

Celebrate

The essential guide to planning
your ceremony in Barnet





www.alexaloy.com

Introduction

Barnet is a vibrant, diverse and successful city-suburb of London with big ambitions. It is an ethnically diverse area and is one of the most religiously diverse boroughs nationally. We are the second largest London Borough by population and a desirable leafy suburb with over 200 parks, 36,000 street trees and 36% undeveloped land.

Barnet is home to the Hendon Aerodrome – the birthplace of British aviation and now RAF Museum. Finchley, the borough's most famous area, is home to the Jewish Museum, which traces the social history of Jewish immigration and settlement in London. There is also a moving Holocaust Education Gallery. Finchley is also becoming a focal point for the Japanese community. Minutes from the North Circular lies the Welsh Harp Nature Reserve and Reservoir, featuring Britain's first artificial bat cave. The area has also been designated a site of Special Scientific Interest.

We are delighted that you have chosen to have your ceremony in Barnet. Your wedding day will be one of the most memorable days of your life and a special occasion

for your friends and family. Our role at Barnet is to make your day as unforgettable and special as possible.

Within these pages you will find information and advice about getting married or joining in civil partnership. It includes some important information about the legal preliminaries to marriage and civil partnership which must be carefully considered.

This guide aims to make the process as simple and efficient as possible. The Barnet Registration and Nationality Service strive to provide a high quality service to its customers and we are happy to receive comments and suggestions from you to make improvements where possible.

We hope that you find this guide useful and that it answers most of your questions. If you require further information you can either come in and see us at Barnet Register Office or telephone us on 020 8359 6400. Alternatively, you can also find information on our website at www.barnet.gov.uk or email us at barnetreg@brent.gov.uk



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Ceremonies in *Barnet*

Most people do not visit the registration service very often in their lives, but when they do it is usually for a very significant reason. The information which follows answers some of the most common questions we are asked at Barnet Registration and Nationality service in regards to marriage and civil partnership.

What is a Civil *Marriage?*

A civil marriage is a non-religious ceremony between a man and woman or two people of the same sex. Two registration officers are in attendance: one to conduct the ceremony, and one to register the marriage.

You may have a civil marriage ceremony in any register office or at any approved venue of your choice in England or Wales. A complete list of venues in England and Wales is available from www.gov.uk. Barnet has a number of approved premises, details of which are included in this brochure.

Approved premises are locations licensed by the local authority for the celebration of civil marriages.

What is a Civil *Partnership?*

A civil partnership is a written contract formed between two people of the same sex. You may contract a civil partnership in any registration office or approved premises of your choice in England and Wales. A civil partnership can involve simply signing the legal paperwork, or can be a ceremony, giving couples the opportunity to formally pledge love and commitment to each other, depending on the couples' wishes.



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How Do I Make The *Arrangements?*

In order to have a civil marriage or join in civil partnership, a legal notice of intention is required. Where this takes place will depend on the nationality of the couple. If both parties are nationals of a country within the European Economic Area (E.E.A) they must attend their interviews for notice of marriage or civil partnership at the register office in the district in which they have lived for seven days prior to the interview. If both parties live in the same district they may attend their local register office together but can attend separately if this is more convenient.

If one or both parties are nationals of a country outside the E.E.A., the couple must give their legal notice of intention together at the same office at the same time. This must be in one of the 76 designated register offices in England and Wales, of which Barnet is one.

Those coming from abroad to give notice of marriage in England and Wales must provide evidence of seven clear days residence.

Before you attend your notice appointment you must know where you intend to marry. You should normally make a provisional booking at the place in which you want your ceremony before attending your notice appointment to ensure that you can get the date and the time you want.

If you are having a religious marriage in a Church of England church, the vicar will normally 'call banns' which means that you will not need to give legal notice of intent to marry at the register office. If you are under immigration control please contact your local registration office for advice.

If you are having a legal religious marriage of any other denomination, you will both need to give legal notice of intent to marry at a register office. The venue should normally be where either party usually worships, or should be in the area where either party lives.

While there are restrictions on where you can give notice of intent, there are fewer restrictions on where the ceremony can actually take place.

If you want to have your ceremony in the Barnet Register Office you can make a provisional booking in person, or by phone, even if you don't live in the borough. Notices of marriage are taken by appointment only and a notice fee is payable at the time of booking. We will inform you what documentation is required by each party to marriage or civil partnership at the time of appointment booking. Bookings cannot be taken by proxy; appointments can only be booked directly by one of the partners to marriage or civil partnership.

If you need to cancel your appointment this must be done seven days before the notice appointment. If the appointment is not cancelled seven days in advance the fee you have paid will not be refundable.

How to give notice of marriage for couples getting married *abroad*

If a British subject is getting married to a foreign national in a foreign country, only the British subject is required to give notice at the register office for the area in which they have seven days lived for before giving the notice. A certificate of no impediment is then issued 28 clear days after the notice.

In circumstances where two British subjects are getting married in a foreign country and both live in England and Wales, notice of marriage must be given by both parties in the boroughs in which they have lived for the seven days before giving the notice. The certificates of no impediment will be issued 28 clear calendar days from the date on which the notices were given.

There is a limited facility for giving notice of marriage in circumstances where two British subjects are getting married in a British Commonwealth country. For further advice please contact Barnet Registration and Nationality Service.

Do I qualify for a marriage/civil *partnership?*

Everyone has the right to marry or join in civil partnership in this country. However, there are a few conditions that must be met. These affect when and where you can get married.

The length of time you have lived at your current address: The couples must both live within a district in England or

Wales for seven clear days immediately before the notice of intention can be given. This can be at the same address or different. Evidence of address for each party must be provided when attending the notice of intent interview. Examples of proof of address are bank statements and utility bills. These documents must be dated no more than three months before the notice of marriage appointment.

Your marital status: both parties must be free of any previous marriage or civil partnership irrespective of whether that marriage or partnership took place in this country or anywhere else in the world. If either party has been married or joined in partnership in the past, written proof must be shown that this marriage has ended, through death, divorce, or annulment.

Your age: both parties must be over 18 years old to marry or join in civil partnership without the consent of their parents. If either party is between 16 and 18 years old it will be possible to marry or join in partnership provided appropriate written permission has been provided by either both parents or alternatively persons with parental responsibility.

How quickly can I get married/join in civil *partnership?*

The law requires that you can only be married or joined in civil partnership a minimum of 28 clear days from the date on which both persons give legal notice of their intention. Once you have had your interview you must marry or join in partnership within one year of the date of your interview, but not within the first 28 days. Your legal notices of intent will expire one year from the date they were given. In exceptional circumstances it may be possible for the 28 day notice to be reduced but it is unusual for permission to be granted.

If one or both parties to the marriage are subject to immigration controls the notice of marriage information will automatically be referred to the Home Office.

If the Home Office wants to make further enquires they have the right to extend the notice period from 28 days to 70 days. We therefore recommend that the marriage is not booked before 70 days have expired in cases where the couple has been advised that their notice has been referred to the Home Office.





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What if we would like our own traditional religious *Ceremony?*

The Barnet Registration and Nationality Service welcome the cultural diversity of the Borough and understand the importance of different religious or cultural ceremonies. However, if these are not recognized under UK law, you will also need to go through the civil registration process. The civil ceremony should always take place before the religious ceremony. If it is on the same day, the civil ceremony must not take place in the same room as the religious proceedings. Please contact the register office for more information.

What documents do I *need?*

This will depend on the nationalities of both parties. In all cases, the couple must provide evidence of their identity and proof of nationality. The best possible document for this purpose is a passport. However, if you were born in this country before 1983 and you don't have a passport you may be able to produce your birth certificate to prove your nationality. Please contact us for advice on which documents are suitable.

If you have ever been through any type of marriage previously, in this country or in another country, you also need to produce evidence that marriage has ended. If your previous partner has died you need to bring a certified copy of the death certificate

issued by the registration authorities for the country in which the death occurred. You may also need to supply your previous marriage certificate. If you were divorced you need to produce the original documentation from the courts of the country in which you were divorced. It may be necessary to produce an English translation of this document if it is in a foreign language.

If you do not bring all of the necessary documents with you, you may not be able to give your notice of intent and may be asked to come back and make an appointment for another day.

When will we get our *certificates?*

You will receive your marriage certificates on the day of the ceremony, additional copies can be purchased at this time, or anytime in the future.

Will I have to change my *name?*

There is no legal requirement for any party to change their name; it is purely a personal choice. If either person wishes to change their name they should simply advise those organisations concerned, for example the bank, insurance company and their employer. On the day of the ceremony both parties must sign their usual signature regardless of any name change they wish to make in the future.



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What should we do if we get married/join in partnership after having *children?*

You will need to apply for a re-registration of the child's birth under Section 14 of the Births and Deaths Registration Act. You can obtain a form for this purpose from the registration service. The form needs to be completed and signed by both parents. One parent can attend the register office, bringing the completed form and marriage certificate/civil partnership certificate. The birth will then be registered again in the presence of a registrar. You can then purchase certified copies of the re-registered entry.



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Making your ceremony *special*

Many couples want to make their day memorable and a personal occasion. We are here to provide a friendly and welcoming atmosphere to ensure that you get the wedding ceremony that you want.

Whether you want your ceremony to be short and simple, or personalised with additional declarations to each other, poetry readings and music, we will try and make your ceremony an occasion to remember. However, you must remember that the law does not allow you to include anything religious in a civil ceremony.

The marriage room at Barnet Register Office is equipped with a sound system on which you can play the music of your choice. We are happy to advise you on what would be appropriate.

The standard civil ceremony is very simple and we realise that some couples will want to include declarations that are meaningful to them. If you decide to take up the option of extending your ceremony we ask you to provide the additional wording at least two weeks in advance of the ceremony. You can send this via email to barnetreg@brent.gov.uk, bring it in person or send through the post.



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Approved *Premises*

The Oak Room, Barnet Register Office, 182 Burnt Oak Broadway, Edgware, London, HA8 0AU.
tel: 020 8359 6400

Stephens House and Gardens (Avenue House), East End Road, Finchley, London, N3 3QE.
tel: 020 8346 7812

Cavendish Banqueting Suite, The Hyde, Colindale, London, NW9 5AE.
tel: 020 8205 5012

Crown Moran Hotel, 142-152 Cricklewood Broadway, London, NW2 3ED.
tel: 020 8452 4175

Hendon Hall Hotel, Ashley Lane, Hendon, London NW4 1HF.
tel: 020 8457 2500

Hendon Town Hall, The Burroughs, Hendon, London NW4 4BG.
tel: 020 8359 6397

The Haven Bistro and Bar, 1363 High Road, Whetstone, London, N20 9LN.
tel: 020 8445 7419

The Adam & Eve, The Ridgeway, Mill Hill, London NW7 1RL.
tel: 020 8959 1553

GreenVue, Mill Hill Country Club, Burtonhole Lane, Mill Hill, London NW7 1AS.
tel: 020 8588 9651

The Ariana Banqueting Hall, North London Business Park, Oakleigh Road South, London N11 1GN.
tel: 020 8368 4716

Register *Office*

The Register Office situated at 182 Burnt Oak Broadway, is modern, attractive and holds up to 70 guests. There is ample car parking facilities and the location is easily accessed, being situated on Edgware Road. Our disabled customers and those with young children are catered to with toilet and changing facilities, ramps, parking and wide doors and an induction loop in every room.

A music system is installed and you can bring your own iPod, CD, USB or alternatively you may choose from our own selection. You may arrange your own video subject to common sense rules (we cannot provide power). A very special feature at the office is our landscaped garden - providing a private place, space and time for your souvenir photography.

You may arrange a ceremony on any day of the year including Sundays and Bank Holidays the only exceptions being Good Friday and Christmas Day. The fees vary but are very competitive: please ask the Registrar or contact the office on 020 8359 6400 for details.

Oakington Manor

(Licensed for Civil Ceremonies)

Oakington Manor is the ideal venue to host a special occasion, and has been regularly hired over the last fifteen years for wedding receptions and Hindu weddings.

The Main Hall at Oakington Manor, a stylish setting for your special day, is also licensed for civil marriage ceremonies. You can hold your civil marriage ceremony with a Brent Registrar together with your wedding reception all on the same day, and under the same roof. 450 guests can be seated at banqueting tables.

The venue is adaptable and can cater for small gatherings or celebrations for up to 800 guests; the car park area can accommodate up to 350 family cars, and there is the added bonus of CCTV protection across the site for your peace of mind.

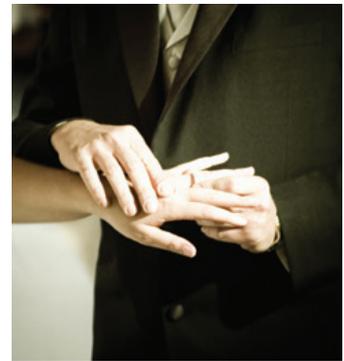
Oakington Manor's kitchen is an immaculate modern purpose-built commercial facility, regularly used by professional caterers.

Each event is unique, and Oakington Manor's attention to detail will ensure that your day runs as smoothly as possible.



Main Hall, Oakington Manor

Oakington Manor,
Oakington Manor Drive, Wembley,
Middlesex HA9 6NF
tel: **020 8795 7517**
020 8902 2871 Option 2
email: lettings@oakmanor.brent.sch.uk
web: www.oakmanor.brent.sch.uk
www.oakingtonmanorhalls.co.uk



Cavendish Banqueting Suite

Cavendish Banqueting Suite

(Licensed for Civil Ceremonies)

Add a touch of elegance to your special day by holding your event at Cavendish Banqueting. Fully licensed for civil ceremonies, this exclusive venue will provide a stunning backdrop for your ceremony, with first class service to match. Although well-known for hosting impressive Asian weddings, Cavendish Banqueting has the flexibility and competence to cater for weddings of all kinds.

With a capacity of up to 400, this is the ideal venue for the perfect wedding of any size. Cavendish Banqueting offers exceptional facilities, including the main Cavendish Hall, the Blue Bar, and a fully equipped kitchen with a clay oven.

Their passionate, dedicated staff will gladly assist you in the planning of your celebrations. They can help you design a day that reflects your wishes and personalities; regardless of how individual or traditional your style, making you happy is what really matters.

Cavendish Banqueting Suite,
The Hyde, Colindale, London NW9 5AE.
tel: **020 8205 5012**
email: info@CavendishBanqueting.co.uk



Crown Moran Hotel

Crown Moran Hotel

(Licensed for Civil Ceremonies)

Your wedding, your way at the Crown Moran Hotel.

One of the most unique wedding venues in North London, catering for weddings for up to 300 guests which can be held in the sleek Bentley room, or up to 120 guests in the Victorian opulence of the Sala Room, boasting original period features. For those interested in civil partnership and civil ceremony facilities, the Crown Moran Hotel is sure to exceed your expectations. In addition to a fantastic venue, they can also cater for many menu types including Kosher, ethnic & specialty.

Crown Moran Hotel,
142-152 Cricklewood Broadway, London NW2 3ED.
tel: **020 8452 4175**
email: **cb.crown@moranhotels.com**
web: **www.moranhotels.com**



Stephens House & Gardens

Stephens House & Gardens

(Licensed for Civil Ceremonies)

A truly fairytale venue for your ceremony or celebration, Stephens House & Gardens is fully licensed and offers catering services as well. Ideal for small weddings, the Salon is a picturesque room with a panoramic view over the green and the Drawing Room can cater for up to 70 people. The house has many photogenic spots where you can capture your magic moments and is set amongst extensive landscaped gardens.

Stephens House & Gardens, Avenue House,
17 East End Road, Finchley N3 3QE.
tel: **020 8346 7812**
email: **info@stephenshouseandgardens.com**
web: **www.stephenshouseandgardens.com**



Together Forever Photography

Together Forever Photography

Through unobtrusive photography Together Forever Photography create memories that last forever and tell a story in a timeless style. Capturing the day with a mixture of contemporary reportage and classic style portraits.

Together Forever Photography
tel: **07786 270 090** (Lisa)
email: **info@togetherforeverphotography.co.uk**
web: **www.togetherforeverphotography.co.uk**

Mill Hill Country Club

(Licensed for Civil Ceremonies)

Make the most important day of your life a memorable one at Mill Hill Country Club.

Set within 8 acres of picturesque green belt land, and with scenery that will blow your mind, this is the ideal venue for your wedding ceremony or reception (or perhaps both). GreenVue is licensed for civil ceremonies and offers bespoke packages to suit all budgets and tastes.

Packages include access to the spacious hall, a fully licensed bar, a bride and groom's room, and complimentary car parking for over 100 cars. You will also have the invaluable support of the in-house events management team, who can guide you through your options for decor and themes. The staff understand that each party is different in its own unique way, and will leave no stone unturned in granting your requests. If you'd like to take your celebrations outdoors then you have the option to place a marquee on the grounds too.

Greenvue Venue, Mill Hill Country Club,
Burtonhole Lane, Mill Hill, London NW7 1AS.

tel: 020 8588 9651

email: info@greenvuevenue.co.uk

web: www.greenvuevenue.co.uk



Mill Hill Country Club



Hendon Hall Hotel

Hendon Hall Hotel

(Licensed for Civil Ceremonies)

Dating back to the 17th century, Hendon Hall allows you to relax, encourages you to be totally self-indulgent and with its landscaped gardens, luxurious furnishings, inviting restaurant and cosy bar it remains a stunning backdrop for those very important occasions.

Wedding packages include a red carpet arrival, a wedding menu prepared by Hendon Hall's award winning chefs, the services of a dedicated event manager and a complimentary upgraded bedroom for the wedding couple.

Hendon Hall Hotel,
Ashley Lane, Hendon, London NW4 1HF

tel: 020 8457 2500

email: hendonhall@handpicked.co.uk

web: www.handpickedhotels.co.uk/hotels/hendon-hall/



The Ivory Suite

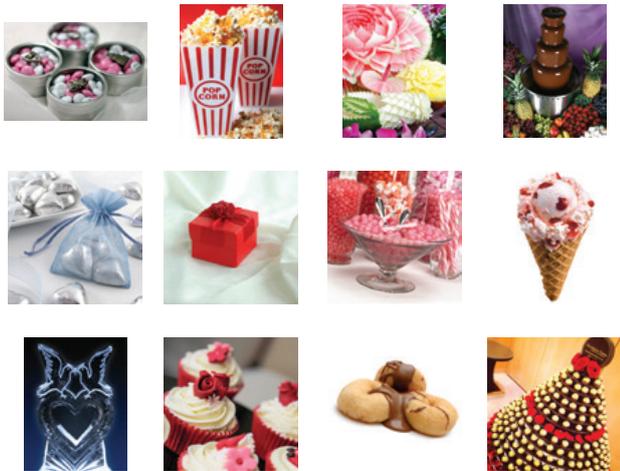
The Ivory Suite

An ideal setting for all types of celebrations, from engagement parties and weddings, to baby showers and birthdays. The Ivory Suite is a family run business, offering a bespoke and personal service. The team can organise everything you need for your special occasion including halal catering, flowers, photographers, a make-up artist, and cakes. No alcohol is served or permitted. Seating up to 100, the suite is tastefully decorated in neutral tones, with a main hall, dance floor, lounge area, kitchen, stage and good transport links.

Please contact for availability, viewings and a tailored quote. All enquiries are welcome.

The Ivory Suite,
24 Blackbird Hill, Kingsbury, London NW9 8SD.
tel: **020 8200 0610 / 07810 357 541**
email: **info@ivorysuitelondon.co.uk**
web: **www.ivorysuitelondon.co.uk**
facebook: **IvorySuiteLondon**





Chocolicious Factory

Chocolicious Factory

Established in 2006 and serving London and the surrounding areas, the Chocolicious Factory specialises in the hire of chocolate fondue fountains, fresh fruit displays, fruit palms, ice sculptures, candy bars & wedding favours, candy floss, and popcorn as well as many other unique items. Details like these will be the real cherry topper for your celebrations and a talking point amongst your guests for years to come.

For further information and bookings, please contact:
 tel: **07951 350 909**
 email: info@chocoliciousfactory.co.uk
 web: www.chocoliciousfactory.co.uk
 facebook: **ChocoliciousFactory**
 twitter: **chocolicious500**



Petals from Heaven

Petals from Heaven

Petals from Heaven, an independent florist, offer high quality, beautiful designs to suit any budget. With qualified florists who pride themselves in giving you a personal, friendly service, they combine their vast knowledge and experience to tailor floral designs to your individual needs. They have great experience in providing wedding flowers for your ceremony through to your wedding reception. As the exclusive floral suppliers to the Grimdsyke Hotel in Harrow they have catered for thousands of brides. Every couple getting married have a personal consultation, making sure every detail is taken care of and that your wedding day is perfect in every way.

Providing beautiful designs for bouquets, button holes, corsages, gift bouquets, exquisite centrepieces, and ceremony flowers, Petals from Heaven is the perfect choice.

Petals from Heaven,
 213 Preston Road, Wembley,
 Middlesex HA9 8NF
 tel: **020 8904 4313**
 email: info@petalsfromheaven.co.uk
 web: www.petalsfromheaven.co.uk



Shayona Caterers

Shayona Caterers

Shayona Caterers is the number one choice for authentic Indian vegetarian cuisine, providing the highest quality dining options for your wedding or civil ceremony.

Over the years, Shayona has developed an unrivalled reputation for its innovative and outstanding food, professionalism, and unique themes. All the while they have maintained flexibility and exceptional personal service. The evocative aromas and flavours of their personalised handmade dishes have entertained thousands of guests at venues all over the country.

From state of the art kitchens to presentation, every aspect of an event is co-ordinated by accomplished, highly trained staff. Shayona offer an extensive choice of outdoor or indoor foods to suit any palate. Options include dosa, falafel, bhajia, samosas, barbeque dishes, mock cocktails and delicious desserts such as Rassomalai and Kulfi.

Linen, crockery, table decorations, flowers, and ice sculptures are also available.

For more ideas and information take a look at the website or contact:

Shayona Caterers
tel: **020 8900 0314**
email: **admin@sayaltd.co.uk**
web: **www.sayacaterers.com**



Evo Chauffeur Service

Evo Chauffeur Service

The crowning touch to your celebrations: arrive at your wedding in style in one of Evo's elegant chauffeur driven vehicles. Evo can offer all the transport assistance you need, from providing a limo for the bridal party to transporting your guests across London and beyond. They will even take you to the airport after the reception for a stress-free and luxurious start to your honeymoon. Make it a journey to be remembered for a lifetime.

Evo Chauffeurs Ltd
tel: **020 8363 6780** - London Office
email: **info@evochauffeurs.co.uk**
web: **www.evochauffeurs.co.uk**



Studio 434

Studio 434

Make a glamorous and memorable arrival at your celebrations in one of Studio 434's cars. With an impressive collection of circa 250 vehicles to choose from, you are bound to find one to suit your taste, whether it's an enchanting classic car, or maybe something fun for the groom such as a modern sports car.

Studio 434's vehicles have been lovingly maintained by a professional classic car specialist. They make perfect wedding cars for someone who wants that something extra special, unusual and to stand out on their wedding day. It is a privilege to be asked to supply the wedding transport for a bride's special day.

Studio 434, 434-436 Mutton Lane, Potters Bar, Herts EN6 3AT.
tel: **01707 515 434** web: **www.studio434.co.uk**



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Final *Checklist*

With so many things to think about when planning your ceremony, we have created a checklist of the most important procedures and legalities to remember, regardless of where the ceremony takes place. This is not a definitive list and the order may differ in some circumstances. It is meant as a simple guide to ensure nothing is forgotten.

- you must decide on the venue, be it a register office, religious building, or approved premise, before giving your notice of intention.
- you must reside at an address within England or Wales for seven days immediately before giving your notice of intent. If both parties are nationals of a country within the E.E.A you must give your notice of intent in the district where you live.
- all documents produced at the notice interview must be originals. All documentation in a foreign language will need to be translated into English.
- you must allow a minimum of 28 days between the interview date and the ceremony date. Please note parties subject to immigration control may have their notice period extended to 70 days. Contact the registrar office for more information.
- if you are having a marriage ceremony, you must ensure the most important documents, the “marriage authorities” are in possession of the registrar on the day of the ceremony. A ceremony is not permitted by law to take place without them. If you are having a civil partnership ceremony, the schedule will be printed off by the registrar where the ceremony is taking place, and you will not have to deliver any documents to the registrar.
- two witnesses must be present during the ceremony. They should be over 18 and there is no need to provide proof of their identity. They must be able to speak and understand a good level of English.
- if, after giving your notice of intent you decide to change the venue of your ceremony, the initial notice of intent will not be valid for another venue and you will have to give notice again.
- the law does not allow the ceremony to include anything of a religious nature.

For more information:
tel: **020 8359 6400** email: **barnetreg@brent.gov.uk**
or visit **www.barnet.gov.uk**
