

Customer Services Guide for Online Ceremony Bookings

This guide for customer services will walk you through online ceremony booking.

Please note: this system is not supported in Internet Explorer. Please use an alternative internet browser such as Chrome, Firefox, Edge or Safari.

From creating an account to choosing ceremony choices. It covers how to complete these actions on behalf of a customer. This is for wedding or civil partnership ceremonies.

Creating an account means the customer can access ceremony info online at any time. It's their special day and they will be able to make choices about their ceremony using our online service.

Creating an account

The first step is to create an account. Once a customer has an account, they can make a booking and manage all their details. We know how special their day is. They can use the Ceremony pages in their account to share their choices about music, readings, and vows.

1. Go to the WNC Registration Services page which advises to register an account to book a ceremony: <https://westnorthamptonshire.zipporah.co.uk/Registrars/>



West Northamptonshire County Council Registration Services

Welcome to the West Northamptonshire County Council Registration Services booking system

West Northamptonshire Council will use the data you provide for the sole purpose of making and dealing with your appointment or ceremony with the Registration Service.

Appointments

- Make an appointment to **register a birth**
- Make an appointment to **register a death**
- Make an appointment to give **notice of marriage**
- Make an appointment to give **notice of civil partnership**

Please have your debit or credit card to hand to pay for services as required.

To book a Marriage Ceremony or Civil Partnership Ceremony, please **register an account**

2. Click on **Register an account**

Logon

Username

Password

Remember Me

[Forgotten Password](#)

[Register an account](#)

3. Next fill in the customer details. The customer can create their account. They are advised to use their email address as a username and create their own password.

Register

Use your email address (with no spaces) as your Username.

Create Account

Username*

Email Address (no spaces)*

Password*

Confirm your password*

Secret question *

Secret answer *

Personal Details

Title *

First Name *

Last Name *

Telephone

Address

Building Name

4. Click on **Submit**

Building Number

Street *

Locality

City *

Postcode *

Submit

[Return](#)

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5. You will see the registration is a success and you can go ahead and book a ceremony on the My Ceremony Page

West Northamptonshire Council

Home Logged on as TestUser@email.co.uk Log Out

RegisterSuccess

My Ceremony Page

Welcome to the Northamptonshire Registration Service ceremony hub page

The ceremony hub provides quick and convenient access to view and edit important elements of your ceremony. Please use the buttons below to navigate your way through the options available to you.

To return to this page at anytime scroll to the bottom of a page and click **Return To Home**.

If you require assistance please email us at RegistrationService.ncc@westnorthants.gov.uk where one of our team members will be able to advise you.

Book your Ceremony

- 1 Book Marriage Ceremony [Book Marriage Ceremony](#)
- 2 Book Civil Partnership [Book Civil Ceremony](#)

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Booking a ceremony

While logged into the My Ceremony page customers can book a Marriage Ceremony or a Civil Partnership ceremony.

The screenshot shows the 'My Ceremony Page' for West Northamptonshire Council. At the top, there is a navigation bar with 'Home', 'Logged on as TestUser@email.co.uk', and 'Log Out'. Below this is the main heading 'My Ceremony Page' and a welcome message: 'Welcome to the Northamptonshire Registration Service ceremony hub page'. The page explains that the ceremony hub provides quick and convenient access to view and edit important elements of a ceremony. It also provides instructions on how to return to the home page and contact information for assistance. The main content area is titled 'Book your Ceremony' and contains two options: '1 Book Marriage Ceremony' and '2 Book Civil Partnership'. Each option has a corresponding blue button to the right. The footer contains links for 'Accessibility', 'Contact us', 'Payments', and 'Privacy', along with the text 'West Northamptonshire' and a copyright notice '© Zipporah Ltd. 2022'.

In this example we will book a marriage ceremony

1. Click on **Book Marriage Ceremony**

This screenshot is identical to the one above, but with a red rectangular box highlighting the 'Book Marriage Ceremony' button. The box is positioned over the button and extends slightly to the right and upwards. The rest of the page content remains the same.

2. Please take some time to read the information on the screen. Scroll down to see all the information provided.

Home Logged on as TestUser@email.co.uk [Log Out](#)

Step 2 of 7

Marriage Ceremony Booking

Welcome to the West Northamptonshire Registration Service ceremony booking system. We are delighted that you are planning to hold your ceremony in West Northamptonshire.

This system will provisionally hold a booking for:

- A Marriage Registration in the Register Office room (couple and 2 witnesses only)
- Our attendance to perform a Marriage Ceremony at a licenced venue within the West Northamptonshire registration district including a ceremony within our registry office ceremony rooms. (Please ensure you have made enquiries with your chosen venue before continuing)
- Or if you intend to marry at a place of worship.

PLEASE NOTE: The Marriages, Civil Partnership and Immigration Acts prevents a ceremony taking place less than 29 days after taking the Notice of Marriage. In some circumstances for Non - EEA Nationals this can be extended to 70 days. In exceptional circumstances such as one of the couple being seriously ill please contact us on 0300 126 1000 to seek further advice.

Statutory Registration at Registrar's Office

Statutory Marriage Registration

[Click here](#)

Ceremony Room at Registry Office

Guildhall Ceremony room & Towcester - The forum - Registry Offices

[Click here](#)

Ceremony at an Approved Premise

Approved Premises

[Click here](#)

3. Next choose which type of ceremony the customer wishes to have. Click on the appropriate **Click here** button. In this example we will show selecting a Ceremony at an Approved Premise.
4. Click on the **Click here** button under Ceremony at an Approved Premise

Ceremony at an Approved Premise

Approved Premises

[Click here](#)

5. Click on the drop-down box that appears to select the customer's chosen venue. Click on the venue the customer wants in the list. In this example we have selected Abington Park Museum.

Ceremony at an Approved Premise

Approved Premises

[Click here](#)

-- Select --

- ✓ Abington Park Museum
- Althorp House
- Brackley Town Hall
- Brampton Grange
- Brampton Heath Golf Centre
- Cherwell Edge Golf Club
- Crockwell Farm

6. If there is more than one room at the venue you can use the drop-down list to select from a choice of rooms. If only one room is available select that one. In this example we have selected the Great Hall.

Ceremony at an Approved Premise

Approved Premises

[Click here](#)

Approved Premise Name

Abington Park Museum

Approved Premise Room

✓ -- Select --

- Great Hall
- Function Room
- Not Known

7. When you have chosen the room from the dropdown, click on Next

Ceremony at an Approved Premise

Enhanced ceremony

[Click here](#)

Approved Premise Name

Abington Park Museum

Approved Premise Room

Great Hall

[Next](#)

- Next a series of questions will appear. This information is needed to process the booking and make sure the legal side is taken care of too. Answer each question including information for both the customer and their partner. If there is a drop-down arrow next to the question click on this to see a list of options. Select the option that fits.

Step 4 of 7

Preliminary Questions

Please answer the following questions.

What is your nationality?

-- Select --



Preliminary Questions

Please answer the following questions.

What is your nationality?

British (United Kingdom)



What is your partner's nationality?

British (United Kingdom)



Have you lived at your current address for 9 days or more?

- Yes
 No

Have you been married or through a civil partnership before?

- Yes
 No

How did the marriage or civil partnership end?

- Widowed - please bring the original death certificate and marriage/civil partnership certificate. If not in English please also bring a full translation
 UK Divorce/Civil Partnership dissolved - please bring original, court stamped decree absolute/final order or civil partnership dissolution
 Foreign Divorce - A fee is chargeable, please bring your original foreign divorce and English translation
 Annulled
 Other

Do you have the relevant paperwork?

- Yes
 No

Has your partner been married or through a civil partnership before?

- Yes
 No

How did your partner's marriage or civil partnership end?

- Widowed - please bring the original death certificate and marriage/civil partnership certificate. If not in English please also bring a full translation
 UK Divorce/Civil Partnership dissolved - please bring original, court stamped decree absolute/final order or civil partnership dissolution
 Foreign Divorce - A fee is chargeable, please bring your original foreign divorce and English translation
 Annulled
 Other

Do they have the relevant paperwork?

- Yes

Are you related to each other in any way?

- No
 Yes

Have you changed your name by deed poll or statutory declaration?

- No
 Yes

Has your partner changed their name by deed poll or statutory declaration?

- No
 Yes

[Cancel](#)

Has your partner changed their name by deed poll or statutory declaration?

No
 Yes

Are both parties over 18?

Yes
 No

Were you born before 1st January 1983?

Yes
 No

Was your partner born before 1st January 1983?

Yes
 No

If you are a **British citizen** and do **not** have a current passport you will need to provide:

- Your full birth certificate
- Your mother's birth certificate or passport **OR**
- Your father's birth certificate or passport if they were married to each other at the time of your birth

If you are any other nationality you must provide a valid, original, passport.

Will you be bringing an interpreter? (if you have any difficulty understanding or speaking English you **MUST** bring an interpreter with you)

Yes
 No

Submit

9. Once you have answered all the questions a green submit button will appear at the bottom of the screen. Click on the green **Submit button**

If you are a **British citizen** and do **not** have a current passport you will need to provide:

- Your full birth certificate
- Your mother's birth certificate or passport **OR**
- Your father's birth certificate or passport if they were married to each other at the time of your birth

If you are any other nationality you must provide a valid, original, passport.

Will you be bringing an interpreter? (if you have any difficulty understanding or speaking English you **MUST** bring an interpreter with you)

Yes
 No

Submit

10. You can now move on to select your ceremony date and time

Step 5 of 7

Ceremony Date and Time

Please Note: The following booking process is for all types of Marriage bookings.

A Marriage Registration in a registrar's office, is a statutory registration of your marriage and is just for yourselves and two witnesses.

Statutory marriage registrations in the Registrar's Office are available in Northampton on Monday or Towcester on Tuesdays only.

If you wish to have a Marriage Ceremony with guests this can be held at a Register office ceremony room or at an approved venue. To make this type of booking please select the Ceremony Calendar to view available dates and times. This will also apply to marriages held at religious premises.

For all marriage ceremonies there is a pre ceremony interview that needs to take place prior to the actual ceremony start time. For example, if you wanted to marry at 14:00, you would need to book the start time as 13:30 to allow for the interviews to take place prior to the ceremony.

The earliest date available will be first date shown.

Once you have chosen the date you will then be shown the times available on that day.

Office

-- Select --

11. Click on the dropdown under Office. Select Ceremony calendar

Step 5 of 7

Ceremony Date and Time

Please Note: The following booking process is for all types of Marriage bookings.

A Marriage Registration in a registrar's office, is a statutory registration of your marriage and is just for yourselves and two witnesses.

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The earliest date available will be first date shown.

Once you have chosen the date you will then be shown the times available on that day.

Office

Ceremony Calendar

12. Use the calendar to pick the date that suits you, then click on **Calendar submit**. In this example we have picked 06 January

Office

Ceremony Calendar

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Date

06/01/2023

Calendar Submit

13. You will then see all available time slots for the customer's chosen date
14. Pick the time that suits the customer and then click on the green Book button. In the below example we have selected 12:30-14:00

8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Date

06/01/2023

Calendar Submit

Status	Date	Time
Book	06/01/2023	08:30 10:00
Book	06/01/2023	09:00 10:30
Book	06/01/2023	09:30 11:00
Book	06/01/2023	10:00 11:30
Book	06/01/2023	10:30 12:00
Book	06/01/2023	11:00 12:30
Book	06/01/2023	11:30 13:00
Book	06/01/2023	12:00 13:30
Book	06/01/2023	12:30 14:00
Book	06/01/2023	13:00 14:30

15. Next you will need to complete Ceremony Details

Home
Logged on as TestUser@email.co.uk
Log Out

Step 6 of 7

Ceremony Details

Please provide the following information in order to make your booking with us.

All fields marked with a * are mandatory.

Please provide a valid email address so that we can send a confirmation of your booking.

Partner 1 Details

Person 1 Title *

Other
▼

First Name *

16. Complete the details for the customer and their partner

Partner1Details

Person 1 Title *
Miss

First Name *
Test

Other Name(s)
Justine

Surname *
Test

Preferred Contact Name
Justine

Telephone number *
01604123456

Email *
test@test.com

Other Name(s)
Ima

Surname *
Test

Preferred Contact Name
Justine

Telephone number *
01206369944

Email *
justinetest@gmail.com

Partner1Address

House Name
Test

House Number (enter House Name or Number)*
59

Street *
Test Way

Area

Town *
Thrapston

Postcode (eg NN8 8ZZ) must be entered as shown, ie with a space *
NN14 4LZ

Primary contact box MUST be ticked to continue *

Partner2Details

Person 2 Title *
Mr

First Name *
Justin

Other Name(s)

Surname *
Test

Preferred Contact Name
Justin

Surname *
Test

Preferred Contact Name
Justin

Telephone number
01206369944

Email
justintest@gmail.com

Partner2Address
 Please tick if address details are the same for both of you *

VenueDetails

Venue Room
Latimer Room

Venue Name
Bridge Hotel

Venue Address

VenueDetails

Venue Room
Great Hall

Venue Name
Abington Park Museum

Venue Address
Abington Park Museum, Park Avenue South, Northampton, NN1 5LW

Submit

[Cancel](#)

17. Once you have completed the details click on the blue **Submit button**

VenueDetails

Venue Room
Great Hall

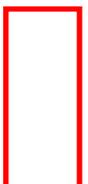
Venue Name
Abington Park Museum

Venue Address
Abington Park Museum, Park Avenue South, Northampton, NN1 5LW

Submit

[Cancel](#)

18. You will now see confirmation of the details submitted



[← Back](#)

Confirm Details

Please check below that all of the information provided is correct.

If the information is correct, please select "**I Accept**". If you wish to change your details, select "**Edit Details**". If you do not wish to proceed, select "**Cancel**".

Once you select "**I Accept**" you will be directed to the payment page so please ensure you have a valid debit or credit card to hand.

Payment will be taken in full which includes one marriage certificate.

For attending a church the full fee of £90 will be taken at time of booking.

If you need more than one certificate after your marriage date, certificates can be ordered online through our website via the copy certificate order process.

Following this you will be given a reference number confirming your booking - please keep this safe in case you have a query and need to contact us. If you have provided a valid email address you will also receive confirmation of your booking and your reference number. If you receive neither of these unfortunately your booking has not been completed and you will need to start the process again.

For all marriage ceremonies there is a pre ceremony interview that needs to take place prior to the actual ceremony start time. For example, if you wanted to marry at 14:00, you would need to book the start time as 13:30 to allow for the interviews to take place prior to the ceremony. The time stated below is your booking start time and should be 30 minutes before your chosen ceremony start time.

Ceremony Date: Friday 06 January 2023

Ceremony Time: 08:30hrs

Partner 1's Details

Ceremony Date: Friday 06 January 2023

Ceremony Time: 09:30hrs

Partner 1's Details

Full Name: Miss. Test Justine Test

Preferred Contact Name: Justine

Contact Telephone Number: 01604123456

Address:

1

Test

Test Way

Tester Way

Northampton

NN1 1DE

Partner 2's Details

First Name: Mr. Justin ima test

Preferred Contact Name:

Contact Telephone Number:

Address:

1

19. Scroll down to view the details you have entered

Ceremony Date: Friday 06 January 2023
Ceremony Time: 09:30hrs

Partner 1's Details

Full Name: Miss. Test Justine Test
Preferred Contact Name: Justine
Contact Telephone Number: 01604123456

Address:

1
Test
Test Way
Tester Way
Northampton
NN1 1DE

Partner 2's Details

First Name: Mr. Justin ima test
Preferred Contact Name:
Contact Telephone Number:

Address:

1
Test
Test Way
Tester Way
Northampton
NN1 1DE

Primary Email: test@test.com

Ceremony Address:

Abington Park Museum
Abington Park Museum, Park Avenue South, Northampton, NN1 5LW

20. If you are happy with the details, you have entered click on the blue **I Accept** button

By clicking "I Accept" you are agreeing to our terms and conditions, please ensure you have read these and are happy to continue before proceeding.

[Edit Details](#)

I Accept

[Cancel](#)

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If for any reason you or the customer are not happy, click on Edit Details to change the details.

If the customer decides not to proceed click on Cancel this will mean all details are deleted and if the customer wishes to make a booking you will need to start again.

Note do not use the back button on the browser as old information will be stored you would need to start from fresh.

21. You will now see the Payment screen

Select Payment Method

Please note you have 20 minutes to complete the payment process.

Narrative	Cost	VAT Rate	VAT Rate Group
Marriage Ceremony AP - Northampton 3 flat fee(s) of 555.00	£ 555.00	0.00%	Exempt

Net: £555.00

VAT: £0.00

Gross: £555.00

Select Payment Method

Card - Holder present

Submit

22. Select **Card-Holder not present** and click on **Submit**

Continue to checkout summary

23. Click on

24. The Payment Details screen appears

Civica Payments Portal - Paym x
civicaepay.co.uk/NorthamptonshireEstoreTest/estore/Default/Checkout/Index

Payments delivered in partnership between West and North Northamptonshire Councils

Home > Basket > Payment options

Payment details

Payment Details Payment Summary Payment Confirmation

* indicates a required field

Card details

Enter your information as it appears on your card
An asterisk (*) denotes a mandatory field

Name on card *

Card number *

Expiry date *

CVC number *
This is the 3 or 4 digit number that is on the back of your card
 

Order summary

 **WNC Registrars-GFC-J6100-034000078**

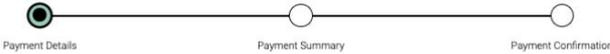
Quantity	1
Total	585.00
Total price	585.00

Enter the customer's card details to complete the payment process

Payments delivered in partnership between West and North Northamptonshire Councils

Home > Basket > Payment options

Payment details



* indicates a required field

Card details

Enter your information as it appears on your card
An asterisk (*) denotes a mandatory field

Name on card *

Card number *

Expiry date *

CVC number *

This is the 3 or 4 digit number that is on the back of your card



Order summary



WNC Registrars-GFC-J6100-034000078

Quantity	1
Total	585.00
Total price	585.00

Payments delivered in partnership between West and North Northamptonshire Councils

Authorising your payment

Please wait

We are processing your payment. Please do not refresh or close this page.



25. Once the customer's payment has completed you will see a Booking Confirmation

Booking Confirmation

Thank you for using the West Northamptonshire Council Registration Service online booking system.

Your marriage has been **provisionally** booked but on rare occasions we may need to contact you to amend this.

Please make a note of the reference number below, you will require this in any correspondence with us. You will receive an email containing the information on this page.

Reference Number: 1336770189

Date of Ceremony: Friday 06 January 2023

Time of Ceremony: 09:30hrs

Venue:

Abington Park Museum, Park Avenue South, Northampton, NN1 5LW

Amount paid: £555.00

What Next?

Book and attend your notice of marriage appointment.

Notice of marriage must be given before a legal marriage can take place. Notice of marriage can be given up to 12 months prior to the ceremony and we do recommend that you book this well in advance as our diaries can be extremely busy. Therefore:

If your marriage is taking place **within the next 12 months**, please ensure you book and attend your **notice appointment** as soon as possible.

If your ceremony is taking place in **more than 12 months' time**, please ensure you book and attend your notice appointment as soon as possible once you reach a **year** before your ceremony date.

If you have booked a marriage registration

Please ensure you arrive 15 minutes ahead of the time above to ensure you are not late. Our ceremony officers will guide you through your Marriage Registration so there is no need to memorise vows.

If you have booked this marriage registration in error or need to make any changes then please contact us on 01604 362420, alternatively you can email us at registrationservice.NCC@westnorthants.gov.uk

Thank you for booking your marriage registration with us.

If you have booked Marriage Ceremony

You will receive a separate email containing a username and password to log into our booking system to book your Notice Of Marriage and complete your ceremony plan.

If you have booked a ceremony at a religious venue

We will arrive at the venue to conduct your pre ceremony interviews, please ensure you arrive promptly to be seen. Our designated staff will need to witness the legal required elements of your ceremony and then leave once complete so that the remainder of your ceremony can take place. Please note we only have 30 minutes to complete our obligations so please consider this when planning your ceremony with your ministers.

Please check your junk email folders for confirmation of your booking as sometimes firewall settings can send emails to spam.

West Northamptonshire Registration Service

[Manage Booking](#)

[BackToHome](#)

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Booking a notice of marriage appointment

This part of the guide will walk through booking a notice of marriage appointment. This will only be visible on the My Ceremony page after the Ceremony has been booked.

1. From the My Ceremony page click on Book Notices

My Ceremony Page

Welcome to the Northamptonshire Registration Service ceremony hub page

The ceremony hub provides quick and convenient access to view and edit important elements of your ceremony. Please use the buttons below to navigate your way through the options available to you.

To return to this page at anytime scroll to the bottom of a page and click **Return To Home**.

If you require assistance please email us at Registrationservice.ncc@westnorthants.gov.uk where one of our team members will be able to advise you.

Ceremony Checklist

2 of 4 completed

 Amend My Details	Amend My Details
 Book Notices	Book Notice
 View Ceremony	View Details
 View Payment	Pay Now

2. The first screen you will see contains information and terms and conditions

Step 1 of 5

Notice of Marriage appointment

COVID-19 statement: Please do not attend the office if you are currently self-isolating, awaiting a Covid-19 test result or displaying any symptoms.

To safeguard all parties we will continue to encourage our customers to maintain social distancing, wear a face-covering, use hand-sanitizer and limit the number of people who attend the office at this time.

A notice is a legal statement that must be given individually by each of you prior to your ceremony.

Notices are venue specific, valid for 12 months and must be given in the registration district where you live.

By continuing and making an appointment for a notice of marriage you are confirming that:

- you have read all the guidance on our [website](#)
- both parties have all the required documentation and can meet the residency requirements
- you have already made a ceremony booking with the relevant registration office, minister or venue
- you agree to our terms and conditions

Please note:- non-UK and citizens with no EUSS status must contact the service via email to book a notice appointment registrationservice.ncc@westnorthants.gov.uk

Proof of name - you need to demonstrate a [clear link](#) between all of the names on the documents you provide. For example, a marriage certificate or change of name deed if you have returned to your maiden name.

For further information regarding a notice of marriage (including a comprehensive list of all the documentation you must provide) please visit our [website](#).

All documents produced **MUST** be originals, valid and in English, photocopies are not acceptable.

We recommend that you arrive **at least 10 minutes before your appointment is due to start** to confirm your attendance.

Please refrain from bringing food and/or drink to your appointment

The West Registration Service is unable to refund any pre-paid fees if you: -

- fail to attend your appointment and haven't contacted us in advance
- arrive more than 10 minutes late for your appointment
- cannot provide all of the documentation required
- haven't confirmed your ceremony venue & date
- do not meet the residency requirements

If we cannot complete the notice of marriage appointment, for any of the reasons detailed above, you will need to make another appointment and additional charges will be incurred.

We provide **pre-booked appointments only**, we do not offer walk-in appointments at any of our offices

You will be required to pay the statutory notice fee when booking your appointment, please have your payment card ready before proceeding

Data Security - West Northamptonshire Council Registration Service is committed to ensuring your information is protected. We only collect your data where we have a legal obligation; as a public task or with your express consent. Please read our Privacy Notice for full details.

I understand and agree to the above content (required) *

Next

[Cancel](#)

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Read the information to the customer and check they are happy to go ahead and ready to make a payment.

Tick the box if the customer agrees they understand.

3. Click on Next button

Data Security - West Northamptonshire Council Registration Service is committed to ensuring your information is protected. We only collect your data where we have a legal obligation; as a public task or with your express consent. Please read our Privacy Notice for full details.

I understand and agree to the above content (required) *

Next

[Cancel](#)

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4. Next a screen with more information and Preliminary Questions will appear

5. Read the information and complete the questions

Step 2 of 5

Preliminary Questions

You will need to know where you are holding your ceremony in order to give notice.

You should make a provisional booking with the venue and the registration service for that district before continuing, if possible.

If you are ready to continue please answer the following questions and **have a debit or credit card to hand to pay your appointment booking fee.**

Both of you need to complete a notice of marriage, so, if you both live in West Northamptonshire please ensure you book a double appointment if you wish to attend together.

If you are a citizen of an EEA country after 1st July 2021 to give your notice of marriage as a relevant national you will need to confirm your EUSS settled or pre – settled status or have a pending application. You will be required to share a share code so we can verify your status at your notice appointment or alternatively provide your certificate of application. You can do this by visiting the following link;

<https://www.gov.uk/view-prove-immigration-status>

All codes last 30 days so please be mindful when you request for this in readiness for your appointment.

If you are unable to prove your status we may not be able to proceed with your appointment and our normal Terms and Conditions regarding refunds will apply, which may mean you will have to repay the cost of the unsuccessful appointment.

If one or both parties are non-UK or citizens with no EUSS status please contact registrationservice.ncc@westnorthants.gov.uk to arrange an appointment.

Where is the ceremony going to take place?

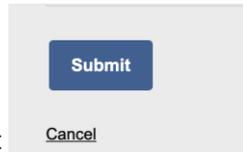
- Register Office or Licensed venue in the West Northamptonshire registration district
- A Register Office or licensed venue elsewhere in England and Wales
- Any place of worship in England and Wales

You both need to attend a notice appointment in person. If either of you are a non EEA national you MUST attend an appointment together

- Single – attending separately
- Double – both attending together

Submit

[Cancel](#)



6. Click on Submit
7. A page with a calendar appears. If the customer is booking a single notice they will need to book 2 x separate appointments. Read the please note information to the customer
8. Scroll down and select from the "Office" drop down Select a date

Calendar

Instructions

- Scroll down and select from the "office" dropdown
- Select a date - we offer a limited number of Saturday notice appointments in Northampton only
- Choose a convenient time - select another date if no appointments are available on your initial selection
- if you're booking a single notice separate appointments will be required for each of you

Please note:

- the times shown are for the duration of your appointment, please arrange to arrive at least 10 minutes before your appointment is due to start to allow library staff to confirm your attendance
- if you arrive more than 10 minutes late for your appointment the registrar will not be able to see you, another appointment will need to be booked and additional charges will be incurred
- We currently have a limited number of Saturday appointments available in our Northampton office

Office

✓ -- Select --

- Daventry Registration Office
- Northampton Registration Office**
- Towcester Registration Office

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date

03/10/2022

9. Choose a convenient time and click in Book – if you cannot find a suitable time you will need to try an alternative date

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Date

13/10/2022

Calendar Submit

Click Book	Date Available	Available Time
Book	13/10/2022	15:30 16:00

10. Complete the customer details in the Notice of Marriage Details screen

Step 4 of 5

Notice of Marriage Details

Please provide the following information.
Fields marked with a * are mandatory.
A valid email address is required for booking confirmation.

Partner 1 Details

Person 1 Title *
Other

First Name *
test

Other Name(s)

Surname *
Test

11. When details complete click on Next

Booking Notes

Booking Notes

Next

12. Confirm the customer details

Confirm Details

Are your details correct?

Please check that all of the information you have provided is correct.

If you wish to change any details please select '**Edit Details**' or the "**Back**" button below.

If you are happy, please press "**Submit**".

Please have your debit or credit card to hand as your notice appointment booking fee will be taken on the next page.

Following this you will be given a reference number confirming your booking - please keep this safe in case you have a query and need to contact us. If you have provided a valid email address you will also receive confirmation of your booking and your reference number. If you receive neither of these your booking has not been completed and you will need to start again.

Thank you for using the Northamptonshire Registration Service online booking system.

Appointment date: Thursday 13 October 2022

Appointment time: 15:30hrs

Venue:

Daventry Registration Office

The Abbey Advice & Resource Centre
Market Square
Daventry
NN11 4XG

Appointment type: Notice Of Marriage

Partner 1

First name: test

Other name(s):

Surname: Test

Address:

4

Oas, Angel Street
Angel street
Northampton
NN1 1ED

Surname: Test
Address:
 4
 Oas, Angel Street
 Angel street
 Northampton
 NN1 1ED

Partner 2

First name: tester
Other name(s):
Surname: Test
Address:
 4
 Oas, Angel Street
 Angel street
 Northampton
 NN1 1ED

Contact details

Email: alex.harris@westnorthants.gov.uk
Telephone: 01234123456

[Edit Details](#)

Submit

[Cancel](#)

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13. Click on Submit
14. Select payment method cardholder not present

Select Payment Method

Please note you have 20 minutes to complete the payment process.

Narrative	Cost	VAT Rate	VAT Rate Group
Notice Of Marriage - D flat fee(s) of 35.00	£ 35.00	0.00%	Exempt
Notice Of Marriage - D flat fee(s) of 35.00	£ 35.00	0.00%	Exempt

Net: £70.00
 VAT: £0.00
Gross: £70.00

Select Payment Method

Card - Holder present

Submit

15. Click on Submit

Continue to checkout summary

- 16.
17. Take payment, enter card details

Civica Payments Portal - Paym... x +

civicaepay.co.uk/NorthamptonshireEstoreTest/estore/Default/Checkout/Index

Payments delivered in partnership between West and North Northamptonshire C

Home > Basket > Payment options

Payment details

Payment Details Payment Summary Payment Confirmation

* indicates a required field

Card details

Enter your information as it appears on your card
An asterisk (*) denotes a mandatory field

Name on card *

Card number *

Expiry date *

CVC number *
 This is the 3 or 4 digit number that is on the back of your card
 

Order summary

WNC Registrars-GFC
0340000078

Quantity	Total
	Total price

18. Booking Confirmation will appear with details of the appointment date and the amount paid

Your appointment has been made but on rare occasions we may need to contact you to change the appointment.

Please make a note of the reference number below, you will need this for any correspondence with us about this appointment.

Appointment type: Notice Of Marriage

Your Reference Number: 1348477895

Appointment Date: Friday 23 September 2022

Appointment Time: 12:00hrs

Address:

Kettering Registration Office

Municiple Offices
Bowling Green Road
Kettering, Northamptonshire
NN15 7QX

Payment taken: £35.00

COVID-19 - from Monday 19th July 2021

Please do not attend the office if you are currently self-isolating, awaiting a Covid-19 test result or displaying any symptoms.

To safeguard all parties we will continue to encourage our customers to maintain social distancing, wear a face-covering, use hand-sanitizer and limit the number of people who attend the office at this time.

Please ensure you arrive 10 minutes before your appointment - if you arrive more than 10 minutes late the registrar will not be able to see you, a new booking will need to be made and additional statutory charges will be applied

It is important that you keep your appointment or inform us as soon as possible if you are unable to attend. Failure to attend your appointment could impact on the proposed date of your ceremony.

Please note a letter will not be sent out to confirm your appointment details but this confirmation will be emailed to you. **If you don't receive an email confirmation please contact the service on 0300 126 3000 or email registrationservice.ncc@northnorthants.gov.uk**

Completing “Your Ceremony Choices”

This part of the guide will walk through how to complete customer ceremony choices.

1. From the My Ceremony page click on View Details next to View Ceremony

My Ceremony Page

Welcome to the Northamptonshire Registration Service ceremony hub page

The ceremony hub provides quick and convenient access to view and edit important elements of your ceremony. Please use the buttons below to navigate your way through the options available to you.

To return to this page at anytime scroll to the bottom of a page and click **Return To Home**.

If you require assistance please email us at Registrationservice.ncc@westnorthants.gov.uk where one of our team members will be able to advise you.

Ceremony Checklist

2 of 4 completed

✓ Amend My Details

2 Book Notices

3 View Ceremony

✓ View Payment

Amend My Details

Book Notice

View Details

Pay Now

2. On the next pages there are several options and questions for the customer to answer about their ceremony choices

Your Ceremony Choices 0 of 25 completed

1 Pre-Ceremony Interview [Edit](#)

✓

Pre-Ceremony Interview Options

Arrangement Options
-- Select --

[Edit Selections](#)

2 How will the music be played? [Edit](#)

3 What incidental music when guests assemble [Edit](#)

4 Partner 1's Support [Edit](#)

5 Entrance of Partner 1 [Edit](#)

6 Entrance of Partner 2 [Edit](#)

7 Music - Entrance of partner 2 [Edit](#)

3. Click on the blue Edit button to answer each question

Your Ceremony Choices

0 of 25 completed

1 Pre-Ceremony Interview

Edit



Pre-Ceremony Interview Options

Arrangement Options

-- Select --

Edit Selections

2 How will the music be played?

Edit

3 What incidental music when guests assemble

Edit

4 Partner 1's Support

Edit

5 Entrance of Partner 1

Edit

6 Entrance of Partner 2

Edit

7 Music - Entrance of partner 2

Edit

8 Partner 2's Support

Edit

9 Do you wish for the following to be included at the beginning of the ceremony? (announced by the registrar)? "Who presents (partner 2's name) to be married to (partner 1's name)?"

Edit

10 Do you wish for the following to be included at the beginning of the ceremony? (announced by the registrar)? "Who presents (partner 1's name) to be married to (partner 2's name)?"

Edit

11 Do you wish any children of the couple to be mentioned in the ceremony?

Edit

12 Legal Declarations

Edit

<p>13 Contractual Words</p> <p>14 Will you be exchanging rings?</p> <p>15 Witnesses</p> <p>16 Partner 1 Additional Promises</p> <p>17 Partner 2 Additional Promises</p> <p>18 Reading 1</p> <p>19 Reading 2</p> <p>20 Further Reading If Required</p> <p>21 Music - Signing of the registers</p> <p>22 Music - Exit of Couple</p> <p>23 Will you have photographs taken?</p> <p>24 Will you have video recording?</p> <p>25 Do you have any special requirements?</p>	<p>Edit</p>
---	---

Print Details

[Print Preview](#)

The customer can view all their ceremony information from the My Ceremony page:

My Ceremony Page

Welcome to the Northamptonshire Registration Service ceremony hub page

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To return to this page at anytime scroll to the bottom of a page and click **Return To Home**.

If you require assistance please email us at Registrationservice.ncc@westnorthants.gov.uk where one of our team members will be able to advise you.

Ceremony Checklist 3 of 4 completed

✓	Amend My Details	Amend My Details
2	Book Notices	Book Notice
✓	View Ceremony	View Details
✓	View Payment	Pay Now

