

## North Lincolnshire Register Office

Scunthorpe Central, Carlton Street, Scunthorpe, North Lincolnshire DN15 6TX

E: [registrars@northlincs.gov.uk](mailto:registrars@northlincs.gov.uk) | T: 01724 298555

### ***How to arrange your Civil Wedding Ceremony, Renewal of vows or Baby naming ceremony...***

1. Provisionally book a date and time for your ceremony with the venue.
2. Contact the register office straight away to make sure registrars are available on your chosen date and time. We will always try and accommodate you, but please note that we have a wide area to cover and a large number of venues and it may not always be possible to accommodate your first choice. The easiest way to contact us is by email on: [registrars@northlincs.gov.uk](mailto:registrars@northlincs.gov.uk)
3. Pay a non-refundable booking fee of £45 to the register office to hold the date and time.
4. Confirm the booking with the venue and pay the any necessary deposits.
5. Before you can legally marry, you must contact the register office in the district in which you live and arrange for you both to attend to give a legal "Notice of Marriage". This is the legal preliminary to a marriage. A notice can be given up to one year before the ceremony but no later than 29 days before. If you are a non-EEA national, please note that under the Immigration Act referral and investigation scheme, this may extend the waiting period to 70 days-please contact us immediately if this applies and we will tell you what to do next. The ceremony cannot take place unless the legal preliminaries are given within the required timescales. If you live in different registration districts, you will each have to attend your own office. When you give notice, you will be interviewed separately and must each provide documents that show evidence of name, nationality, marital status and residence. A statutory fee is payable for giving a notice, approximately £35 each.
6. The **fees payable to North Lincolnshire Register Office** for ceremonies are shown below. These fees are payable no later than three months before the ceremony date.

#### **CURRENT WEDDING/CIVIL PARTNERSHIP CEREMONY FEES:**

##### ***Approved premises ceremony fees (as published by NLC effective 29-5-26):***

- Monday to Thursday (anytime) / Friday 11:15am and 4:30pm - £387.50
- Saturday (anytime) / Friday 1pm and 2:45pm - £507.50
- Sunday and bank holidays - £607.50

#### **USEFUL NLC INFO LINK:**

<https://www.northlincs.gov.uk/community-advice-and-support/ceremonies/>