



# Plan a civil partnership

# Contents

<b>Introduction</b> .....	1
<b>Part 1 - Choosing a venue</b> .....	2
<b>Part 2 - Giving notice</b> .....	5
<b>Part 3 - Final balance payment</b> .....	8
<b>Part 4 - The ceremony</b> .....	10
<b>Part 5 - Rights and responsibilities</b> .....	13

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# Introduction

## Part 1 - Choosing a venue

### Approved Venues

You will need to decide on an [approved venue](#) or [registration office](#) within Devon (excluding Plymouth and Torbay).

For [registration Offices](#) and additional ceremony rooms, please contact us on 0345 155 1002.

For a ceremony at an approved venue, contact your chosen venue direct to make a provisional booking.

It is recommended that you do not pay a deposit to your chosen venue until you have confirmed that the Registration Officers will be available for the day and time of the proposed ceremony.

### Making a provisional booking

Registration Officers will be required to conduct your ceremony so it is important to contact us as early as possible – please call 0345 155 1002 . You can only make a provisional booking at this point, which will be confirmed when you have ‘given legal notice’.

We will need to take a £50 non-refundable deposit (full balance for statutory ceremonies) which will secure your booking over the phone. This deposit will be deducted from your final fee. For bookings made within 12 weeks of the proposed date, full payment is required at the time of booking. To find out the cost of your ceremony, please visit our [fees](#) page.

You will receive an email with a booking form and a receipt confirming your provisional booking. If you don't receive the confirmation email you can either contact us on 0345 155 1002 or email [ceremonies-mailbox@devon.gov.uk](mailto:ceremonies-mailbox@devon.gov.uk) with your names, date of ceremony and venue and a member of the ceremonies team will re-send your confirmation.

[See our Marriage and Civil Partnership ceremonies frequently asked questions for more information >](#)

## Registering a partnership abroad

If you choose to register your civil partnership abroad, you are first advised to contact your [local Registration Office](#) to establish the procedure followed, laws relating to civil partnerships vary between countries.

For advice on marriages or civil partnerships abroad see [Foreign Office: Marriage and civil partnerships](#).

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## Part 2 - Giving notice

You must give notice at your [local registration office](#) of your intention to marry. Devon (excluding Plymouth and Torbay) is now one Registration District which means you can make an appointment at any of the registration offices – **please telephone 0345 155 1002 to book your appointment.**

Notice of your intention to form a civil partnership must be given at a register office in the district in which you lived for at least the previous 8 nights. You will need to make an appointment to do this. If you live in Devon you can go to any registration office in the county (excluding Torbay and Plymouth).

Your notice is publicly displayed in the register office for 28 days, after which time the register office will issue a Schedule (the legal documentation) to enable the civil partnership ceremony to take place.

Where a proposed civil partnership involves a non-EEA national who is subject to immigration control the notice period may be extended to 70 days. [More information is available at GOV.UK.](#)

A notice of intention to form a civil partnership is valid for twelve months and is only valid for the venue named on the notice, you may be able to change the date but a change of location requires a new notice and the payment of new fees.

### What do I need to take when giving notice?

When you attend a [registration office](#) to give notice of marriage, you will need to produce certain documents to confirm your name, age, marital status and nationality.

Each person giving notice must bring in the following original documents (photocopies are not acceptable but original documents do include foreign language documents which have been translated into English):

- a valid British/EEA passport
  - if you do not have a valid passport then you must provide a full birth certificate (showing parents' details) and one other form of ID, preferably with a photograph, for example, a full or provisional driving licence
  - if you were born after 1 January 1983 your own valid passport is enough to prove nationality
  - if you do not have a valid passport you need to bring your own full birth certificate AND your mother's valid passport or mother's full birth certificate

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- the reason you need to provide this information is that if you were born before 1 January 1983 nationality was determined on the birth certificate, but if you were born after 1 January 1983 nationality is not proven
- proof of residency in the form of a council tax bill, utility bill (dated within 3 months) or bank statement (dated within 1 month)
- proof of marital status – Decree Absolute/Death Certificate/ Dissolution of Civil Partnership
- if you have changed your name by deed poll or statutory declaration, you must provide original documents

A valid EEA/Foreign Passport

If you do not have a valid passport or national identity card you will not be able to give notice of marriage.

*For persons subject to Immigration control or if you have doubt regarding your nationality or immigration status, please visit the Home Office website or telephone 0870 606 7766 as additional documentation may be required.*

A fee of £35 per person will be required, payable by cash, card or cheque.

Please note that there is now a fee for the consideration of foreign divorce documents. The fee is £50 if the divorce can be considered locally, rising to £75 if it will need to be referred to the General Register Office.

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### **Part 3 - Final balance payment**

Payment is required at least 12 weeks before the date of your ceremony. We have a dedicated payment line for you to call which is 01392 385072.

Once your payment has been made you will receive email confirmation stating that your payment has been completed and a receipt will be attached.

To find out the cost of your ceremony, please visit our [fees](#) page.

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## Part 4 - The ceremony

There is no need for you to be nervous or worried about the ceremony. Remember that the Superintendent Registrar is there to help and guide you through all you are required to say and do.

Once your guests are seated the Superintendent Registrar will say a few words of welcome and explanation and then lead you through the ceremony and your legal declarations.

Some of the content of a ceremony and the declarations and contractual words are prescribed by law and you will repeat these words after the Superintendent Registrar. As well as the legal declarations, a ceremony will contain other wording and will be adapted and personalised using the information you have provided on the ceremony preference form (see below, approved venues only). Please remember any additions to a ceremony may not contain any religious connections. Facilities for the playing of music should be checked with the venue management.

If you are having your ceremony in a registration office you can bring along your music on the day on a CD or iPod (with speakers). If you are bringing an iPod or other such device you will need to allocate a guest to operate it during the ceremony.

Should you have any difficulties with speech or language, please let us know in advance.

### Ceremony preference forms

Once you have [settled your final balance](#) you will be able to complete [a ceremony preference form](#). Completion of this form will enable you to personalise your ceremony and make it even more special. Please do so no later than 2 weeks before your ceremony.

### **Please do not complete this ceremony preference form if you are getting married in:**

Jury Room, A la Ronde Room, Clinton Room, Exmouth Town Hall, Mid Devon Registration Office, Hayridge Centre, South Hams Registration Office, Cary & Repton Room, Quay House, Dartmouth Guildhall, Flavel Centre, Watermark Centre, Devon Register Office, Torridge Registration Office, Taw Room, West Devon Registration, Tavistock Council Chamber, Okehampton Town Hall and Tavistock Town Hall.

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## **Part 5 - Rights and responsibilities**

The decision to register as civil partners brings with it important implications and consequences along with a number of rights and responsibilities. Couples who formally register their civil partnership will have many of the same rights as married couples in areas such as tax, social security, inheritance, pensions and the workplace. They will also have rights and responsibilities in matters concerning the family in areas such as maintenance, child support, parenting, inheritance and leave to remain in the UK.

A civil partnership can only be ended by death, dissolution or annulment.

The surviving partner in a civil partnership will be able to register the death.

The dissolution/annulment of a civil partnership will be court based, as with a marriage divorce, and the courts will have the power to make provision for the division of property.

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