9575775**

Email: [karenperrott@cleverugby.co.uk](mailto:karenperrott@cleverugby.co.uk)

The Hayfields, Cossham St, Mangotsfield, Bristol BS16 9EN



# Personalising your special day



Once you have given your notice to marry or form a civil partnership at one of our Approved Premises, you will be given a ceremony pack to enable you to tailor your ceremony to your own personal requirements. Every ceremony is unique and you may make it as formal or as casual as you wish. The ceremony can be adapted to suit your chosen style and we can include the traditional roles of best man, bridesmaids, etc. if you want them. Each pack has options for the inclusion of additional vows or promises, and readings that can be made by guests - this is often a very good way of involving friends and family in your ceremony.

It is important to note that, because the ceremony is a civil one, nothing with any religious content or connection may be included in the ceremony. Any additions made to the basic ceremony must be in keeping with the dignity of the ceremony and be of a length that will enable them to fit into the time allowed for each ceremony.

Couples will be asked to return the options booking form included in the ceremony pack to the Register Office three months before the ceremony is due. We will then prepare a draft script and either e-mail or post it to you for your approval. All additions or changes to the ceremony must be finally agreed with the Superintendent Registrar at least four weeks before the date of the ceremony. The final fees should be paid at least eight weeks before the ceremony. Payments may be made by card either in person or over the phone or by cheque. Cash payments may also be made at the Register Office.

The Registrar will need to speak to both parties immediately before the ceremony so it is important for you both to arrive at least 10 to 20 minutes before the time scheduled for the ceremony to start, especially if you wish to have time for photographs first.



All photographs on this page by Hounds Road Photography





Hounds Road Photography

**W**e normally interview the groom first approximately 20 minutes prior to time the ceremony is due to start, the bride is then seen 10 minutes before the start of the ceremony. You may wish to be seen together in which case we would ask you to be with the registrar 15 minutes before the start time of the ceremony.

We do ask that you arrive in time for your ceremony as staff may have to go to another ceremony after yours. Whilst we do allow time for staff to travel from one ceremony to another if you are late they may not be able to conduct your ceremony before they have to leave to attend the next ceremony.

It is your responsibility to provide two people to act as witnesses. They may be family or friends who are present during the ceremony and who will sign the register/schedule at the

end to confirm that they have witnessed your intention to marry/form a civil partnership, not just your signatures.

After the ceremony has ended and you and your witnesses have signed the register/schedule, there will be time allowed for photographs of you “signing the register/schedule” and any other photographs that you wish to take, time permitting. The Superintendent Registrar or Registrar will then hand you your marriage certificate/certificate envelope before you and your guests leave the room. You will then be free to make the most of your chosen venue, for further photographs.

#### Special needs

If you or your guests have special personal needs, please speak to us and we will do our very best to accommodate them.



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- Licensed for civil ceremonies • 46 en-suite bedrooms • Free parking
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Our all inclusive wedding package offers tremendous value without compromising on quality. Based on 50 day guests and an additional 30 evening guests the package includes:

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Earthcott  
Barns

# Civil Ceremonies



The beautiful grounds at Earthcott Barns provide an idyllic setting to get married. There is a private barn licensed for civil weddings and civil partnerships on-site, so the ceremony and reception can all be held at Earthcott Barns. The extensive grounds and gardens are ideal for taking those memorable pictures and provide a beautiful setting for guests to socialise.

All wedding packages include exclusive use of the venue from 10am to 5pm. There is no corkage charge and glasses are provided.

For full details visit our website at:

[www.earthcottbarns.co.uk](http://www.earthcottbarns.co.uk)

Earthcott Barns, Memorial Woodlands,  
Earthcott Green, Alveston, Bristol BS35 3TA  
Telephone: 07842 570972



# Citizenship Ceremonies



The Citizenship Ceremony is the final stage in the granting of British Citizenship. People who wish to become a British Citizen make their application to the Home Office. Once their application has been processed, their details are sent to the Local Authority to arrange a Citizenship Ceremony. The new citizens are invited to a group ceremony during which they each have to swear or affirm an oath to pledge their loyalty to the United Kingdom and their allegiance to the Queen. All new citizens who are over 18 years of age must make the oath and pledge before the Superintendent Registrar for the district; children may also participate in the ceremony if they wish. As part of the ceremony here in South Gloucestershire, the new citizens are welcomed by a representative of the office of the Lord Lieutenant of Gloucestershire, representing HRH The Queen and the Chair of South Gloucestershire Council

on behalf of the local community. They are presented with their Certificate of Citizenship and a small token to mark the occasion. New citizens may invite a few named guests to join them at the ceremony.

In South Gloucestershire we aim to hold group ceremonies approximately once a month. It is also possible to arrange for a small group ceremony for new citizens who require this additional service. Full details of all current fees are available from the Register Office on 01454 863140 or on-line at [www.southglos.gov.uk](http://www.southglos.gov.uk)

For information about applying to become a British Citizen please contact the Home Office by email at [ukbanationalityenquiries@ukba.gsi.gov.uk](mailto:ukbanationalityenquiries@ukba.gsi.gov.uk) or by phone on 0845 010 5200. [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)



*"I would like to thank you and your staff for a wonderful evening.*

*I am extremely proud and happy to become a British citizen and your ceremony was the perfect way to start my life in Britain."*

## Nationality Checking Service

Once you have made your decision to apply for British Citizenship you may wish to take advantage of the **'Nationality Checking Service'** available at the Register Office for South Gloucestershire.

We offer to check the completeness of your application and can photocopy your documents for onward transmission to the UKBA so that you can retain your original documents. For full details of the service and the fees please phone the office on 01454 863140 or check on line at [www.southglos.gov.uk](http://www.southglos.gov.uk)



# Non-Statutory Ceremonies

South Gloucestershire also offers the opportunity to have a Civil Naming, Renewal of Vows or Commitment ceremony. Unlike the marriage and civil partnership ceremonies and the Citizenship Ceremonies, which are all statutory services, these additional services have no legal status. The fully trained celebrant who will conduct the ceremony will not be acting as an

official registration officer at the ceremony, even though they are also employed as a Registrar at other times.

As this is not a statutory service we can offer the ceremonies in any public function room or hall hired by you, as well as at Poole Court or any of our other approved premises (see pages 12 and 13).

## Civil Naming



**A** Naming Ceremony Offers couples the chance to welcome new additions to their family, or to recognise the joining of two families together.

Your Naming Ceremony will be a bespoke celebration that allows you to mark an important milestone in family life. The ceremony can be individually tailored to enable you to create a special occasion, but without any religious connotations.

The ceremony includes the opportunity for parents to make promises to their child/ren and pledges to each other. You may ask close friends or family,

who will be involved in the life of the child/ren, to act as supporting adults and make promises to that effect. The position of the child/ren's grandparents is also re-enforced and they may also make promises to the family. The ceremony can be further enhanced by the addition of poems or readings.

At the end of the ceremony you and your supporting adults will be asked to sign a record of the ceremony and you will be presented with a commemorative certificate. It should be noted that a Naming Ceremony has no legal status; the certificate issued is purely celebratory and cannot be used for any legal purpose.



# Renewal of marriage vows

**A** Renewal of Vows ceremony provides a wonderful opportunity to celebrate the happiness of your wedding day again. Perhaps you would like to recognise and commemorate the achievements of the years you have spent together or give family and friends who could not be present on the actual day a chance to congratulate you!

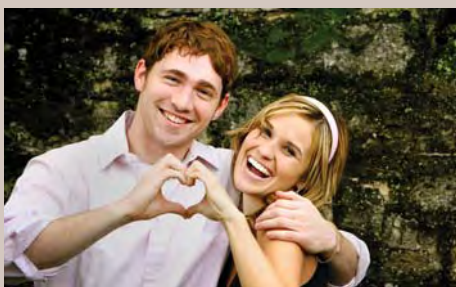
Designed for couples who are already married, our Renewal of Vows ceremonies give you the chance to thank family and friends for their support over the months or years since you first said "I do", to recognise the important part your children have played in your lives and to exchange new promises and vows with each other – a way to refresh and revitalise your relationship.

As well as this you can rededicate your wedding rings, or exchange new rings or special gifts to mark this occasion; you can include poems or readings to further enhance the entire experience. Many couples also select two friends or family members to act as honorary witnesses to this special event.

At the end of the ceremony you and your witnesses will be asked to sign a record of the ceremony and you will be presented with a commemorative certificate. It should be noted that a Renewal of Vows ceremony has no legal status; the certificate issued is purely celebratory and cannot be used for any legal purpose.



# Commitment Ceremonies



This is an opportunity for couples who for a variety of reasons may not wish or are not able to marry or to form a civil partnership to celebrate their relationship and their commitment to each other.

If you are interested in such a ceremony please contact the Register Office for further details.

These ceremonies are also available at the Register Office.

# To book a Non-Statutory Ceremony

Please telephone South Gloucestershire Register office to make an appointment. You will be asked to bring a certified copy of your child/ren's birth(s) certificate(s) or your marriage certificate as appropriate and a confirmation of your venue booking (unless it is to be conducted at the Register Office), plus a non-refundable booking fee. At this first appointment you will be given a ceremony pack to enable you to select your own ceremony. Normally you will need to

return the booking form to us at least three months before the date booked for your ceremony; we will then post or e-mail your script to you for your approval. The balance of fees should then be paid eight weeks before the ceremony by card in person or by phone, by cheque or by cash at the Register Office. Full details of all current fees are available from the Register Office on 01454 863140 or on line at [www.southglos.gov.uk](http://www.southglos.gov.uk)



# What you thought about us



**T**hank you very much to all of our customers who took the time and trouble to complete our questionnaires. We greatly value your feedback and aim to use it to improve the service we offer where possible.

We asked you to tell us about your visit to the Register Office and the service you received. 93.76% of customers were seen within 10 minutes of their appointment times, and 89.6% rated our ability to offer an appointment at a time and place convenient to them as excellent or good. Of those who visited the Register Office in person and responded to the questions 99.6% of you found our staff polite, professional and helpful, 93.0% found the office easy to find and 99.2% of customers were satisfied with the service they received from us.

For those customers having a ceremony with us 100% found the ceremony pack we provide helpful. On the day 100% of customers found the registration staff helpful and professional and agreed that the ceremony lived up to their expectations. 100% found the venues arrangements for the ceremony worked well and everyone who replied confirmed that they had been given all the information they needed before the ceremony.

We asked if customers had felt that the service they received was good value for money and of those who expressed an opinion 92.0% said yes. Overall 98.0% of those who replied to our survey told us that their overall impression of the Registration Service was either good (31.6%) or excellent (66.4%).

Here are a few of the compliments relating to ceremonies recorded on the comments section of the questionnaires:

***"The lady who married us was wonderful"***

***"Our registrar made our day feel so special. We thought the service provided was excellent"***

***"I attended the SGRS for a citizenship ceremony. I thought the ceremony was very well organised. It was a lovely ceremony. My family and I were most impressed and thankful for such a nice time we spent in the evening. Well done! Thanks again!"***

***"It was an excellent service and arrangement, loved it. Compared with other parts of the county it was 1st class. Keep it up."***

***"Our wedding service was conducted in a very orderly manner, the staff were extremely helpful and seemed as excited as we were. The registrar was sensitive and caring and ensured all went smoothly on the day. We had a wonderful ceremony which added to our overall day."***

***"The deputy registrar who did our ceremony was lovely and made our day special and made us feel welcomed and important."***

***"I really appreciated a call from your office to remind me that I had not sent in the choices re service etc – I had forgotten and this really helped us!"***

***"Staff were friendly and helpful and understood our wish to have a "low key" wedding without making us feel odd for not having the usual fuss associated with weddings. Thank you."***

We are very committed to providing our customers with the best possible service. The feedback we received from you indicates that generally you are very satisfied with the experience you get from us; however we are always looking for ways of improving the way we do things and the way we work with others to make your special day as perfect as possible.

South Gloucestershire Council has an online form at [www.southglos.gov.uk](http://www.southglos.gov.uk) that you may use to give suggestions, compliments or complaints regarding any service provided by the council and you could use this to let us have any feedback you wish to give, or you could write to us at:

**Freepost RRXL-BKJJ-EUYX,  
South Gloucestershire Council, Customer Feedback,  
Castle Street, Thornbury, BRISTOL BS35 1HF**

Alternatively contact the Registration Service directly; contact details are reproduced on the back of this brochure.



*RichMcD Photography*



South Gloucestershire  
**Ceremonies**





The Registration Service Guide to Civil Marriages,  
Civil Partnerships, Citizenship Ceremonies,  
Civil Naming and Renewals of Marriage Vows



Please mention South Gloucestershire Ceremonies when contacting any of the advertisers



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**South Gloucestershire Register Office**  
**Council Offices, Castle Street, Thornbury BS35 1HF**  
**Telephone: 01454 863140 Fax: 01454 863145**  
**web: [www.southglos.gov.uk](http://www.southglos.gov.uk)**  
**E-mail: [registrationservice@southglos.gov.uk](mailto:registrationservice@southglos.gov.uk)**

**This information is available in other languages, large print, braille or on audiotape.  
Please phone 01454 868009 if you need any of these  
or any other help to access Council services.**