

Information Sheet for Registered Civil Marriage Venues

Essential Legal Preliminaries to All Marriages

No marriage ceremony (whether religious or civil) can take place in Scotland without the intending couple completing the essential, legal preliminaries. The forms, documents and fees must be lodged with the Registrar, within clearly prescribed timescales. All couples should be advised to make contact with the Registrar at the earliest opportunity.

Religious or Civil?

The decision whether to be married in a Religious (including Humanist, Pagan, etc) or Civil ceremony lies entirely with the couple. Ministers of Religion, Humanist Celebrants and other approved celebrants may conduct ceremonies in any venue that they decide is appropriate to do so. Registrars are only permitted to conduct Civil ceremonies in registered venues. Temporary licences, for venues that do not hold a 3 year Period Licence, are available by contacting the Council Licensing department - the Registrar can help advise on this too.

Booking of Civil Marriages

Civil Marriages must be discussed with the Registrar before confirming anything with the Venue - the Registrar may not be available on the date, or at the time, the couple wish! Civil marriages can be conducted seven days a week.

The time of the ceremony is at the discretion of the Registrar. It should be noted that the intended time of the ceremony cannot be guaranteed until a definite booking has taken place, with the appropriate booking forms completed and acknowledged. (Previous bookings may already have been taken and would therefore have priority)

The Ceremony

Usually, the Registrar will already have met with the couple and discussed the arrangements for the day. If they have not met, the Registrar will wish to meet both the Bride and Groom, before the ceremony starts - part of the legal preliminaries. The Registrar should arrive about 30 minutes before the expected start time. If they have not turned up with less than 10 minutes to go, please follow the Emergency Call Tree guidance issued recently.

Peebles Registration Office

Opening hours - Mon-Fri 9.30am-12.30pm and 1pm-4pm. An appointment system is in place and appointments can be made by phoning 01721 723817 during office hours or, if no-one is available, Customer Services on 0300 100 1800.

Alternatively, contact may be made by email - sepaxton@scotborders.gov.uk

Any Questions?

Please don't hesitate to contact me if you have any questions or anything you would like clarified.