

## Planning your Wedding at Walpole Old Chapel



We welcome all, including same sex couples, who would like to marry in Walpole Old Chapel. You may find the following guidance helpful in planning your wedding. Please contact the Secretary (01986 784348 Or [simonweeks@oakcottage.org.uk](mailto:simonweeks@oakcottage.org.uk)) to arrange your wedding or to ask any questions not covered below.

### Changes to registration of marriages

On 4<sup>th</sup> May 2021 the registration of marriages in England and Wales changed to an electronic registration and includes mothers' names on marriage certificates. Since the Marriage Act in 1836 the names, age and occupation of fathers were recorded and now, mothers, or a second parent regardless of gender, may be included.

Traditionally couples and their witnesses have signed a certificate, which they took away with them following their wedding, and a Marriage Register retained in the Chapel. Now, following a visit to a Register Office the couple's personal details (full names, dates of birth, condition, address, and occupation) are recorded. This information is transferred to a Marriage Schedule, which is an A4 sheet sent to the Authorised Person registering the marriage at Walpole Old Chapel. The Authorised Person will share this information with the Minister conducting the ceremony.

Following the solemnisation of the marriage the couple sign the Marriage Schedule, along with up to four parents or witnesses, the Minister and the Authorised Person. The Schedule is taken to the Registry Office by the Authorised Person and a wedding certificate will be sent to the couple by tracked post.

Although this new system is a secure and efficient means of administering and keeping marriage records, we decided that we would like to take a more personal approach. In addition to the legal record, we offer couples and their witnesses the opportunity to sign a Walpole Old Chapel Certificate, which they take away with them, and a record book, retained in the Chapel. Neither of these is a legal document but a celebration and a record of the solemnisation of their marriage for the couple and for future generations wishing to explore weddings held in the Chapel.

### Steps you need to take if you would like to marry at Walpole Old Chapel. Arrange the date of your marriage

- Contact The Secretary to enquire if the Chapel is free on the date you would like to marry.

- The date of your wedding will be provisionally booked in the Chapel diary and once the Minister and the Authorised Person, who will register your marriage, have confirmed their availability on the date they will provide you with contact information for all involved.
- The Minister will contact you to discuss the readings, songs and music you would like at your wedding at a meeting at the Chapel or by email.

### **Give notice at your local Register Office**

- You need to make an appointment to visit your local registry office to 'give notice' of your marriage at least 29 days before the wedding ceremony, which must be held within 12 months of 'giving notice'.
- Your local register office is in your registration district, in which you must have lived for the previous 7 days before giving notice.
- You and your partner will need to give notice separately if you live in different registration districts. You do not have to do this on the same day.
- When you 'give notice' you will sign a legal statement to say you intend to get married
- A marriage schedule will be completed and issued by Registration Online (RON) and either given to you to take to the Authorised Person at Walpole Old Chapel or sent to the Authorised Person by email. If it is given to you, please send it by registered, tracked mail to Lin Le Versha, 2, Marsh Cottage, Shepherds Lane, Reydon, Southwold, Suffolk IP18 6SB
- The schedule records your name, date of birth, address, occupation and condition ie single, divorced. Your parents' names and occupations may also be included but this is not compulsory.

### **Documents you need to give notice**

You must take originals of the following documents to your appointment in your local registry office:

- details of the final venue for your ceremony
- a valid passport or UK birth certificate (if you were born before 1 January 1983)
- proof of your home address
- proof of any name changes (for example, a copy of a deed poll)
- if you have been married or in a civil partnership before, you will need to bring a decree absolute or final order or your former partner's death certificate.

To prove your address, take one of the following:

- valid UK or Irish driving licence
- gas, water or electricity bill from the last 3 months
- bank or building society statement from the last month
- Council Tax bill from the last 12 months
- mortgage statement from the last 12 months
- current tenancy agreement

- letter from your landlord (dated within the last 7 days) confirming you live there and including your landlord's name, address and their signature

If your normal address is outside the UK, you'll need to give details of a UK contact address. For example, this could be your partner, friend or family member's address.

For a detailed explanation of the registration process please see 'Marriages & Civil Partnerships in England and Wales' on [www.gov.uk](http://www.gov.uk)

### **Wedding rehearsal at Walpole Old Chapel**

- You will agree with the Minister and the Authorised Person a time for you and those you plan to be involved in your marriage ceremony to rehearse the ceremony, usually the day before or in the week before your wedding.
- You will also meet the Authorised Person who will check the information on the marriage schedule is accurate and correct any errors.

### **The Wedding Ceremony**

- The content of the ceremony, songs, music and readings will be discussed with the Minister but there are certain vows and statements that must be said by you to make you legally married.
- Following the religious ceremony, you and your witnesses, (you must have two witnesses, but you may have up to four) will sign the marriage schedule and, if you would like one, your souvenir certificate.
- As you leave the Chapel your guests may throw confetti but please ensure it is biodegradable.
- The Authorised Person will send the Marriage Schedule to Woodbridge Registry Office, and you will be issued with your marriage certificate, which will be sent to you by post.

### **The Cost of your Wedding**

Wedding Package to include hire of the Chapel, Minister, Authorised Person to register the wedding, souvenir certificate and stewards	£450
On request, seasonal flowers to decorate the Chapel	£50
If you wish to have your marriage solemnized by your own Minister, please contact the Secretary to arrange. The hire of the Chapel, Authorised Person, souvenir certificate and stewards	£350