

Booking your Registrars

Once you have chosen your venue, you will need to contact East Sussex Registration to check availability and book your registrars. Please note a wedding/civil partnership cannot be legally conducted at an approved venue except by an **Authorised Registrar**.

The simplest way to check registrar availability is by completing the 'Registrar Availability' form on our website at ceremoniesineastsussex.co.uk/contact-us. Alternatively you can contact the Ceremonies Team on 0345 60 80 198.

Registrar bookings must be made directly with East Sussex Registration. Bookings can be taken up to 3 years in advance, and will be charged at the current year's price regardless of the date of your ceremony. Ceremony fees are set annually and subject to change on the 1st April each year.

East Sussex Registration will provide you with two registrars. One to lead you through your ceremony (Celebrant) and the other will register the marriage/civil partnership, ensure all legalities are fulfilled and present you with your certificates. Certificates can be purchased at the time of booking your ceremony and cost £11 each.

Fees are payable in full at the time of booking; all fees include a £100 non-refundable booking fee. Fees can be paid using a debit or credit card. Fees paid to East Sussex Registration are for the attendance of the registrars only; the fees for the use of a venue are set by the proprietors of that venue and must be paid directly to them. Please note that any changes to a booking will incur an amendment fee of £50.

Registrar fees can be found on our website ceremoniesineastsussex.co.uk/fees.

To book your registrars call us on 0345 60 80 198.

Next Steps:

Each party to a marriage or civil partnership is required by law to attend their local register office, by appointment, to give their Notice of Marriage or Civil Partnership. This is a legal requirement that must be completed prior to your ceremony. You must give notice at least 29 days before your ceremony date. We advise that this is done around 4-6 months before your ceremony where possible. This process cannot be completed more than 12 months in advance.

If you and/or your partner are subject to immigration control, then you must give Notice at a Designated Register Office. Please note that the statutory waiting period of 29 days may be extended to 71 days.

For further information please see: www.gov.uk/marriages-civil-partnerships/foreign-national

A statutory fee of £35 per person is charged for Notice appointments and is payable when booking the appointment. (This fee may be different at a Designated Register Office)

At your appointment you will be required to provide certain documents that prove your name, age, nationality, address and that you are free to marry or register a civil partnership. You will be advised which documents you need when you book your Notice appointment.

More information about this process can be found here: ceremoniesineastsussex.co.uk/plan-your-ceremony

Once you have both given Notice you will be provided with a ceremony pack containing all the information you will need about your ceremony, including: times of arrival, ways you can personalise the ceremony, vows, etc.

You can find further information about all of the above on our website, as well as a Supplier Directory, Ceremonies Newsletter, Commemorative Products and much more. ceremoniesineastsussex.co.uk

If you have any questions or you need or wish to discuss anything further please call the ceremonies team on 0345 60 80 198.

Please ensure you have read our terms and conditions:

https://www.ceremoniesineastsussex.co.uk/files/ceremony_bookings_tc_effective_february_2019.pdf

To book a ceremony you will have to share some personal information with us. Please see our Privacy Notice for details on how and why we use your information: eastsussex.gov.uk/registrarprivacy



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