

Appendix A – Wedding Details Form - Greater Corsham and Lacock Team

IMPORTANT – please read the accompanying guidance notes before completing this form and use BLOCK CAPITALS

Full name	Age at date of wedding	Condition (delete as appropriate)	Rank, profession or occupation	Address at time of the Publication of Banns	Father's full name (if deceased, please state)	Father's rank, profession or occupation
(Man) Known as:		Single: Widower: Previous marriage dissolved/annulled: Surviving civil partner: Previous civil partnership dissolved/annulled				
(Woman) Known as:		Single: Widow: Previous marriage dissolved/annulled: Surviving civil partner: Previous civil partnership dissolved/annulled				
Nationality	Date of Birth	Telephone (landline & mobile please)	e-mail	Since when have you lived at the address above?	Which is your parish church?	
(Man)						
(Woman)						
Are you related or connected by marriage? If so, how? (both)			At which church do you wish to be married?		On what date?	At what time?
I hereby certify that, to the best of my belief, the answers to the above questions are correct:						
Signature: (man)			Date:		Future address (if different from above)	
Signature (woman)						
<i>Office use only:</i> Received by:	Date:	Notes:				Minister:

Options:

Please also complete the 'options' section overleaf

Version 2 29th January 2014

Please circle which extras you would like:	Organ: Yes / No / Own	Choir: Yes / No (Corsham/Lacock only)	Bells: Yes / No (Corsham/Lacock only)	Verger: Yes / No
	Will there be a photographer in church? Yes/No	Do you want to video your service: Yes / No <i>If 'Yes', complete permission form</i>	Will you use the church flower arrangers? Yes / No	Will you want the heating on? (Oct-Apr weddings) Yes/No

This section for clergy use:

Liturgy: BCP / 1966 / Common Worship	Bible reading: By:	Other readings: By:
Best Man:	Bridesmaids / page boys:	
Witnesses to signing of the register (over 18 years old and British Citizens) 1.		
2.		
Giving away: Yes / No	By whom:	Rings: 0 / 1 / 2
Options: 1 Nothing 2 Traditional ("Who gives this woman...") 3 No words (just passing of hands) 4 Common Worship – family / community response		Prayers read by: Any special requests: Lord's Prayer: Trad / Modern
Music: Organ / Worship Band	Personal ID checked by:	Details of qualifying connection and proof documentation:
In:	(Man)	
Hymn 1:		
Hymn 2:		
Hymn 3:	(Woman)	
Hymn 4:		
Registers:		
Out:		
Notes:		

APPENDIX B: YOUR CONNECTION WITH THE PARISH

Please complete sections 1 and 2 and whichever questions(s) in section 3 apply

We only need to establish a connection for one of you.

SECTION 1

(Please underline relevant statement(s))

I (name) wish to rely on a connection with the parish¹ of Corsham / Gastard / Lacock with Bowden Hill/ Neston by virtue of **one or more** of the following:

- I was baptised in the Church of England parish church
- I have been confirmed in the Church of England and was prepared for confirmation in the parish
- My parent² or grandparent² was married in the parish of by a Church of England service
- I have had my usual place of residence in the parish for at least 6 months³
- My parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime³
- I have habitually attended public worship at Church of England services in the parish for at least 6 months⁴
- My parent has habitually attended public worship at Church of England services in the parish for at least 6 months during my lifetime⁴

NOTES

1. *Our team of churches comprises a group of four parishes, each of which keeps its own records of past ceremonies – we need to know which registers to check.*

2. *In the applicable Church of England law the word ‘parent’ means:*

- *parent of either a legitimate or an illegitimate child; or*
- *an adoptive parent (This requires legal adoption); or*
- *a person ‘who has undertaken the care and upbringing’ of another person.*

For a grandparent one of the above three types of relationship must apply between each generation and the next, i.e. between the grandparent and the parent and between the parent and the person completing the form.

3. *This can apply whether or not you or your parent(s) are still resident in the parish*

4. *This can apply whether or not you or your parent(s) are still attending worship in the parish*

SECTION 2

Does any of the information on which you are relying to show your connection with the parish:

- give a name for you which is different from the one you have used on this form; or
- give the surname for any parent or grandparent of yours which is different from your surname as set out on this form? Yes/No

If yes, please:

- give the previous/other name(s)
- explain how the difference has arisen and
- if the reason for the difference between the names is that you have changed your name, explain when and how the change(s) took place and provide any documentary information (e.g. adoption certificate, marriage certificate, deed poll for change of name)

PLEASE NOW GO ON TO COMPLETE THE PART(S) OF SECTION 3 WHICH CORRESPOND TO THE STATEMENT(S) YOU HAVE TICKED IN SECTION 1 ABOVE.

If you need more space, please attach extra sheets of paper

SECTION 3

Please answer the questions which relate to the connection(s) you have ticked in section 1.

Please give exact dates, places, names etc if possible – if not, please give as much information as you can. We recognise that it may be difficult or impossible to provide documentary evidence for matters relating to relatives who are deceased or live some distance away.

We need to see original documents, and these will be returned to you promptly – if you visit our office we will make copies and return them to you immediately.

Please complete your answer on a separate piece of paper if necessary and submit it with the form.

My connection is that I was baptised in the parish (by a C of E service/form of baptism)

When were you baptised?

Where were you baptised?

What documentary or other information do you have for this? *(Please submit any copy of an entry in the baptism register, baptism certificate or other documents with this form)*

My connection is that I have been confirmed (by a C of E service) and my confirmation is entered in a register belonging to a church or chapel in the parish

When were you confirmed?

Where were you confirmed?

Who prepared you for confirmation?

In which register is your confirmation recorded? *(you may have been confirmed in a different church from the one you attended at the time – the register will be the one for YOUR church)*

What documentary or other information do you have as regards the registration of your confirmation? *(Please submit any copy of an entry in the confirmation register, certificate etc or other documents with this form)*

My connection is that my parent or grandparent was married in the parish by a C of E service

When and where did the marriage take place?

Please give names of the parties to the marriage, and state how the relevant party/parties are related to you.

What documentary or other information do you have for this? *(Please submit a copy of the relevant entry in the marriage register, marriage certificate or other documents with this form)*

My connection is that I have had my usual place of residence in the parish for at least 6 months - This can apply whether or not you are still resident in the parish

Please give

- Each address at which you have been resident in the parish, and
- The dates between which that address was/has been your usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

My connection is that my parent has had his or her usual place of residence in the parish for at least 6 months during my lifetime - this can apply whether or not your parent(s) is/are still resident in the parish

Please give:

- Each address at which a parent of yours has been resident in the parish;
- The name(s) of the parent(s) resident there; and
- The dates between which that address is/was his/her/their usual place of residence

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

My connection is that I have habitually attended public worship at C of E services in the parish for at least 6 months - this can apply whether or not you are still attending worship in the parish

When did you begin to attend public worship habitually in the parish?

If you no longer do so, when did you cease to do so?

Please state:

- Where you worshipped in the parish during this period;
- How often/on what occasions; and
- What types of services you attended.

What documentary or other information do you have for the above? *(Please submit the documents with this form)*

My connection is that my parent has habitually attended public worship at C of E services in the parish for at least 6 months during my lifetime - This can apply whether or not your parent(s) is/are still attending worship in the parish

When did your parent(s) begin to attend public worship habitually in the parish?

If that is no longer the case, when did it cease?

Please give his/her/their name(s) and his/her/their address(es) over that period

Please state:

Where he/she/they worshipped in the parish during that period

How often/on what occasions; and at what types of services?

APPENDIX C Video Recording Permit

Benefice of Greater Corsham and Lacock

Video Recording of the Wedding

on (date).....

of (names).....

This Notice is issued by the Rector to give permission for recording equipment to be brought into and used inside the church for the purposes of recording the above service subject to the following conditions:

- a) A maximum of two video cameras are to be allowed in the church
- b) Only fixed camera positions can be used, and this must be discreet and unobtrusive. The positioning of the cameras is in the sole discretion of the minister leading the service.
- c) No extra lighting is permitted in the church.
- d) A current Wedding Video Recording Licence must be produced before any equipment is brought into the church.

The attention of the videographer is drawn to the following matters:

1. The law of copyright is complex. It is most important that it is recognised that neither the Rector nor the Parochial Church Council has any authority to give copyright permission for the lawful reproduction or recording of any work – literary or musical – which is protected by copyright, or to give consent on behalf of any performer or person having an exclusive recording right.
2. Certain “blanket” arrangements have been made to facilitate the recording in church of the texts of the marriage services. Without prior application having been made to the copyright owners, copyright permission, subject to the conditions in paragraph 3, has been given for the recording on either videotape or audiotape of the following material:

- Solemnization of Matrimony from the Book of Common Prayer*
- The Marriage Service from Common Worship*
- Baptism of Infants from the Book of Common Prayer*
- Holy Baptism from Common Worship*
- The Psalter in the Book of Common Prayer*
- The Psalter in Common Worship.*

(continued overleaf)

- 3. The conditions on which a copy of the material specified in paragraph 2 may be made without prior application are as follows:
 - i) No rights in the recording and no copies of it shall be transferred or assigned in consideration of money or money’s worth i.e. the rights in the recording and copies shall not be sold commercially except that the original recording and copies may be sold to the couple or parents who commissioned the recording.
 - ii) No more than three copies of the recording shall be made.
 - iii) The recording, including an extract from it, shall not be exhibited in public.
- 4. The copyright owners of the material listed in paragraph 2 charge no fee for this permission.
- 5. These “blanket” arrangements and the permissions relating to the material specified in paragraph 2 do not extend to any part of the service other than the text of the authorised service and psalms. Thus hymns, anthems, additional prayers etc are not covered by these permissions and it is your responsibility to obtain permission for such copyright material which is included in the service. Copyright subsists in a work at least until the end of the period of 70 years from the end of the calendar year in which the originator (author, composer etc) died. Where there is doubt whether material is copyright the publisher will usually be able to assist. So far as copyright music and lyrics are concerned detailed advice of aspects of copyright is available from European Copyright Licensing Ltd, and the appropriate Licence is to be obtained from [www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence\(LM\).aspx](http://www.prsformusic.com/users/recordedmedia/dvdsanddigitalmedia/Pages/LimitedManufactureLicence(LM).aspx)

I have read the whole of this Notice. I accept that the Priest-in-Charge has only given me permission to bring into and to use video recording equipment inside the church subject to the conditions specified above. I acknowledge that the Priest-in-Charge has not given copyright permission or authorised the recording of any material or performance which may be protected by law.

Signed (Videographer)

Print name

Contact telephone number

Date

Appendix D: Fees

Our Wedding Fees for 2018

BASIC PAROCHIAL FEES – ALL CHURCHES		
Marriage Service	£441	
Publication of Banns ¹	£29	
Certified copy of entry in Marriage Register ²	£4	
Total minimum fee	£474	
Banns in another parish ¹	<i>(£29 – Publication)</i> <i>(£14 - Certificate to show to us)</i>	
Each extra copy of Marriage Certificate ²	£10	
Marriage Blessing ³	£441	
OPTIONAL EXTRAS		
Item	Cost	Yes, we would like this (tick)
Organist ⁴	£125 at Corsham / Neston / Gastard	
	£100 at Lacock / Bowden Hill	
Organist special requests ⁵	By negotiation	
Choir	£125 at Corsham / Neston / Gastard	
	£80 at Lacock / Bowden Hill	
Bells	£85 Corsham and Lacock only	
Verger ⁶	£45	
Flowers ⁷	By negotiation with local arrangers	
Heating ⁸ (Oct - Apr)	£40	
EXTRAS TOTAL		
GRAND TOTAL		

Notes on fees, relating to the table on the previous page

¹ If you need to have banns called in another parish, you will have to arrange that with them and pay a £29.00 publication fee and a £14.00 certificate fee to that parish. We do not need to issue a certificate to ourselves.

² You will receive one copy of the Marriage Certificate. If you want extra copies we have to charge £4 per copy at the time of the ceremony, or £10 at a later date

³ This is a service of blessing after a civil marriage ceremony and is the same charge as for a wedding less the legal fees.

^{4 and 5} The organist’s basic fee covers the music played before during and after the service, and assumes these are standard pieces of music. If extra work is required – for example, making special arrangements of a piece of music, or rehearsing with a soloist – then an appropriate fee must be negotiated with the organist.

⁶ Please see page 12 of the main manual for an explanation of the vital role played by a vergers, who will be present at your ceremony. We appreciate it if you are able to cover the costs of this role.

⁷ The cost of flowers depends entirely on what is wanted and should be discussed with our flower arrangers. Payment for flowers must be made directly to them.

⁸ Please see page 12 of the main manual. It helps us if you are able to cover the costs of heating the building for your service.

Our fees will next be reviewed for the year commencing 1st January 2019.

PAYMENT

Please submit a deposit of £50, with your wedding application form. This deposit will be banked, but if your wedding is cancelled for whatever reason, we will return this deposit to you when you advise us of the cancellation.

We will invoice you for the balance of fees two months before your wedding if you have not already paid by then. The final balance must be paid not less than one month before the wedding takes place, and sent by post to the Team Administrator, Church House, 3 Church Street, Corsham, SN13 0BY. If we do not receive your payment by then we cannot conduct the service. Please talk to us if this will be a problem.

Cheques should be made payable to ‘Greater Corsham Parish Fees Account’.

Please tick the boxes on the other side of this form to tell us which optional extras you want for your wedding, and keep a copy of both sides for your records

Names:

Date of Wedding **Church**

We enclose our deposit of £50.

Signed: Dated:

APPENDIX E - MARRIAGE IDENTITY CHECKLIST



3 documents must be seen. One from Group 1 plus any two from Groups 1 or 2.

Group 1:

- Passport
- Driving licence (both paper and photo card)
- Birth certificate
- EU National Identity Card
- Adoption Certificate

Group 2:

- Bank/building society/credit card statement*
- Utility bill*
- Insurance certificate**
- Addressed payslip*
- National Insurance Card
- Vehicle registration document

* Should be issued within the last 3 months. ** should be issued within the last 12 months.

APPLICANT 1: Name:

Document 1:

Document 2:

Document 3:

APPLICANT 2: Name:

Document 1:

Document 2:

Document 3:

We confirm that the above documents are genuine originals, and that they confirm the identity of both applicants for marriage.

Signed **(Applicant 1)**

Signed **(Applicant 2)**

Signed **(Document checker)**

Date:



Appendix F - Attendance Form

Your names.....

If you are intending to show a connection with our churches through regular attendance over a period of at least the six months prior to your wedding date; you need to bring this form with you and get it signed by the minister. If you cannot show us this evidence we will be unable to conduct a marriage service for you as this is a legal requirement!

You can attend any service over this period at any of our churches – it doesn’t have to be the same one each time, but we do need to see attendance at least once each month over the six month period. This can include non-Sunday and seasonal services. See our website www.corshamandlacockchurches.org.uk for full details of our current service pattern.

<i>Date & time of service</i>	<i>Church attended</i>	<i>Minister's name (CAPITALS)</i>	<i>Minister's signature</i>

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