

# Celebrate

in Buckinghamshire



CIVIL MARRIAGES
CIVIL PARTNERSHIPS
RENEWAL OF VOWS
COMMITMENT CEREMONIES
NAMING CEREMONIES
CITIZENSHIP CEREMONIES



# Welcome

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**Firstly, many congratulations on your forthcoming celebrations.**

**We are delighted that you have chosen the beautiful and charming county of Buckinghamshire for your ceremony.**

**We have almost 80 wonderful licensed venues and four marriage rooms within our Register Offices conveniently located throughout the county offering you great flexibility and choice.**

**This publication has been created to help guide you through the legal formalities and personal choices in planning your special day.**

**Our experienced and professional staff will do everything they can to ensure that your ceremony is everything you would wish it to be and becomes a lasting and wonderful memory for you and your guests.**

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All information is correct at the time of going to print.  
June 2020.





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# *Buckinghamshire*

a great place to celebrate

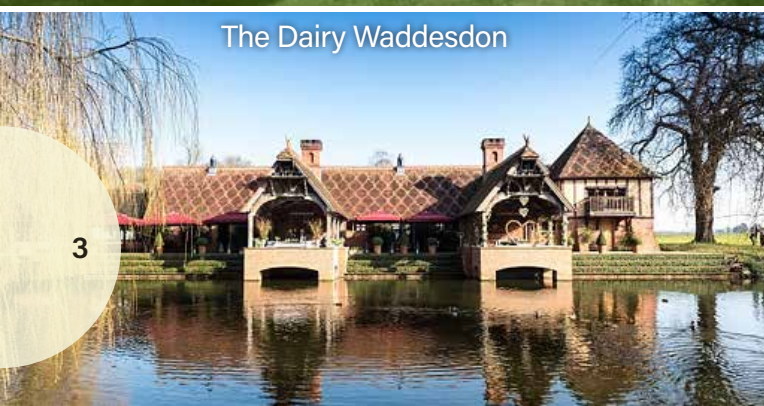


Marlow

Whatever the occasion, be it a wedding, civil partnership, renewal of vows or a naming ceremony, Buckinghamshire is sure to offer a location to suit you, your family and friends. You could choose a small intimate venue in a tiny hamlet or a grand stately home or manor house with sweeping grounds and ornate gardens steeped in history. Buckinghamshire is a county of contrasts with an abundance of history and heritage, culture and countryside.



Hampden House



The Dairy Waddesdon



Stoke Park



# Notice of Marriage & Civil Partnership



A civil ceremony can take place at a venue licensed by the local authority or in a Register Office of your choice.

In Buckinghamshire, we have almost 80 licensed venues to choose from, providing beautiful and stunning settings for civil marriages, civil partnerships and celebratory ceremonies.

Preparing for your wedding day is exciting with so many choices available. You may just want a small wedding with a simple ceremony, or you may want a theme to take account of the history and architectural style of the venue you have chosen. Perhaps you see yourself dressed in 18th Century style or maybe you see your guests enjoying the reception on the terrace of a country house.

Once you have chosen your venue and made a provisional booking you need to contact us to check the Registrars are available on the day and at the time you want. It is essential you do this before making any other arrangements.

Our Ceremonies Team can take bookings as far ahead as you wish to book. Contact the team by calling **01494 475092** or email **[ceremonies@buckinghamshire.gov.uk](mailto:ceremonies@buckinghamshire.gov.uk)**

Please note - you will need to make payment at the time of booking. You can marry or enter into a civil partnership on any day of the week, but we do not work on Christmas Day, Boxing Day or New Year's Day.

Before you can marry or enter into a civil partnership there are certain formalities which are required by law. You must both attend the Register Office in the district in which you live to inform them of your intention to marry or enter into a civil partnership. This is called giving notice (see page 5). A Notice of Marriage or Civil Partnership may be given up to 12 months in advance of the day.

# Notice of Marriage & Civil Partnership



You will each be required to attend in person to give an individual notice. If you both reside in Buckinghamshire then you can attend our Aylesbury, Buckingham or Beaconsfield Old Town offices to give notice. If you reside in separate registration districts, each of you will be required to give notice in the district in which you live. We are happy to advise you further on any of these matters.

Giving notice means declaring that you are both free to marry each other or enter into a civil partnership. You will need to provide certain documents at your appointment. You may give notice up to one year before the date of your ceremony. You will need to make an appointment at the Register Office in the district in which you live. If you live in Buckinghamshire you can book your appointment online at [www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings) or by calling **01494 475092**.

In Buckinghamshire a booking fee will be charged for your notice appointment, which will convert to the notice fee when you attend your appointment.

When you give notice the Registrar will ask questions about you and your partner. If you are not a British or EEA citizen, legislation will apply, so please contact us before you book your appointment.

At the time of booking your notice appointment, we will advise you which documentation to bring to your appointment. If you don't bring the correct documentation we will not be able to take your notice and a further appointment will need to be booked and a further fee paid.

To give a notice of marriage or civil partnership, you and your partner must have lived in England or Wales for at least seven clear days immediately before you give notice. If you are creating a residency, in this country you must give your respective notices to the Register Office before either of you leave the address where you have created your residency, be it in the same or different districts. It does not matter if either of you then move to a different address after this time. You must have been resident for seven clear days before giving notice.

After giving notice you must allow at least 28 clear days (or 70 days for some non-EEA nationals) before you can marry or enter into a civil partnership. Your marriage or civil partnership must then take place within 12 months of the date you gave notice, at the venue specified on the notice.

If you are under 18, you will need proof of your parents' or guardians' consent. They will need to complete a form which we will supply.

*"Lovely wedding ceremony,  
thank you so much"*





## YOUR EXCLUSIVE WEDDING

Celebrate your wedding in style with Bradmoor Farm Events, in our rustic barn down on the farm situated in the Chiltern Hills of Buckinghamshire.

We are a flexible venue that can accommodate intimate wedding, or cater for up to 260 seated comfortably and everything in between.

Holding your wedding and reception at Bradmoor Barn will allow you to enjoy your stress free day in comfort and style giving you the confidence that all your needs are met. We have an amazing range of wedding packages\*, so there is truly something to suit everyone. Each package gives you exclusive use of our event facility and bars along with landscaped garden/patio area for your guests to relax in. We can also discuss bespoke packages to ensure your day is everything you dreamed of.

\* Licence for civil ceremonies applied for.

## DO WE TICK YOUR BOXES?

Sole usage of main facilities and garden area

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Aylesbury HP17 8JX

**www.bradmoorfarm.co.uk**







# The Marriage Ceremony

This is your special day and there is no need to be nervous or worried about the ceremony; the Registrars are there to help and guide you through all you have to do. There are words prescribed by law which you must say, these words declare you are free to marry and contract your marriage.

There are three choices of the declaratory words and contracting vows. You will be asked to choose one set of words from each list below before the day. You cannot mix these words with any others.

If you would like to make extra vows to each other, we are happy to discuss this with you. We can provide you with examples of extra vows or you may wish to create your own. Please ensure the Registrar has seen these words before the ceremony. Any personal words or vows cannot be religious or have any connection with a religious marriage ceremony.

During the ceremony the Registrar will record the marriage in the marriage register which you and your witnesses must then sign. The Registrars will then sign the register and the marriage certificate will be presented. The ceremony will last for around half an hour.

When thinking about the number of guests that you will invite, please consider the size of the room and check that everyone will be able to hear the Registrar. We want all guests to be able to enjoy the ceremony and if you think that this may be a problem, please speak to your venue about this.

## DECLARATORY WORDS

***"I do solemnly declare that I know not of any lawful impediment why I, (your full name), may not be joined in matrimony to (your partner's full name)";***

*or*

***"I declare that I know of no legal reason why I, (your full name), may not be joined in marriage to (your partner's full name)";***

*or*

*by replying "I am" to the question*

***"Are you, (your full name) free lawfully to marry (your partner's full name)?"***

## CONTRACTING VOWS

***"I call upon these persons here present to witness that I (your full name), do take thee, (your partner's full name) to be my lawful wedded wife/husband";***

*or*

***"I, (your full name), take you (your partner's full name) to be my wedded wife/husband";***

*or*

***"I, (your full name), take thee (your partner's full name) to be my wedded wife/husband".***

*"Thank you so much  
for a perfect wedding"*



# Civil Partnership & Conversions

Here in Buckinghamshire we are delighted to offer civil partnerships to all couples. Couples can choose to have a simple signing appointment for their civil partnership which would be held in the Register Office in Aylesbury with only the couple and their two witnesses. Witnesses must be aged 16 or over, speak English and be able to understand their role at the signing appointment. A simple declaration will be either read, acknowledged or repeated by the couple before signing the civil partnership schedule. The civil partnership certificate will be sent to the couple by post afterwards.

We are also able to offer couples the opportunity of having a ceremony after their signing in either one of our registration offices or at one of our fantastic selection of licensed venues that we have in Buckinghamshire. We would be delighted to celebrate with couples by helping create a ceremony which is special and personal to them. Couples can choose to have special pledges and promises within their ceremony and exchange rings or gifts to mark their joining in civil partnership together. Couples can choose to have readings and also include special pieces of music that hold fond and treasured memories of their life together.

If couples have a ceremony they will also receive a commemorative certificate on the day as a keepsake of the special occasion.

## **Civil Partnership Conversions for Same Sex Couples**

Same sex couples only are now able to convert their existing civil partnership to marriage, provided they registered it in England and Wales, or overseas in a consulate or armed forces base where the civil partnership was registered according to the laws of England and Wales.

Opposite sex couples cannot convert their existing civil partnership to a marriage yet.

The process for converting a civil partnership to a marriage is as follows:

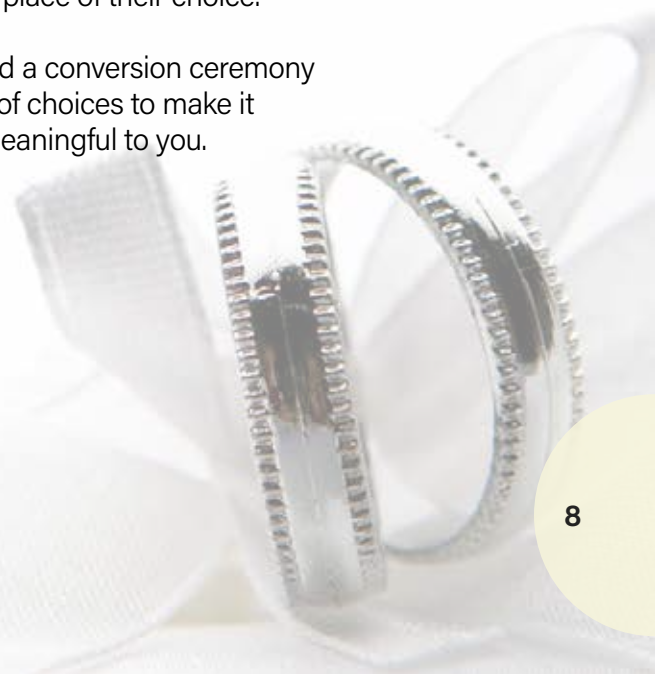
- The couple will need to attend a Register Office of their choice in person
- The couple will need to provide evidence of their identity and address (passport or birth certificate, current utility bill or bank statement) and their legal civil partnership certificate
- The civil partnership becomes a marriage when the couple sign a declaration. The declaration confirms that you have not dissolved your civil partnership and that you both wish to convert your civil partnership to a marriage.

The conversion to a marriage will be registered and marriage certificates will be issued for which there is a charge.

If you are in a civil partnership and are considering converting this to a marriage, please contact us for more guidance and information.

Couples don't need to go through a marriage ceremony to complete the conversion. However, couples can choose to have a non-official ceremony after the conversion at a place of their choice.

We have created a conversion ceremony containing lots of choices to make it personal and meaningful to you.





# Outdoor Weddings

All of us at Buckinghamshire Registration Service know how important your special day and ceremony is to you and your family and friends. We will do all we can to ensure that it lives up to your expectations.

The law of this country has restrictions on having a ceremony take place outside. All the legal requirements of a ceremony must be held within a permanent, immovable structure, with a fixed solid roof and solid floor.

This needs to be large enough to accommodate the couple, two Registrars, two witnesses and a table to prepare the paperwork.

Here in Buckinghamshire we recognise that couples want more flexibility with their ceremonies so we are able to offer wedding and civil partnership ceremonies which ensure your marriage or civil partnership is legal but also for you to have a ceremony where and how you want.

We offer a range of different packages providing freedom of location, time and design, in order to give you the ultimate choice for the most important day of your lives. If you want a ceremony in a particular venue that isn't licensed for a legal marriage, it is possible to have a brief legal ceremony in the Register Office, combined with a wedding celebration in the venue of your choice conducted by a professional Registrar. Visit

[www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings) to find out more about our packages.

If you have chosen a licensed venue but would like to have a ceremony in an unlicensed area or outside, we are happy to try and accommodate this. Please contact our Ceremonies Team at [ceremonies@buckinghamshire.gov.uk](mailto:ceremonies@buckinghamshire.gov.uk)

Outdoor ceremonies can only take place between 1st March and 31st October, weather permitting.

Whatever you would like, please call our Ceremonies Team on **01494 475092** to discuss what is possible and we will do our best to achieve this for you.

Please do remember, the weather does have its part to play on the day, so whilst we can all plan to be outside, arrangements would also need to be made to hold the ceremony indoors as a contingency.







# HAMPDEN HOUSE

Buckinghamshire



EXCEPTIONAL VENUE • EXCLUSIVELY YOURS

Set in 300 acres of privately-owned grounds in the heart of the Chiltern Hills, complete with parkland and tree-lined driveway, Hampden House is offered exclusively for your wedding day. With wedding day options ranging from all-inclusive to bespoke choices, the Hampden Wedding Team work with you to create your dream wedding day.

For further information please email [weddings@hampden.co.uk](mailto:weddings@hampden.co.uk) or alternatively visit our website: [www.hampdenweddings.com](http://www.hampdenweddings.com)



Tel: 01494 489042

Great Hampden, Near Great Missenden, Buckinghamshire HP16 9RD

## *Weddings at Denham Grove*

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Anniversaries, Christenings & Baby Showers**

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100 en-suite, family-friendly bedrooms, and leisure facilities



For more information  
please call

**01895 836 932**

or email

**weddings@  
denhamgrove.com**

**DENHAM** *Grove*





# Wedding Packages

*In Buckinghamshire we offer diverse packages designed for every style, budget and location. Each package represents a unique and individual offer that meets the needs of every couple as well as providing more choice and flexibility for ceremonies at licensed venues both inside and outside.*

## Diamond



**Diamond package really is what it says - an exciting, top-flight gem of a package which enables couples to create the day of their dreams built around a legal ceremony combined with a celebratory ceremony.**

- Diamond package gives couples the flexibility to legally marry as well as having a ceremony outside (weather permitting of course). The legal part could take place in the Register Office, followed by a celebratory ceremony outside at a licensed venue, a day or two afterwards. Alternatively, the legal part could take place with just the couple and their witnesses in a licensed room within the licensed venue and then move outside for their celebratory ceremony with their guests
  - Buckinghamshire Registration Service can consider outdoor ceremonies between 1st March and 31st October. To ensure the ceremony can go ahead regardless of the weather, we ask that all licensed venues and couples make plans for an alternative indoor room which can accommodate the number of guests, bride and groom plus the two Registrars
  - The team work to ensure the ceremony takes place exactly how the couple wants
- The Registrar will meet with the couple well ahead of the day itself, to discuss ideas and priorities so that they can design a totally bespoke ceremony built around individual needs and requirements
- The ceremony will be written and led by a Registrar who understands exactly what is wanted
  - Couples choose their legal declaratory words and contracting vows and can also add personal vows and ring promises which can be picked from a selection offered or written by themselves. The Diamond package includes readings chosen by the couple
  - Couples may choose their own music - live or recorded - to create the perfect atmosphere for their ceremony
  - A personalised copy of the marriage ceremony can be given to the couple to keep forever.

**Diamond package is the ultimate solution for couples who want a legal and tailored ceremony. The wedding can take place on any day of the year apart from Christmas Day, Boxing Day and New Year's Day and up to 7.00pm in the evening.**





## Ruby



**Ruby package is the ideal choice for couples wanting an exceptional event in their chosen licensed venue. With so many different venues throughout Buckinghamshire, couples are spoilt for choice.**

- The Registrar will contact couples in advance to introduce themselves and to ensure that the ceremony is personal and includes the preferred order of ceremony
- All Registrars write their own ceremonies, to ensure the couple enjoy an individual ceremony at the time and licensed venue of their choosing
- On the wedding day, two Registrars will arrive at the venue at least 30 minutes before the ceremony time to meet the couple and ensure that everything is in order
- The Ruby package provides a personal 30 minute ceremony where the couple choose their declaratory words and contracting vows (from a list of legally-required options), as well as additional personal vows and ring promises
- It offers a choice of readings (which need to be approved in advance) and also a formal 'giving away' if required
- Couples may choose their own music - live or recorded - to create the perfect atmosphere for their ceremony
- This package provides time and opportunity for photography before, during and after the ceremony, so the couple can be sure that every special moment of the day is captured.

**Ruby package combines maximum choice and flexibility at the couple's choice of licensed venue available on any day of the year apart from Christmas Day, Boxing Day and New Year's Day and up to 7.00pm in the evening.**



# Wedding Packages in Register Offices

## Sapphire



**Sapphire package offers flexibility with choices of times, vows, music and readings in our Register Offices. We welcome as many guests as the room of your choice allows, and is available every day in the Disraeli Room at Beaconsfield, Monday-Saturday in the John Hampden Room at Aylesbury, and Friday/Saturday/Sunday and Bank Holidays in Midsomer Court at Beaconsfield.**

- With this package, couples can arrive at the Register Office together or separately, for a ceremony which can last up to 25 minutes depending on what they want to include
- Couples can choose their own declaratory words and contracting vows from a selection of legal options. They can also exchange additional and, if desired, personally-written vows and ring promises
- A Sapphire ceremony allows couples to supply their own choice of music and the option of being formally given away should they wish
- A Sapphire package includes one or two readings which need to be approved in advance of the ceremony and also provides the opportunity for photographs.

## Emerald



**Emerald package gives couples a choice of Register Office ceremony rooms in three locations - Aylesbury, Beaconsfield Old Town and High Wycombe.**

**Emerald package is available at set times during the week only. Please contact the Ceremonies Team on 01494 475092 for more information.**

- The package comprises an intimate ceremony which lasts around 20 minutes and allows up to 10 guests including two witnesses
- Couples can arrive together or separately, and can choose their own declaratory words and contracting vows from a selection of three different legal options. They may also exchange rings with ring promises selected from three different choices
- The package offers music if required but does not include readings or additional vows.

## Pearl



- Pearl package is a statutory Register Office ceremony
- Pearl is offered on selected Tuesday mornings in Aylesbury and is subject to availability
- The only attendees are the couple and their two witnesses.

## CourtGarden house



Weddings, Big Parties & Celebrations  
At The Riverside Town Of Marlow

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email [venuesandevents@outlook.com](mailto:venuesandevents@outlook.com)

## Monkton Barn



EXCLUSIVE COUNTRY BARN, MARLOW  
Bespoke Weddings & Big Parties

01494 538726  
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email [info@monktonbarn.co.uk](mailto:info@monktonbarn.co.uk)

## Weddings at The Kings Hotel

Here to make your wedding perfect with every detail taken care of.

We are a stylish historical venue able to cater for both elaborate and intimate celebrations, with a team of dedicated professionals to help plan and organise your day.

As we are family owned and run, we can be flexible to your needs with a personal and friendly approach.

The Kings Hotel is licensed for civil celebrations, receptions & evening celebrations for up to 250 with comfortable rooms for your guests to stay in.

Please contact our events team to arrange a viewing of our 16th Century Coaching Inn with a modern chic interior and start to plan your bespoke wedding.



photos labelled GP: [www.graciousphotography.com](http://www.graciousphotography.com)

01494 609090 | [events@kingshoteluk.com](mailto:events@kingshoteluk.com) | [www.kingshoteluk.com](http://www.kingshoteluk.com)

Kings Hotel, Oxford Road, Stokenchurch, High Wycombe HP14 3TA



KINGS HOTEL



# Organising your Big Day

Whether you choose a Register Office or one of our licensed venues, there are many ways in which we can help to make your day special and personal.

Here are a few ideas you may wish to consider:

- **You may wish to follow the tradition of not seeing one another before the ceremony**
- **You may wish to be escorted into the ceremony room and/or formally given away by a person of your choice**
- **You may like to be attended by bridesmaids, flower girls and pageboys**
- **You may like to say additional vows to each other after the legal contracting words**
- **The marriage may be sealed by the giving and receiving of rings.**

We can provide music for ceremonies in our Register Offices. Alternatively you can provide us with music which has special meaning for you and your partner. The music may be live, on a CD or mobile device. Music can be played while your guests are arriving, as you walk into the room, when you are signing the register and at the end as you lead your guests from the ceremony room.

You may need to nominate someone to operate the music system. If you are getting married at a licensed venue please discuss your music requirements directly with them.

Another way to make a ceremony more personal is to include readings. You may have up to two readings during the ceremony and you may wish to ask one of your guests or a family member to do this for you. The suggested Order of Ceremony on page 16 shows where readings could be included.

You may use your own poetry or prose but for legal reasons, this, as with any music played, must not have any religious content or connotation. If you would like to include any of the ideas mentioned here, or if you have ideas of your own please contact us directly.

Please ensure you complete your online options form at least two months before your ceremony at [www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings) All fees for the ceremony are to be paid online four months before the date of your wedding or civil partnership

To help plan for your perfect day, visit [www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings) search our directory, showcasing a choice of excellent local wedding suppliers.

*"We were given a lovely service  
- Thank you"*



# Order of Ceremony

## Suggestions

A ceremony usually lasts around 30 minutes depending on the music, readings and poetry you include. Dependent on the package you chose, you may have up to two readings in your ceremony. Our suggested order of ceremony below shows the best places where these can go.

Please note, you cannot have any religious words, hymns or religious connotations in any part of your ceremony.

**Pre-arrival music**  
(approximately 15 minutes)

**Entrance music**  
(up to 2 minutes)

**Arrival of processional party**

**Welcome & Introduction**  
You could have a reading option here

**Legal statements**

**Declaratory words**  
You could have a reading option here

**Contracting vows**

**Additional vows**

**Giving/exchanging of rings**  
You could have a reading option here

**Signing of register with music**  
(approx 10 minutes)

**Photographs**

**Presentation of the certificate**

**Couple lead out**  
Exit music (approx 5 minutes)







## *The day of your Ceremony*

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We recognise that your ceremony is very special to both yourselves and your guests and we will always endeavour to provide the best possible service to reflect this. We may be performing a number of ceremonies on the same day and would ask for your co-operation to ensure that your ceremony starts punctually. This enables us to organise and perform your ceremony without the need to hurry and provides us with sufficient time to travel to the next ceremony.

The ceremony is attended by two Registrars; one to conduct the ceremony; the other is responsible for entering the marriage or civil partnership details into the register and ensuring the information is correct.

Prior to your ceremony you will be greeted by the Registrars for a brief meeting. This takes place to ensure that all your information previously given to the Registrar is up to date and correct on the day of the wedding.

These details are recorded in the register and on your certificate(s). This is a legal requirement.

If you are late arriving this may affect the amount of time we can devote to you, or even delay your ceremony until later in the day or an alternative day.

Additionally, the Registrar will ask each of you to give your father's full name and occupation. This can be your natural, legally adopted or step-father (if your step-father is, or has been married to your mother). These details will be recorded in the register and on your marriage certificate.

The Registrars will be happy to answer any last minute questions you may have about the ceremony or any of the other arrangements.

### Contacting you before the ceremony

If you are marrying in a licensed venue, the Registrar conducting the ceremony will be in touch during the week leading up to your big day to talk through your ceremony with you, offer advice and answer any questions.

### Arrival of Registrars

If your ceremony is in a licensed venue, the Registrars will arrive at least 30 minutes before the time of the ceremony.

### Seating

Please check with your venue the maximum number of people allowed in the civil ceremony room under their fire regulations.

Please note that the couple and two Registrars should be included in this number. Your Usher/s should arrange and direct your guests to any reserved seating.

### Confetti

Some venues may have restrictions on throwing confetti and we would ask that you check with them directly. Where possible please use biodegradable options.

### Witnesses

You will need to ask two people, who may be friends or relatives, if they will witness your marriage ceremony. Your witnesses must be at least 16 years old, speak English and be able to understand the ceremony and their role in it. They will also have to sign the register.

### Photos, Videos and Drones

Your guests are more than welcome to take photographs before, by arrangement during, and after the ceremony. If you would like someone to make a video recording, please let the Registrar know so a suitable position can be agreed. For safety reasons we cannot allow extra lighting and all the recording equipment must run on batteries. Drones are not permitted during the ceremony.

### Mobile phones and devices

Please ask your guests to turn mobile phones off or to silent, before coming into the ceremony room.

### Food and drink

Please also be aware that food and drink are not permitted in any of the ceremony rooms before or during the ceremony.

#### WEDDINGS AND CIVIL PARTNERSHIPS IN A LICENSED VENUE

Couples seeing each other before the ceremony or arriving together - we would ask that you are both available to see the Registrars at least 30 minutes before the ceremony start time.

Couples not seeing each other before the ceremony - one party must be available to see the Registrars at least 30 minutes before the ceremony start time. The other party must be available to see the Registrars at least 15 minutes before the ceremony begins.

#### WEDDINGS IN THE REGISTER OFFICE

Couples seeing each other before the ceremony - should arrive with your guests at least 20 minutes before the ceremony start time.

Couples not seeing each other before the ceremony - one party should arrive 30 minutes before the ceremony start time and the other party at least 15 minutes beforehand.

The Registrar or Usher will greet you on your arrival.





www.marionmasonimages.com

Our ceremony rooms, situated across the county, provide a wide-ranging and cost effective choice for couples who wish to get married in a Register Office.

The John Hampden Room and Dashwood Room are situated within busy town centres. There is no parking on site for either office but ample public parking is available close by.

### **The John Hampden Room** Aylesbury HP20 1XF

The John Hampden Room is on the ground floor of the iconic County Hall building in Aylesbury within the Buckinghamshire Register Office. Located in the town centre of Aylesbury, this room has excellent accessibility.

County Hall, a stone's throw from the historic Market Square, is home to the Register Office and our ceremony room, the John Hampden Room. This Grade II listed building, with its prominent stature provides a unique setting for your ceremony.

If you are searching for a town centre venue with a choice of local eateries and hotels for your celebrations, then the John Hampden Room may be the right choice for you. There is ample public parking available close by.

The John Hampden Room has seating for 50 people and this figure includes the couple, two Registrars, photographers/ videographers, live musicians and babies. These numbers cannot be exceeded due to fire regulations. The couple and guests are able to be dropped off outside the building, with public parking available close by.

Couples seeing each other before the ceremony should arrive with your guests at least 20 minutes before the ceremony start time. For couples not seeing each other before the ceremony, one party should arrive 30 minutes before the ceremony start time and the other party 15 minutes. Please wait in the reception area for someone to collect you.

### **The Dashwood Room** High Wycombe HP11 2DH

The Dashwood Room is situated on the mezzanine floor in High Wycombe library in the Eden Centre.

This ceremony room is ideal for a small and intimate ceremony. The room can seat 17 people and this figure includes the two Registrars, the couple and two witnesses. These numbers cannot be exceeded due to fire regulations. Ceremonies here are held on Wednesdays only. Parking is available in Eden Centre and other town centre car parks. Toilet facilities are available in the library.

Both Midsomer Court and The Disraeli Room are set in the beautiful and characterful Beaconsfield Old Town and are in a conservation area. Parking is free in Beaconsfield but it can be busy, particularly at weekends and Tuesday which is market day, so please ensure your guests are aware of this so they arrive in plenty of time for your ceremony.

### The Disraeli Room

Beaconsfield Old Town HP9 2JJ

For those who want a more traditional setting, we offer the Disraeli Room. This room has been sympathetically restored and undergone extensive refurbishment with original features being exposed, such as the beautiful high vaulted ceiling, which is wood panelled with intricate carving complete with two stunning chandeliers. The old and the new have been brought together to create a warm and inviting ambience.

The intimate room provides an excellent space for any couple who can choose to celebrate with up to 25 people including the two Registrars and two witnesses. These numbers cannot be exceeded due to fire regulations. The Disraeli Room is available everyday throughout the week.

The Disraeli Room is situated on the ground floor level with good access and general facilities. Outside, the courtyard is planted and there is an arbor where photographs can be taken.



### Midsomer Court

Beaconsfield Old Town HP9 2JJ

Our popular ceremony room in Beaconsfield Old Town, Midsomer Court holds up to 60 guests including two Registrars, the couple and two witnesses in a simple yet elegant setting for any ceremony. This light, airy room has been refurbished and decorated with tasteful simplicity providing ample natural light. Prior to its new role as a wedding venue, the building was used for filming the television series Midsomer Murders.

Midsomer Court is situated on the ground floor level with good access and general facilities. Outside, the courtyard is planted and there is an arbor where photographs can be taken.

We are also able to offer free Wi-Fi access for your ceremony in Midsomer Court. If you wish to use this, please advise the Ceremonies Team at the time of booking. Please note, you will need to provide your own mobile device to use the Wi-Fi.



photos: Jon and Michaela Photography

**Unfortunately we regret that confetti may not be thrown inside or outside any of the Register Offices.**



# Licensed Venues



- 1 Beaconsfield Old Town Registration Office**  
Midsomer Court & The Disraeli Room  
29 Windsor End, Beaconsfield HP9 2JJ  
01494 475092 [www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings)
- 2 Best Western Buckingham Hotel**  
A421 Ring Road, Buckingham MK18 1RY  
01280 825443 [www.bw-buckinghamhotel.co.uk](http://www.bw-buckinghamhotel.co.uk)
- 3 The Buckinghamshire Golf Club**  
Denham Court Drive, Denham UB9 5PG  
01895 835777 [www.buckinghamshiregc.com](http://www.buckinghamshiregc.com)
- 4 Buckinghamshire Railway Centre**  
Station Road, Quainton, Nr Aylesbury HP22 4BY  
01296 655720 [www.bucksrailcentre.org](http://www.bucksrailcentre.org)
- 5 Bucks County Museum Trust**  
Church Street, Aylesbury HP20 2QP  
01296 331441 [www.buckscountymuseum.org](http://www.buckscountymuseum.org)
- 6 Burnham Beeches Hotel**  
Grove Road, Burnham SL1 8DP  
01628 429955 [www.corushotels.com/burnham](http://www.corushotels.com/burnham)
- 7 Burnham Park**  
Windsor Lane, Burnham SL1 7HR  
01628 550380 [www.burnhampark.co.uk](http://www.burnhampark.co.uk)
- 8 Chartridge Lodge**  
Chartridge Lane, Chesham HP5 2TU  
01494 837484 [www.chartridgevenues.com](http://www.chartridgevenues.com)
- 9 Chenies Manor House and Gardens**  
Chenies WD3 6ER  
01494 762888 [www.cheniesmanorhouse.co.uk](http://www.cheniesmanorhouse.co.uk)
- 10 Chiltern Open Air Museum**  
Newland Park, Gorelands Lane, Chalfont St Giles  
HP8 4AB  
01494 871117 [www.coam.org.uk](http://www.coam.org.uk)
- 11 Cliveden House**  
Taplow SL6 0JF  
01628 668561 [www.clivedenhouse.co.uk](http://www.clivedenhouse.co.uk)
- 12 Court Garden House**  
Pound Lane, Marlow SL7 2AE  
01494 538726 [www.courtgardenhousevenue.co.uk](http://www.courtgardenhousevenue.co.uk)
- 13 Crazy Bear Hotel**  
Wycombe End, Old Beaconsfield HP9 1LX  
01494 673086 [www.crazybeargroup.co.uk](http://www.crazybeargroup.co.uk)
- 14 The Crowne Plaza Gerrards Cross**  
Oxford Road, Beaconsfield HP9 2XE  
01753 893891 [www.cp-gerrardscross.co.uk](http://www.cp-gerrardscross.co.uk)
- 15 Crowne Plaza Marlow**  
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01628 891010 [www.danesfieldhouse.co.uk](http://www.danesfieldhouse.co.uk)
- 17 Denham Grove**  
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01895 836932 [www.denhamgrove.com](http://www.denhamgrove.com)
- 18 De Vere Latimer Estate**  
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01494 545552 [www.devere.co.uk](http://www.devere.co.uk)
- 19 Dorney Court**  
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01628 604638 [www.dorneycourt.co.uk](http://www.dorneycourt.co.uk)
- 20 Dorton House**  
Dorton, Aylesbury HP18 9NG  
07850 891769 [www.dortonhouse.co.uk](http://www.dortonhouse.co.uk)
- 21 Fawley Hill Museum, Station and Woodland**  
Somersham Station, Fawley, Henley-on-Thames RG9 6JA  
01491 574873 [www.fawleyhill.co.uk](http://www.fawleyhill.co.uk)
- 22 Gerrards Cross Community Association (Colston Hall)**  
8 East Common, Gerrards Cross SL9 7AD  
01753 392400 [www.colstonhallgx.com](http://www.colstonhallgx.com)
- 23 Greenacres Chiltern**  
Potkiln Lane, Jordans, Beaconsfield HP9 2XB  
01494 872158 [www.greenacreswoodlandweddings.co.uk](http://www.greenacreswoodlandweddings.co.uk)
- 24 Grovefield House Hotel**  
Taplow Common Road, Burnham SL1 8LR  
01628 603131 [www.classiclodges.co.uk](http://www.classiclodges.co.uk)
- 25 Hampden House**  
Great Hampden, Nr Great Missenden HP16 9RD  
01494 489042 [www.hampdenweddings.com](http://www.hampdenweddings.com)
- 26 Harleyford Golf Club**  
Harleyford Estate, Henley Road, Marlow SL7 2SP  
01628 816161 [www.harleyfordgolf.co.uk](http://www.harleyfordgolf.co.uk)
- 27 Hartwell House**  
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- 28 Hazlemere Golf Club**  
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- 29 Hedsor House**  
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01628 819050 [www.hedsor.com](http://www.hedsor.com)
- 30 Henley Business School**  
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01491 418810 [www.hospitalityuor.co.uk](http://www.hospitalityuor.co.uk)
- 31 Holiday Inn, Aylesbury**  
New Road, Weston Turville, Aylesbury HP22 5QT  
01296 734000 [www.hiaylesburyhotel.co.uk](http://www.hiaylesburyhotel.co.uk)
- 32 Holiday Inn, High Wycombe**  
Handy Cross, High Wycombe HP11 1TL  
0871 942 9042 [www.hihighwycombehotel.co.uk](http://www.hihighwycombehotel.co.uk)
- 33 Horwood House Hotel**  
Mursley Road, Little Horwood MK17 0PH  
01296 722100 [www.horwoodhouse.co.uk](http://www.horwoodhouse.co.uk)
- 34 Kings Hotel**  
Oxford Road, Stokenchurch HP14 3TA  
01494 609090 [www.kingshoteluk.com](http://www.kingshoteluk.com)
- 35 Magnolia Park Golf & Country Club**  
Arncott Road, Boarstall HP18 9XX  
01844 239700 [www.magnoliaparkgolfhotel.co.uk](http://www.magnoliaparkgolfhotel.co.uk)
- 36 Manor Farm Barn**  
Marsh Gibbon, Nr Bicester OX27 0HN  
07479 196538 [www.manorfarmtythebarn.co.uk](http://www.manorfarmtythebarn.co.uk)
- 37 Missenden Abbey Conference Centre**  
London Road, Great Missenden HP16 0BD  
01494 866811 [www.missendenabbey.co.uk](http://www.missendenabbey.co.uk)
- 38 Monkton Barn**  
Monkton Lane, Marlow SL7 3RF  
01494 538726 [www.monktonbarn.co.uk](http://www.monktonbarn.co.uk)
- 39 Newland Park Manor**  
Gorelands Lane, Chalfont St.Giles HP8 4AD  
01494 874669 [www.newlandmanor.com](http://www.newlandmanor.com)
- 40 Notley Abbey**  
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- 41 Notley Tythe Barn**  
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- 45 Roux at Skindles**  
Mill Lane, Taplow, Maidenhead SL6 0AG  
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- 46 Silverstone Golf Club**  
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01280 850005 [www.silverstonegolfclub.co.uk](http://www.silverstonegolfclub.co.uk)
- 47 Stoke Park**  
Park Road, Stoke Poges SL2 4PG  
01753 717188 [www.stokepark.com](http://www.stokepark.com)
- 48 Stoke Place Hotel**  
Stoke Green, Stoke Poges SL2 4HT  
01753 560218 [www.stokeplace.co.uk](http://www.stokeplace.co.uk)
- 49 Stowe House**  
Stowe, Buckingham MK18 5EH  
01280 818280 [www.stowe.co.uk](http://www.stowe.co.uk)
- 50 Stowe Landscape Gardens**  
The National Trust, Stowe, Buckingham MK18 5EQ  
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- 51 Taplow House Hotel**  
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01628 670056 [www.taplowhouse.com](http://www.taplowhouse.com)
- 52 The Akeman Inn**  
Kingswood, Aylesbury HP18 0QJ  
01296 770318 [www.akemaninnkingswood.co.uk](http://www.akemaninnkingswood.co.uk)
- 53 The Bedford Arms Hotel**  
Chenies WD3 6EQ  
01923 283301 [www.bedfordarms.co.uk](http://www.bedfordarms.co.uk)
- 54 The Bell Hotel**  
Market Square, Winslow MK18 3AB  
01296 714091 [www.thebell-hotel.org](http://www.thebell-hotel.org)
- 55 The Bull Hotel**  
Oxford Road, Gerrards Cross SL9 7PA  
01753 885995 [www.sarova.com](http://www.sarova.com)
- 56 The Crown Inn**  
16 High Street, Old Amersham HP7 0DH  
01494 721541 [www.thecrownamersham.com](http://www.thecrownamersham.com)
- 57 The Dairy Waddesdon Manor**  
Queen Street, Waddesdon, Aylesbury HP18 0JW  
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- 58 The Five Arrows Hotel**  
High Street, Waddesdon HP18 0JE  
01296 651727 [www.fivearrowshotel.co.uk](http://www.fivearrowshotel.co.uk)
- 59 The John Hampden Room**  
County Hall, Walton Street, Aylesbury HP20 1XF  
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- 60 The Kings Chapel**  
30 High Street, Old Amersham HP7 0DJ  
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- 61 The Langley**  
Avenue Drive, Uxbridge Road, Iver SL3 6DU  
0207 236 3636 [www.thelangley.com](http://www.thelangley.com)
- 62 The Library**  
5 Eden Place, High Wycombe HP11 2DH  
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- 63 The Pavilion at Lane End**  
Church Road, Lane End, Nr High Wycombe HP14 3HH  
01494 881171 [www.thepavilionuk.com](http://www.thepavilionuk.com)
- 64 The Pinewood Hotel**  
Wexham Park Lane, George Green, Slough SL3 6AP  
01753 896400 [www.pinewoodhotel.co.uk](http://www.pinewoodhotel.co.uk)
- 65 The Red Lion Hotel**  
9 High Street, Wendover HP22 6DU  
01296 622266 [www.redlionhotelwendover.co.uk](http://www.redlionhotelwendover.co.uk)
- 66 Sefton's Barn**  
The Horse Trust, Slad Lane, Speen, Princes Risborough  
HP27 0PP  
01494 488464 [www.horsetrust.org.uk](http://www.horsetrust.org.uk)
- 67 The Stone Barn**  
Huntsmill Farm, Shalstone MK18 5ND  
01280 704852 [www.huntsmill.com](http://www.huntsmill.com)
- 68 The Woodland Lodge**  
Lime Avenue, Fawley RG9 3AP  
01491 635726 [www.culdenfawestate.com](http://www.culdenfawestate.com)
- 69 The Tudor Barn**  
Britwell Road, Burnham SL1 8DF  
01628 664660 [www.tudorbarnweddings.co.uk](http://www.tudorbarnweddings.co.uk)
- 70 Villiers Hotel**  
3 Castle Street, Buckingham MK18 1BS  
01280 822444 [www.villiers-hotel.co.uk](http://www.villiers-hotel.co.uk)
- 71 Waddesdon Manor**  
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01296 653216 [www.waddesdon.org.uk](http://www.waddesdon.org.uk)
- 72 West Lodge Hotel**  
London Road, Aston Clinton, Aylesbury HP22 5HL  
01296 630362 [www.westlodge.co.uk](http://www.westlodge.co.uk)
- 73 West Wycombe Park**  
West Wycombe Estate, West Wycombe HP14 3AJ  
01494 524411 [www.westwycombeestate.co.uk](http://www.westwycombeestate.co.uk)
- 74 Winters Tale Country Barn**  
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01296 738040 [www.winterstalecountrybarn.co.uk](http://www.winterstalecountrybarn.co.uk)
- 75 Wormsley Estate**  
Stokenchurch HP14 3YG  
01494 484443 [www.wormsley.com](http://www.wormsley.com)
- 76 Wycombe Abbey School**  
Abbey Way, High Wycombe HP11 1PE  
01494 897033 [www.wycombeabbey.com](http://www.wycombeabbey.com)
- 77 Wycombe Heights Golf Centre**  
Rayners Avenue, High Wycombe HP10 9SZ  
01494 816686 [www.wycombeheightsgc.co.uk](http://www.wycombeheightsgc.co.uk)
- 78 Wycombe Museum**  
Priory Avenue, High Wycombe HP13 6PX  
01494 957210 [www.wycombemuseum.org.uk](http://www.wycombemuseum.org.uk)
- 79 Wycombe Swan Theatre & The Old Town Hall**  
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# Wedding & Civil Partnership Open Days

The Beaconsfield and Aylesbury Register Offices regularly open their doors so couples can view the ceremony rooms, make bookings and meet the staff who may be conducting the ceremony.

Our Registrars are on hand to talk to you about your wedding ceremony, check available dates and answer any questions you might have.

Buckinghamshire Registration Service conducts and registers more than 1800 weddings a year, in its Register Offices in Beaconsfield Old Town, High Wycombe and Aylesbury as well as around 80 varied and unique licensed venues across the county.

For details of Licensed Venue Wedding Events and Open Days plus Buckinghamshire Registration Service Open Days, please visit our website:  
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# Celebratory Ceremonies

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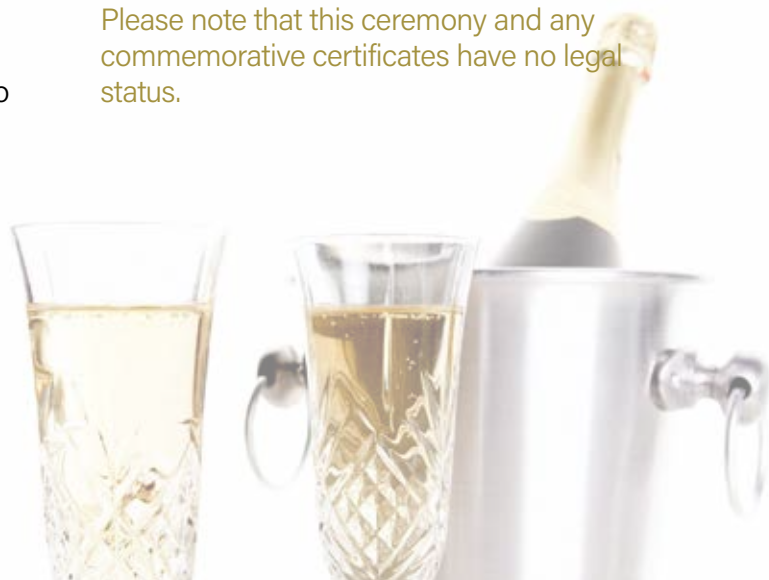
We are also delighted to be able to offer our range of celebratory ceremonies here in Buckinghamshire.

These are civil ceremonies which are non-statutory and may be held in our Register Offices or in any of the licensed venues in Buckinghamshire. We are also able to hold these in venues which are not licensed, subject to inspection and agreement.

When thinking about the number of guests that you will invite, please consider the size of the room and check that everyone will be able to hear the Registrar.

We want all guests to be able to enjoy the ceremony and if you think that this may be a problem, please speak to your venue regarding amplification.

Please note that this ceremony and any commemorative certificates have no legal status.



# Commitment Ceremonies

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A Commitment Ceremony gives couples an opportunity to celebrate their commitment to each other, without entering into a legally recognised marriage or civil partnership.

These ceremonies provide an opportunity for couples to make a public declaration of their life-long commitment and love for each other. The occasion can be shared with family and friends, or the ceremony can be held privately without guests and at any venue of your choice.

You can make your ceremony personal to you, and may like to consider showing

your commitment by reflecting on your life together by making heartfelt and meaningful vows to each other and exchanging rings and/or gifts. You could also include readings, music, speeches by guests and acknowledge and include your children.

You will receive a commemorative certificate as a keepsake of the ceremony.

Please note that this ceremony and any commemorative certificates have no legal status.





[www.wallingfordportraits.co.uk](http://www.wallingfordportraits.co.uk)

## Renewal of Vows

These celebrations are for couples at any stage of marriage or civil partnership wishing to renew their vows or pledges in a unique ceremony. They are often linked to special wedding or civil partnership anniversaries, but are equally appropriate for newly-weds wishing to celebrate with family and friends after a marriage abroad or couples wishing to renew their commitment to each other.

The ceremony will give an opportunity for the special people in your lives to take part, including your children, guests who were present at the original ceremony and other friends and family.

Your Registrar will happily assist you as you consider your selections to create a unique ceremony reflecting your personal commitment to one another.

Your ceremony provides for an introduction and welcome, readings and music, an acknowledgement of any children of the marriage, the renewal of your vows or pledges, giving of new ring(s) or gifts, or you may wish to choose to rededicate your original rings.

The ceremony will then conclude with your chosen words.

It may be that you or a guest may wish to reflect on your life together or the memories of your original ceremony. You may choose to select witnesses to sign the commemorative certificate which we will give to you as a reminder of the day.

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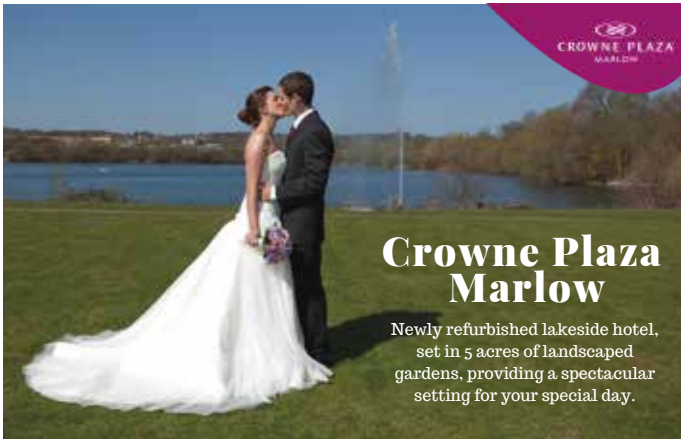
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## *Naming Ceremonies*

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There may be a variety of reasons why you would want to choose a naming ceremony; you may want to welcome a newborn child into your family or welcome a step or adopted child.

A naming ceremony provides you with an opportunity to celebrate their life and choose guiding adults/mentors who will enhance the life of your child and who will take a special interest in them and all that they do. Or you could use the ceremony to simply mark the names you have chosen and perhaps give the reasons behind your choice.

Whatever the reason, our Registrars will offer you a professional and personal service, and our aim is always to make your ceremony truly memorable and meaningful, ensuring a perfect occasion. You may like to consider combining a naming ceremony with a wedding or a renewal of vows ceremony.

Every ceremony allows you to choose readings and the promises made by the parent and guiding adults/mentors. You may also wish to involve grandparents, present a gift to your child and mention guests who are unable to attend.

Perhaps you would also like to involve friends or family who wish to specifically express their hopes and wishes for your child's future. There will be opportunities for music and reflection and the ceremony provides a unique opportunity for everyone to feel involved, as they pledge their love and support for the family and particularly for your child.

Your Registrar will assist you to plan your ceremony and at the end you will be presented with a commemorative certificate as a permanent record of the day.

Please note that this ceremony and any commemorative certificates have no legal status.

*“Just a super service -  
so easy and very efficient.  
Thanks so much”*



# Citizenship Ceremonies

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Citizenship ceremonies are the final step in the process for people who have been successful in gaining British Citizenship.

Successful applicants aged 18 or over have to take part in a ceremony where they swear or affirm an Oath of Allegiance to Her Majesty the Queen and pledge loyalty to the United Kingdom. It is a way of formally welcoming new citizens into our community. There is no legal requirement for those under 18 to attend, however they are welcome to attend to receive their certificate.

Ceremonies in Buckinghamshire are held in central Aylesbury on most Tuesday afternoons. A Registrar leads the ceremony with a short welcome and is followed by a speech from the local dignitary who speaks on behalf of the local community and the Queen. Each citizen must then take the Oath and Pledge of Allegiance. They may swear or affirm the oath depending on personal wishes and religious beliefs.

Each citizen is presented with a Certificate of Naturalisation by the local dignitary, the National Anthem is played and the new citizens are given a welcome pack from the Home Office.

After the ceremony there is an opportunity to buy photos as a memento of the occasion.

Alternatively, you are welcome to book a private ceremony in one of our licensed venues or in our own ceremony rooms for an individual or family, for which there will be an additional fee.

For further information about any of the above please call us on **01296 382604**.

Email:  
**[registrationservice@buckinghamshire.gov.uk](mailto:registrationservice@buckinghamshire.gov.uk)**  
or visit our website:  
**[www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings)**

# Religious Marriages

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If you are planning a Church of England wedding you should contact the vicar of the parish where you wish to marry and your own vicar if different.

If either party is a non-EEA national wishing to marry in any church, please contact us for advice on how to proceed.

If you want to be married in the church of another Christian denomination or in the church or building of another religion, you must give Notice in the same way as for a marriage in a Register Office or licensed venue.

If the church in which you intend to marry is not in the district where you live, it must be the usual place of worship for one or both of you. If this is not the case, you will need to create a residence in that district – please phone us for advice on this.

# WEDDINGS

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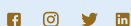
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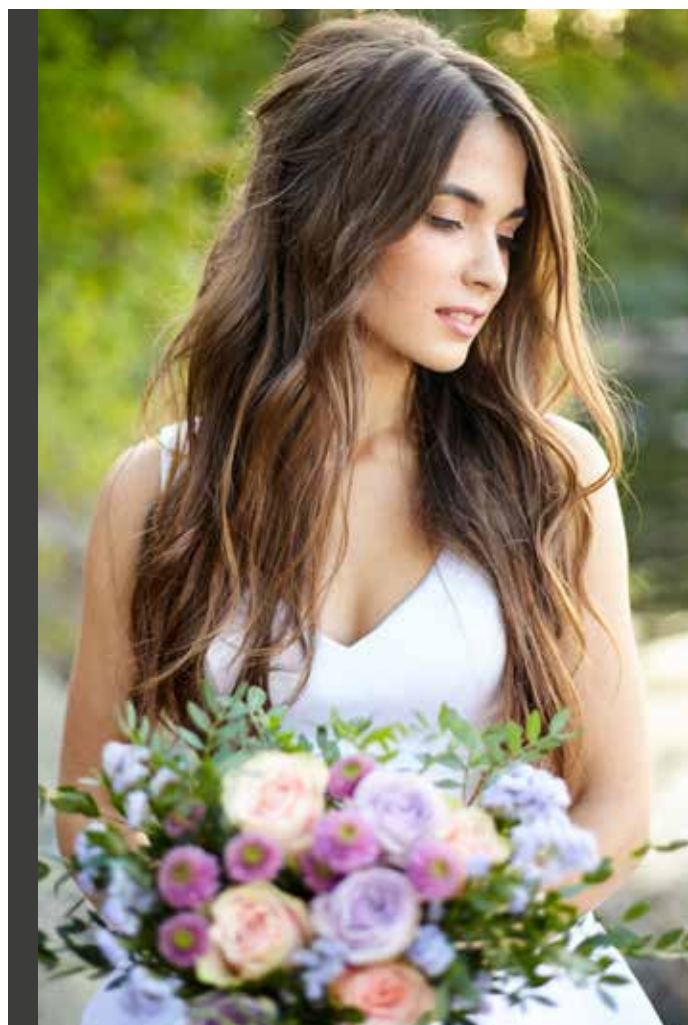


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If you'd like to advertise in the next publication of our informative ceremony guide, please get in touch with Julie Morris at Crystal Publications.

She'll be happy to help.

This guide celebrates the best that Buckinghamshire has to offer and is given to every prospective bride and groom by the Registration Service. Julie will be able to discuss the best way to promote your own wedding business, no obligation. Get in touch with her at:

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# *Re-registration*

## *of your children*

According to law, a child's birth will need to be re-registered if the parents have married or formed a civil partnership with each other since the birth. At this time, a new birth record will be created showing the child as a child of the parents' marriage or civil partnership. It will replace the original registration and all future copies of the birth certificate will be issued from this new record.

To complete the re-registration process, both parents need to fill in a form which can be obtained from [www.gov.uk/government/publications/application-to-re-register-a-childs-birth-following-marriage-of-natural-parents](https://www.gov.uk/government/publications/application-to-re-register-a-childs-birth-following-marriage-of-natural-parents)

Once you have both completed and signed the form and submitted a copy of your marriage or civil partnership certificate to us, we will process the application and contact you to book an appointment to make the re-registration.

If you have moved since your child was born, you do not have to return to the same Register Office where you originally registered your child's birth. Your local Register Office will take all the relevant information from you and forward it on your behalf to the Register Office holding the original birth entry for processing. The new birth certificate will then be sent to you.

Only one parent needs to attend the re-registration appointment and there is no charge for this service. The only charge you will incur is if you wish to purchase a new full birth certificate for your child which you will need for official purposes, e.g. passport application.



# Changes to your passport

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There are many things to organise when you are getting married - don't forget to notify the Passport Office if you are changing your name.

You have the option to travel in your new married name and have your passport updated to show this. You can change your passport details to add what your new married name will be, up to three months before your wedding. Please note you will not be able to travel or use your passport until the actual day of your wedding if you decide to do this.

You need to complete a PD2 form and this can be downloaded from

[www.gov.uk/changing-passport-information](http://www.gov.uk/changing-passport-information)

Send the completed PD2 form into the Register Office for the Registrar marrying you. You should then send the PD2 form, together with your passport and passport application form, to the Passport Office for the changes to be made.

Please note a small fee is chargeable by the Registration Service for completion of the PD2 form. Please also remember any flight bookings need to be in the name on your passport at the time of travelling.





# Customer Service Standards

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Your ceremony is very important to us and we strive to provide a professional and personal service at all times. We aim to achieve this by offering the following:

- If you visit our office with an appointment, you will be seen within ten minutes of your appointment time
- If you visit our office without an appointment, you will be seen within one hour of your arrival if possible, or at a later time, which is mutually convenient
- All letters and office e-mails not requesting copy certificates will be acknowledged within one working day of receipt
- Copy certificates will be issued within 15 working days from the day of receipt. An express, 24 hour service is also available for an additional fee per application
- We will arrive at the venue for your civil ceremony at least 30 minutes before the start time.

We regularly consult our customers and over the last 12 months, 98% of our customers have been more than satisfied with the way we have treated them and delivered our services.

Our aim is to make your celebration as memorable and as special as possible and we look forward to meeting you soon.

On behalf of Buckinghamshire Registration Service, we would all like to take this opportunity to wish you a wonderful celebration! We always welcome your comments and suggestions and you can let us have these by letter, email, by telephone or in person.

**Registration Service Manager,  
Buckinghamshire Registration Service  
Walton Street Offices,  
Aylesbury, HP20 1XF**

**[registrars@buckinghamshire.gov.uk](mailto:registrars@buckinghamshire.gov.uk)  
[www.buckinghamshire.gov.uk](http://www.buckinghamshire.gov.uk)**

## Fees & Cancellation Policy

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All fees are payable at the time of your booking. Your booking cannot be made without payment.

Please note our fees increase annually on 1st April. Check our website for the correct fee payable for your ceremony.

In the unfortunate event that you need to cancel your ceremony, you will be required to notify us in writing as soon as possible. The amount you will be refunded depends on the amount of notice of the cancellation provided. Should you cancel with us within 14 days of booking your ceremony you will be refunded the ceremony fee in full. In all cases the relevant date is the original date that the ceremony was booked for, unless the date of your ceremony has been brought forward from the original date - in these cases the relevant date will be that of the new ceremony.

- More than four months notice of cancellation prior to the ceremony you will receive a full refund of the balance fee (less the non-refundable booking fee)
- Between four months and three months notice of cancellation prior to the ceremony date you will receive a 50% refund of the ceremony fee (less the non-refundable booking fee)
- Less than three months notice of cancellation prior to the ceremony date (or failure to cancel in writing) there will be no refund.

Please note, if you have to cancel your ceremony, an administration charge will be deducted from any monies being refunded which is in addition to the non-refundable booking fee.

For all fees and full details of our terms and conditions please visit  
**[www.buckinghamshire.gov.uk/weddings](http://www.buckinghamshire.gov.uk/weddings)**

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Buckinghamshire Register Office,  
Walton Street Offices,  
Walton Street, Aylesbury,  
Buckinghamshire HP20 1XF

Beaconsfield Old Town Registration Office  
29 Windsor End,  
Beaconsfield,  
Buckinghamshire HP9 2JJ

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