

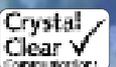


Knowsley Council



Knowsley Council's Registration Service

Ceremonies Guide



Introduction

Congratulations on deciding to plan your special day!

We can help you to arrange the perfect ceremony and choose your venue.

In Knowsley, our friendly and professional staff are on hand to offer a range of ceremonies, including marriage, civil partnerships, renewal of vows, baby naming and citizenship ceremonies.

Whatever the occasion, you can be sure of a warm welcome at our office in Prescot.

In this brochure, you will find information to help you plan your special day and details of our ceremony venues - the beautiful Priestcote Room, the spectacular outdoor gazebo and a number of other approved premises across Knowsley.

If you would like to find out any further information, please do not hesitate to contact us.

Knowsley Registration Office
High Street
Prescot
L34 3LD
Telephone: 0151 443 2900
Email: registrars@knowsley.gov.uk
Website: www.knowsley.gov.uk





Garden Gazebo

Marriages and civil partnerships

Approved venues in Knowsley

At our office, there are different rooms to suit all tastes.

The Priestcote Room

A beautiful room, full of character with wood panelling and high ceilings, the Priestcote Room is the ideal setting for your big day and can seat up to 50 guests.

Garden Gazebo

Set in the grounds of our office, the Garden Gazebo offers couples a fresh choice of venue. The gazebo is in our private secluded walled garden and is surrounded by attractive floral displays. All bookings of the Garden Gazebo include a booking of the Priestcote Room, in the event of poor weather.

We also have a smaller ceremony room available for couples who wish to have a marriage or civil partnership ceremony on a more personal level. This room seats 10 people.

When booking a venue you must confirm the premises correct name for the purpose of giving your notice of marriage or civil partnership. The three rooms are known as Priestcote House.

To check availability and for further information please telephone 0151 443 2900.



Priestcote Room

There are four other approved premises in the borough where marriage and civil partnership can take place.

Knowsley Hall

The Suites Hotel

The Village Hotel

The Venue

You will need to contact the venue directly to make arrangements for your ceremony as well as speaking to one of our team to make sure a registrar is available to attend your ceremony.

Arranging your marriage or civil partnership

Once you have chosen your venue, you should make an appointment to give notice of your intention to marry or form a partnership at the register office in the area where you live. Each partner is required to give an individual notice. If you and your partner live in the same district, it is helpful if you both attend at the same time.

You must give your notice of marriage or civil partnership within the 12 months leading up to your ceremony and it must be at least 28 days beforehand.

You should speak to your local register office for full details of the legal requirements and for further advice.



Marriages in religious buildings

For weddings in a church or religious building, you should seek permission from the Minister or governing body.

Normally there is a person appointed at the church or building who can register your marriage. If that is not the case, a registrar from the registration district in which the building is situated must attend and you will be required to pay them a fee.

You must confirm that either the authorised person from the church or a registrar is available to attend your wedding.

Please note that not all buildings used for religious worship are registered for marriage.

A marriage within the Church of England or Church of Wales does not come under the civil registration service. Please contact the Vicar of the church for enquiries regarding your ceremony and fees.



Renewal of vows

These ceremonies are an ideal way for couples to reaffirm their love and commitment to each other at any stage of their lives.

Many couples choose to renew their vows to coincide with an anniversary or a significant event in their lives. Others decide to celebrate with family and friends after a ceremony abroad.

A renewal of vows ceremony is completely personal and you can include your own choices of music, poetry or readings. Couples may also choose to give gifts, exchange vows or promises. You can make acknowledgements to families and friends present and exchange new or old rings.

The ceremony can take place either at the Registration Office or one of Knowsley's approved premises.

A renewal of vows ceremony does not carry any legal status and must not contain any religious references.

Naming ceremonies

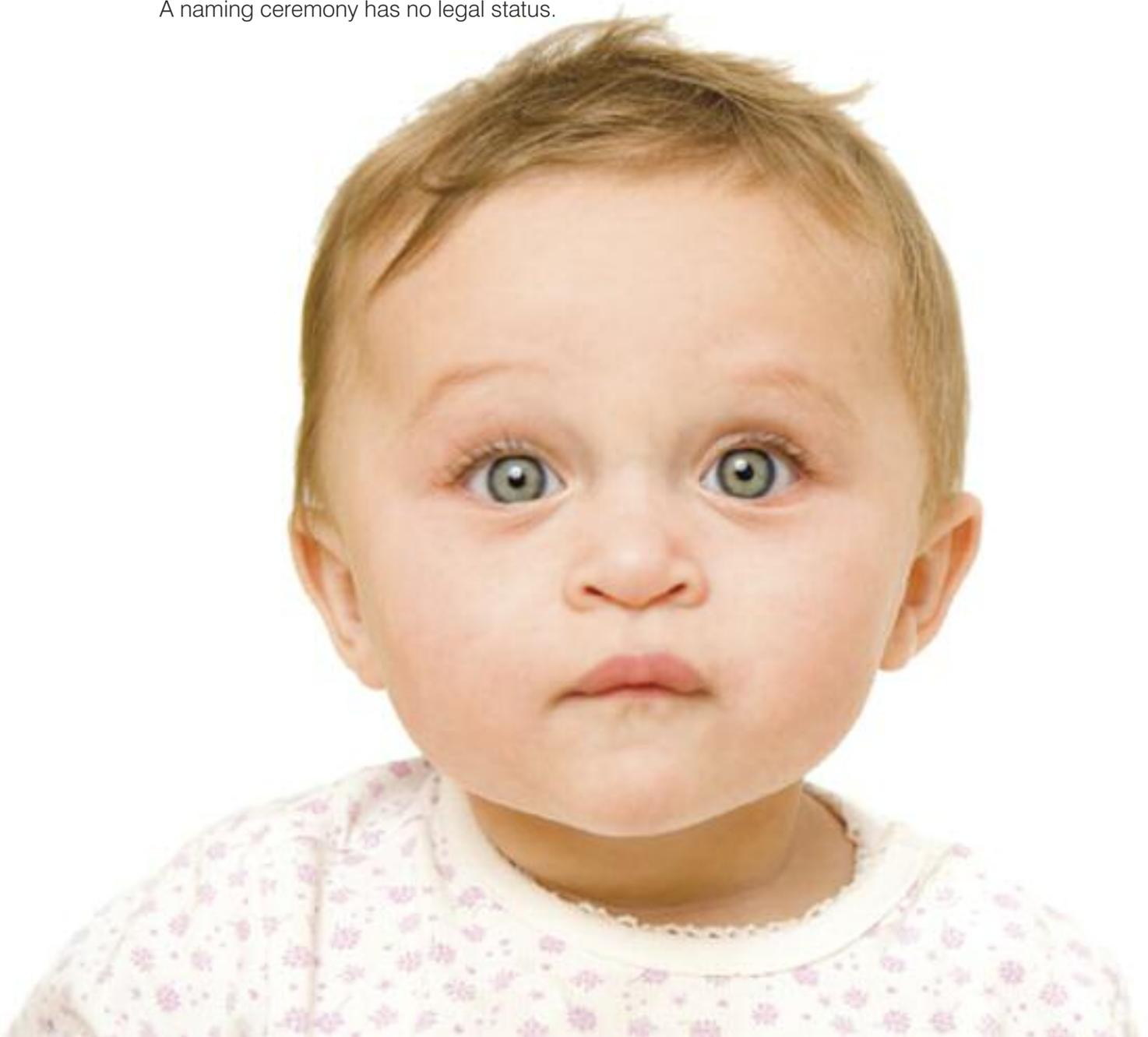
This is a non-religious ceremony to celebrate the birth and naming of a child or to welcome an adopted child or stepchild of any age into a new family.

Your ceremony can be personalised to reflect the wishes of your family and to celebrate the unique nature of every child.

You can choose to include parents, grandparents and other family or friends in the ceremony.

The ceremony can take place either at the Registration Office or one of Knowsley's approved premises.

A naming ceremony has no legal status.



British citizenship

Taking part in a citizenship ceremony is the final stage in becoming a British citizen and we are here to help make it as enjoyable and meaningful as possible.

The ceremony is a way of formally welcoming people who wish to become citizens of the United Kingdom and to share our beliefs and civic values.

Everybody over the age of 18 who is accepted as British citizen is required to attend a citizenship ceremony, while anyone under the age of 18 who is accepted is welcome to attend if they wish to.

The ceremony begins with a welcome from the Mayor of Knowsley, before the applicant swears an oath of allegiance to Her Majesty the Queen and pledges loyalty to the United Kingdom. You will then be presented with your citizenship certificate which confirms you are now a British citizen.

These ceremonies are held on the third Thursday of every month. However, an individual ceremony can be arranged for an additional fee.

**Please telephone us on
0151 443 2900 for
more details.**



Other services from our Registration Office

Express Copy Certificates

This service enables you to receive your copy certificate within one hour for a fee of £27.

If you do not wish to use the express service our standard service for £9 is also available. Copy certificates will be ready in 48 working hours of you applying in person at the office. Postal applications for copy certificates will be processed and sent out within five working days of receipt.

Certificates for family history research will be issued as quickly as possible, but requests may take longer due to the extra search time required.

To use the express copy certificate service, you must apply in person at the office.

Nationality Checking Service

This service is offered by us in partnership with the Home Office.

Our trained advisors will check that your application for British Citizenship is properly completed and submitted with all of the relevant supporting documents.

The service is available by appointment only to both Knowsley residents and non-residents.

To make your appointment, telephone us on 0151 443 2900.



You can also get this information in other formats.
Please phone Customer Services on 0151 443 4031,
or email customerservices@knowsley.gov.uk



Knowsley Council