

**Worcestershire County Council (WCC)
Worcestershire Registration Service (WRS)**

Terms and Conditions

*WCC/WRS reserves the right to amend, change and update these terms and conditions.
Please refer to our website www.worcestershire.gov.uk/registration*

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Marriage and Civil Partnership Ceremony Bookings

Your ceremony booking is accepted on the condition that

- You have booked your date and venue
- No legal impediment to the marriage or civil partnership exists and legal preliminaries are completed within statutory timescales
- Any foreign divorce/dissolution papers are accepted by the Registrar General where applicable
- Home Office permission is granted where applicable
- A non-refundable booking confirmation fee is paid (see below)

Booking Fee Arrangements

WRS books weddings up to three years in advance. The following booking fees are payable according to the time in advance that the ceremony is booked;

- From one year to 29 days in advance: £50 non-refundable/non

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 t

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

Proof of immigration status

Please note: If either party is a national of an EEA country without EUSS settled status, EUSS pre-settled status or a pending application submitted before 30th June 2021 or is a National of a non EU country without the appropriate immigration status or relevant visa, you may be subject to immigration control.

This means you must give your notices together at the Register Office covering the district in which you have both lived for the preceding 7 clear days. If you both live in different registration districts you must give your notices together at either Register Office.

Registrars cannot give immigration advice.

In addition to the documents you need to provide when giving notice, you must provide evidence of your immigration status:

proof of settled, pre-settled or pending EUSS status, including the 9-digit alphanumeric share code from the GOV.UK website: **[View and prove your immigration status \(GOV.UK opens in a new window\)](#)**

valid Biometric residence permit

valid UK visa/entry clearance in passport

valid Home Office endorsement in passport

valid UK residence permit in passport

If you do not have the correct proof, your marriage will be referred to the Home Office, who may decide to extend your notice period for 70 days if they wish to investigate further. The marriage cannot take place until approval is granted by the Home Office. More information on this can be found at **[Marriages and civil partnerships in England and Wales \(GOV.UK, opens in a new window\)](#)**.

Photographs