

Marriage and Civil Partnership Ceremony Bookings

Your ceremony booking is accepted on the condition that

Any cancellations or changes after the 14 days the following will apply:

If complete payment of the booking fee and ceremony fee has been made prior to cancellation, then;

- More than three calendar months' notice of cancellation full refund less the non-refundable/non-transferable deposit and non-refundable/non-transferable advance booking fee.
- Two to three months' notice of cancellation full refund less 20% cancellation administration charge and less the non-refundable/non-transferable deposit and non-refundable/non-transferable advance booking fee.
- One to two months' notice of cancellation full refund less 30% cancellation administration charge and less the non-refundable/non-transferable deposit and non-refundable/non-transferable advance booking fee.
- Less than one calendar month notice of cancellation (or failure to cancel) will forfeit any fees paid.
- In the case of small statutory ceremonies where the fee is also the deposit, this will only be refunded if the cancellation or change is within the 14-day cancellation period.

The amount of your payment that we retain represents the financial loss to us when you cancel your ceremony. We will take steps to reduce this loss; however, you will appreciate that we cannot always rebook a ceremony slot at short notice.

The percentage figures reflect an approximation of the number of cancelled ceremony dates that can be rebooked at short notice.

The couple must request all cancellations (outside of the 14-day cooling off period) by letter or email to the Registration Service at County Hall at the following

Email - registeroffice@worcestershire.gov.uk

Postal Address - Worcester Register Office, County Hall, Spetchley Road, Worcester WR5 2NP

Cancellation of Bookings by Worcestershire Registration Service

Your ceremony may be cancelled if

The booking confirmation fee/s have not been paid within 14 days from the date the booking is made. The booking date will be the date on the booking form **or** the date you submitted the online form and agreed to the online terms and conditions.

- Legal preliminaries cannot be completed
- The ceremony fee has not been paid by the due date
- If you do not meet the above conditions and we cancel your ceremony you will not be entitled to any refund

Change of Booking by Couple

- The couple must request any changes (this includes changing the date, time or venue), by letter or email to the Registration Service at County Hall.
Email - registeroffice@worcestershire.gov.uk
Postal Address - Worcester Register Office, County Hall, Spetchley Road, Worcester WR5 2NP
- You have 14 days from the date that you made your booking to change your booking without loss of deposit or advanced booking fees.
- After 14 days of any changes that are made within the 14-day period, the reservation will have been deemed to have been cancelled and the non-refundable/non-transferable deposit and non-refundable/non-transferable advance booking fee retained. A new booking will then be made, and a further non-refundable/non-transferable deposit taken. If your booking is more than twelve months in advance a further non-refundable/non-transferable booking fee will be taken

Terms and Conditions specific to when Government Covid-19 restrictions are in place

Our main terms and conditions apply except in the situations outlined below:

***Lockdown** refers to Registrars being **unable** to undertake their statutory duties **or** where a couple **only** are **unable** to travel from within the area where they live because of a restriction to travel outside their border area.

***Restriction** refers to specific local and national restrictions where Registrars **can** undertake their statutory duties and where couples **are not** prevented from being able to travel outside their border area

1. If Government restrictions include the suspension of ceremonies and therefore your ceremony cannot take place i.e. local area or country in lockdown and/or Registrars are prevented from being able to discharge their legal duties, we will move your ceremony, on a like for like basis, without incurring further registrar fees or increments. .
2. If Government restrictions include a lockdown in the area where you (the couple) live and thus you are prevented from attending your ceremony because **you are not** allowed to travel outside the border where you live, we will move your ceremony, on a like for like basis, without incurring further registrar fees or increments. This also applies to second or subsequent moves should your rebooked ceremony date be subject to continued or further Government lockdown restrictions, as outlined within this parag-3.002 (ernm)-10 (-)-3.002
3. Where Government restrictions are in place which **do not** prevent the Registrars from being able to undertake their statutory duties and you (the couple) **are not** prevented from travelling by lockdown restrictions, WRS main terms and conditions will apply if you cancel or decide to move your booking. (For the Registrars to be able to discharge their duties the only legal requirement is for the couple and two witnesses to be in attendance.) This also applies to second or subsequent bookings. Where an Advanced Booking Fee (ABF) is required because your new date is more than 12 months in advance, we will waive this fee only.

booked ceremony on a like for like basis without incurring further registrar fees or increments. If you choose to(i)8.996 ()3.002 (en)3.996 (ts)-3.996 (.)TJETQq0 0 595.56 845m beW*nBT/ouw

Ceremony Content - Enhanced, Fully Enhanced, Bespoke or Non-Statutory

For couples who request an enhanced, fully enhanced, bespoke or non-statutory ceremony, WRS will make the final decision on any wording used and will not accept any liability for omission which may be caused by reasons beyond its control. Please see our website regarding these package options

Attendance at your ceremony

- If you arrive more than 15 minutes late for your ceremony

Legal Preliminaries (Notice of Civil Marriage/Civil Partnership)

Your ceremony cannot take place unless **ALL** the following criteria are met:

A valid notice of marriage or civil partnership **MUST** be given in person by both you and your partner in the District in which you reside. No one else can do so on your behalf. If you both reside in the same District, where possible you should attend together to give your Notices of Marriage or Civil Partnership.

Please note an appointment will be necessary.

Nationality

valid passport

British Naturalisation certificate

British Birth certificate

- if you were born before 1 January 1983 your full birth certificate must be provided
- if you were born on or after 1 January 1983, your full birth certificate must be provided, and you must also provide a birth certificate or passport for one of your parents, who were born in the UK; if your parents were married at the time of your birth, or your birth has been re-registered after their marriage, then either certificate or passport can be provided or evidence of your parent's British Citizenship (must have been issued before your birth)

Address

valid UK photo card driving licence (full or provisional) showing your current address

utility bill - gas, electric, water, broadband or landline bill dated no more than three months before the date of your appointment; we will accept printed copies of your electronic bills

bank or building society statement dated no more than one month before the date of your appointment. We will accept printed copies of your electronic statement

Council tax or Mortgage statement dated no more than one year before the date of the appointment. We will accept printed copies of your electronic statement

Proof of marital status (if you have been previously married or formed a civil partnership)

divorced in the UK - an original court stamped copy of your decree absolute/civil partnership dissolution. If you have reverted to your maiden name you must provide your marriage certificate

divorced anywhere else - If your divorce was not granted in a UK court, you will be required to pay a fee at the time of your appointment for consideration of the validity of the documentation; this fee does not guarantee that the document will be approved

Some divorces/dissolutions can be approved at your notice appointment for a fee of £50.00.

