For Office

use only

# **APPROVED PREMISES ADVANCE BOOKING REQUEST**

|  |  |  |  |  |  |  |  |  |
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| **PERSONAL DETAILS** | | | | | | | | |
| **\*Please select which applies** | **\*Bride/Groom/Partner 1** | | | | **\*Bride/Groom/Partner 2** | | | |
| **Surname** |  | | | |  | | | |
| **Forenames** |  | | | |  | | | |
| **Address** |  | | | |  | | | |
| **Postcode** |  | | | |  | | | |
| **Daytime contact telephone number** |  | | | |  | | | |
| **Email Address** |  | | | |  | | | |
| **Date of Birth** |  | | | |  | | | |
| **Gender** |  | | | |  | | | |
| **Nationality** |  | | | |  | | | |
| **Marital Status**  **Please complete the appropriate box** | **Never Married/Civil Partnership** | |  | | **Never Married/Civil Partnership** | |  | |
| **Widowed** | |  | | **Widowed** | |  | |
| **Divorced** | |  | | **Divorced** | |  | |
| **Date divorce became final** | |  | | **Date divorce became final** | |  | |
| **Place/country of divorce** | |  | | **Place/country of divorce** | |  | |
| ***Please note that it may not be possible to reserve a date for your marriage if your divorce(s) has not been made absolute, your divorce took place in a foreign country or if either of you are subject to immigration control. Please telephone the office to speak with a Superintendent Registrar for further advice.*** | | | | | | | | |
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| **VENUE DETAILS** | | | | | | | | |
| **Where will your marriage take place?** | | **Title** | |  | | | | |
| **Address** | |  | | | | |
| **Day & date of marriage** | |  | | | | | | |
| **Preferred time of marriage** | |  | | | | **Approximate number of guests** | |  |
| **If an appointment is not available at exactly the time requested every attempt will be made to set a time as close to the requested time as possible. It may not be possible to book a date for the marriage ceremony if you have not booked an appointment to give your notices of marriage. Please allow at least 30 days from the date you both give your notices of marriage to the date of the ceremony. If you change the date or time there will be a £91.00 administration fee. P.T.O** | | | | | | | | |

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| **NOTICE OF MARRIAGE** | | | | | | |
| **\*Please select which applies** | | **\*GROOM/BRIDE** | | | **\*BRIDE/GROOM** | |
| **Have you booked an appointment to give your notice of marriage?** | | **Yes** |  | | **Yes** |  |
| **No** |  | | **No** |  |
| **Which Register Office will you be attending to give your notice?** | |  | | |  | |
| **What is the date of your appointment to give notice of marriage?** | |  | | |  | |
| **SIGNATURES** | | | | | | |
| **\*Please select which applies** | **\*GROOM/BRIDE** | | | **\*BRIDE/GROOM** | | |
| **Signature** |  | | |  | | |
| **Date** |  | | |  | | |

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| **PAYMENT DETAILS FOR CEREMONIES TAKING PLACE WITHIN 12 MONTHS** | | | | |
| **Please note fees may increase on 1 April each year. Ceremony fees to be paid are those in force on the day of your ceremony and are payable in advance.** | | | | **Please tick** |
| I enclose the **NON-REFUNDABLE** booking fee of **£91.00** (cheques made payable to “Birmingham City Council”) | | | |  |
| Please charge the **NON-REFUNDABLE** booking fee of **£91.00** to my credit/debit card (we cannot accept American Express, Diner Club or Electron). I understand that I will be contacted by telephone to make this payment. | | | |  |
| **Signature** |  | **Date** |  | |

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| **SAVE THE DATE FEE FOR CEREMONIES TAKING PLACE 12 to 36 MONTHS FROM THE BOOKING DATE** | | | | |
| **Please note fees may increase on 1 April each year. Ceremony fees to be paid are those in force on the day of your ceremony and are payable in advance.** | | | | **Please tick** |
| I enclose the **NON-REFUNDABLE** booking fee of **£182.00** (cheques made payable to “Birmingham City Council”) | | | |  |
| Please charge the **NON-REFUNDABLE** booking fee of **£182.00** to my credit/debit card (we cannot accept American Express, Diner Club or Electron). I understand that I will be contacted by telephone to make this payment. | | | |  |
| **Signature** |  | **Date** |  | |

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| **FOR OFFICE USE ONLY** | | | |
| **Fees paid** |  | **Cash** |  |
| **Cheque** |  |
| **Receipt No** |  | **Visa** |  |
| **Signature** |  | **Date** |  |

Please complete this form in full and return it to: Register Office, Holliday Wharf, Holliday Street, Birmingham, B1 1TJ

Telephone: 0121 675 9354

**(Monday - Friday, 09:00 hours to 15:30 hours)**

Confidentiality - The information you provide is confidential and subject to the requirements of the Data Protection Act 1998. This personal data will be

held and processed by Birmingham City Council for the purpose of processing your application. Any data may be used to prevent fraud or the misuse

of resources. For further information of our privacy notice, please visit [Privacy Policy](http://www.birmingham.gov.uk/privacy).