



*a day to remember*  
iconic weddings in Westminster



City of Westminster

# Your ceremony at a Westminster approved venue

At Westminster, we ensure that your wedding is a special occasion for everyone involved. With more than 140 world class venues to choose from, our exceptional team of registrars go above and beyond to make your dream day a reality. Whether you are planning a spectacular celebration or an intimate event, we can customise your ceremony to your taste as a couple.

Planning your ceremony can seem like a daunting process, as there are several steps that need to be followed. Here is our handy guide to help you navigate the different things you need to do:

## Checklist



Book registrars to attend the ceremony via [adaytoremember.london](https://adaytoremember.london) - click on [book now](#)



Give notice of intention to marry/form civil partnership - see [here](#)



Read FAQs [here](#)



Choose ceremony script (optional for civil partnership) see [here](#) - add non- religious readings, personal vows & music (optional)



Choose your two witnesses



Submit [ceremony planner](#) - at least 1 week before. Registrar will be in touch in the week leading up to ceremony to answer any last minute questions once the staffing rota has been finalised

## Give your notice of intention to marry/form a civil partnership

It is a legal requirement that all couples getting married or forming a civil partnership attend notice of intention appointments. You need to do this in your local register office, but don't worry – you can still have your ceremony in Westminster if you're not a Westminster resident.

Your notice of intention needs to be given at least 28 days before your ceremony. If you or your partner are not relevant nationals, your notice period can be extended to 71 days, so you are advised to give notice at least 71 days before your ceremony. A relevant national is someone who is either British, Irish, or has either pre-settled status, settled status, or is awaiting the outcome of their EUSS application.

If you live outside the UK but want to get married in Westminster, you can still do so, but please take a look [here](#) for more information on the rules

## Planning your ceremony

So you have chosen your venue and given your notices of intention - what's next?

We have sample ceremony scripts for you to choose from, which can be found [here](#)

You are welcome to alter the wording in your ceremony, add non religious readings or music, and write your own additional personal vows. If you are having a marriage ceremony, then as long as your ceremony contains the required legal wording, you can personalise it to your exact specifications. The legal words are those which are indicated in bold on the sample scripts and they must not be altered.





As you are having a civil ceremony, your script, including any readings and music, must not contain any religious wording. However, incidental references are okay – think Madonna's 'Like a Prayer', rather than John Waller's 'The Marriage Prayer'.

You may include your friends and family in your ceremony as much as you'd like e.g. to deliver readings or say a few words of support. If you would like your pet to take centre stage as a guest of honour, we will be happy to accommodate this too - provided your venue is in agreement with this arrangement!

Once you have decided on your script (and optional readings/music) please complete the [ceremony planner](#) and include as many details as possible about how you want your ceremony to run. Be sure to submit it at least a week before your ceremony.

The registrar who has been allocated to conduct your ceremony will then contact you in the week leading up to your ceremony date to introduce themselves and answer any last minute questions you may have. It is therefore very helpful if you have already submitted your ceremony planner by then. To help with completing this do read the set of frequently asked questions which can be found [here](#).

A civil partnership doesn't require any legal words to be spoken - but there is nevertheless a sample script which you can download from the website [here](#).







## On the day

Your registrars will arrive at your venue around 30 minutes before your ceremony is due to start and you will both need to be available beforehand to see the Registrar to confirm the details for your legal record.



If you would prefer to be seen separately, we ask that one of you is available to meet with the registrars 30 minutes before the start time of your ceremony and the other is available to meet 15 minutes before. The venue staff should be able to help us coordinate that interview with you – for example, very often registrars interview brides in their hotel room whilst they are getting ready for the ceremony if it is taking place in the same venue – or there will be a room set aside especially for the interview.



It is very important that you and your guests arrive in plenty of time; it is probable that the registrars will have other ceremonies to attend on the same day. We are unable to delay the start of your celebration so that we do not risk being late for any other couple's ceremony.



If you are late for your ceremony, we may not be able to proceed as planned, so to avoid any disappointment, please make sure that you have allowed enough time to get ready.

No documentation needs to be provided on the day, unless previously requested by our team.



## Certificates

Your marriage /civil partnership certificate(s) will be posted to you up to 2 weeks after your ceremony. One certificate is included in the fee paid at the time of booking and it is not possible to order additional copies until after the ceremony has taken place. Please see [here](#) for details on how to order extra certificates.

We look forward to attending your ceremony and if you have any questions before then please don't hesitate to get in touch

To see the full terms and conditions of bookings with us, including our fees and information regarding amendments and cancellations, please visit our website [here](#)

## Contact us



[westminster.gov.uk/registrars/contact](https://westminster.gov.uk/registrars/contact)



020 7641 7500



[adaytorememberdotlondon](https://adaytorememberdotlondon)



WestminsterRegisterOffice



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