

Welcome to the February edition of the  
York Register Office

*APPROVED PREMISES  
CIRCULAR.*

The circular will provide key messages, updates, reminders and information we feel will be of value to you.

Thank you for taking the time to read our circular.

It is delightful to see the increase in bookings coming in for your venues as we head into 2022/23. York Register office continue to have new booking requests on a daily basis, which is excellent news for us all. We aim to accommodate ceremonies wherever possible, we have recently employed additional staff to ensure we continue to provide 2 registrars at each ceremony.

Please be aware that the timeslots for ceremonies are 11:00am 12:30pm 14:00pm 15:30pm 17:00pm or 19:00pm

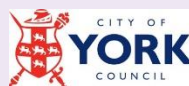
By working together I believe we can be the number one City of choice to hold ceremonies. As a city we have such a lot to offer.

For our latest information on ceremonies please visit

<https://www.york.gov.uk/civil-partnerships-marriages/marriages-civil-partnerships>

*Wedding Fayres*

If you are planning a wedding fayre, and would like us to attend to speak to couples please let us know of the dates as soon as possible. You would need to provide us with a prominent place to stand and a table.



## *Legal timeframe for couples*

To get married or enter a civil partnership in England or Wales, each person must give legal notice of intention, to the registrar in the district (county) where they live. Regardless of where the couple intend to hold their ceremony, they must both give 28 days' notice (in person) at their local register office, before the marriage or civil partnership can legally go ahead.

The earliest a person can give notice is 12 months prior to their ceremony. However we prioritise appointments by ceremony dates. This ensures that we can accommodate demand and couples may be asked to contact us at a later date. Notices are valid for one year.

I will email you a leaflet that you can hand out (or email) couples who book a ceremony with you. This will contain guidance on what they need to do to ensure the ceremony is legal. As soon as they arrive, I will send them. However in the mean time I thought it would be good to give you an overview.

## *Civil Partnerships*

I wanted to remind you opposite sex couples can form a civil partnership.

You can take bookings to hold opposite sex couples civil partnerships or same sex couples as your licence covers these types of ceremonies.

Please be aware that the timeslots for ceremonies are 11:00am 12:30pm 14:00pm 15:30pm  
17:00pm or 19:00pm

There is nothing you need to do in regards to your licence to hold these ceremonies.

## *Ceremony and licence fees*

All fees are reviewed and revised on the 1<sup>st</sup> April each year. Once we have confirmation of the new fees from 1<sup>st</sup> April 2022 I will let you know.

## *Licence renewals*

All applications are subject to a 21 day consultation period, before approvals can be granted.

If your renewal is due in the next 6 months you can apply to renew anytime from now. You can either email [ceremonies@york.gov.uk](mailto:ceremonies@york.gov.uk) or you can visit our website to complete the application forms <https://www.york.gov.uk/YorkMarriageVenues>

## *Instagram*

Please follow us on Instagram and tag us in any pictures taken at your venue!!

You can either find us on Instagram @York Register Office or you can email the images to us at [ceremonies@york.gov.uk](mailto:ceremonies@york.gov.uk) stating your name, (also the couples names, the date and place of the ceremony if you want this included in our post).

Please note by submitting your images and comments to us, you have consented that these can be posted on our York Register Office website and our social media channels. Please ensure you have permission from the couple before sharing any images with us.

Your images will not be passed on or sold to any third party. They will solely be used for the purpose previously mentioned.

We look forward to hearing from you!!

## *Pre-ceremony interview*

Please ensure that couples are aware that the pre-interview must be done privately with the registrar. It is really important that this takes place in this way, as personal information will be discussed. The registrars and celebration officers have been reminded to ensure that this occurs privately. The interview takes approximately 15 minutes. After that everyone can re-enter the room.

## Reminders

*The ceremony must start on time* – this can be a challenge for all of us. Every couple is made aware the ceremony starts on time. **The old tradition of the bride turning up late is over.** Please ensure that you explain to the couple why the ceremony must start on time. There is a cut off time, where the registrars will leave for the next ceremony. The registrar will make the judgement on the day. This will depend on the location and time of next ceremony. To help we have moved the weddings to 1.5 hours apart but traffic is still an issue even if everyone's time keeping is perfect!

*Car park spaces* – please remember as per the conditions of your licence that 2 car park spaces must be provided for the registrars on the day of the ceremony. They must not be blocked in or unable to park at your venue (unless there are no current car park facilities) as they often have to leave very quickly for the next ceremony.

**IN CASE OF EMERGENCY** - We have an emergency phone which is manned every weekend, if you ever need to get hold of us on the weekend please feel free to contact us as below:

Saturday/Sunday/Bank Holiday (or after 5pm week days): **07786747859**

During the week (**between 8.30 – 5pm**) **01904654477** or email [ceremonies@york.gov.uk](mailto:ceremonies@york.gov.uk)

***Please note the emergency phone is not for booking enquires and only available emergency purposes.***

**If you do have any questions feel free to contact me on 01904 553505 or**

**Email [Katharine.Page@york.gov.uk](mailto:Katharine.Page@york.gov.uk)**

I thought I would put a face to my name. Most people call me Katie/Kate and I am available for guidance whenever you need me. I look forward to visiting your venue very soon. Katie Page

Ceremony Operations Manager



### OUTSIDE/INSIDE CEREMONY

This would be at your venue (must be on the venue grounds). The couple and guests are seated outside for the first part of the ceremony, then the couple and their 2 witnesses are taken to one of your licenced rooms for the 'legal part' (take approx. 5 – 8 minutes) then all return to the guests outside to be announced as the husband and wife/ partners for life.

Please promote other ceremonies we offer that can take place at your venue

### MARRY ABROAD, CELEBRATE IN York CEREMONY

This is a GREAT way of inviting guests to celebrate the marriage/CP who couldn't travel abroad for the ceremony to be part of the celebrations. This ceremony is not legally binding in anyway.

### NAMING CEREMONY

This is an alternative to a religious blessing/christening and can be a way to celebrate the birth of a new baby, an adoption or welcoming a step child.

### RENEWAL OF VOWS CEREMONY

Any couple in a marriage or civil partnership can arrange a ceremony to renew their vows. The ceremony is not legally binding and is purely a celebration of the couple's marriage/love.

## THANK YOU

Do not hesitate to contact me with any queries or if you would like me to come over for a discussion. You can email me [Katharine.Page@york.gov.uk](mailto:Katharine.Page@york.gov.uk) or call 01904 553505