









Civil ceremonies in Derby

## Welcome

Thank you for choosing to have your ceremony in Derby. We hope this brochure will help to guide you through the legal formalities and other decisions in planning your special day.

Whatever type of ceremony you opt for - whether it's a small, intimate occasion with two witnesses or a grand, formal celebration - our professional staff will give you the standard of service to make your special day unique and memorable. All of our ceremonies give you that all-important personal touch with choices of readings and vows.

We would, of course, be delighted to help you with any questions you may have about your special day.



Philip O'Brien Proper Officer for Registration



James Clark Registration Service Manager



Victoria Dolman Photograph



Victoria Dolman Photography



Victoria Dolman Photography

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# About the Derby Register Office

Derby Register Office is conveniently situated in the city centre on the corner of the Market Place at Royal Oak House. The first-floor ceremony suite features the impressive Oak Room with seating for 86 guests. The more personal Acorn Room has seating for 22 guests. There's also a guests' waiting room and a bridal waiting room. Both the Oak and Acorn Rooms have air conditioning and tasteful, silk-floral decoration that is changed on a seasonal basis.

All rooms are suitable for civil marriage and partnership ceremonies, baby naming ceremonies, renewal of marriage vows and citizenship ceremonies.



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The Oak Room at Royal Oak House - Instanti



There are facilities to play cassette tapes or compact discs. We also allow video cameras, and will advise whoever is filming of the best position for the camera before the ceremony.

The building is fully accessible with disabled parking, toilet facilities, a lift and an induction loop.

You are very welcome to come and take a look around the Derby Register Office. Please see page 18 for our opening hours.

# Civil marriage and partnership

Couples now have the choice of civil marriage or partnership in any register office or approved building in England and Wales. Approved buildings such as hotels, restaurants, stately homes and other prestigious sites are venues that have been approved by the local council as suitable for ceremonies. You can get a free list of all the approved buildings in Derby and South Derbyshire from the Derby Register Office. You can also get this list online at: www.derby.gov.uk



Approved buildings such as hotels, restaurants, stately homes and other prestigious sites are venues that have been approved by the local council as suitable for ceremonies.

### Legal formalities

Before couples can have a civil marriage or form a civil partnership, the law says that they must both:

- 'give notice' of marriage or partnership in the district/districts in which they live. Both partners have to give this notice in person no-one else can do this on their behalf. The notice is valid for one year.
- have lived in a district in England and Wales for seven clear days immediately before the date on which they give notice. It won't matter if they move address after giving notice.
- wait at least 15 clear days before the ceremony can take place after giving notice.

The Derby Register Office has an appointment system for giving notice of civil marriage or partnership. For an appointment, please contact the Derby Register Office – see page 18.

## Immigration control

Different rules apply if either you or you partner are subject to immigration control, so please contact us for further advice. To find out if you are subject to immigration control, please see the Immigration and Nationality Directorate website or telephone 0870 606 7766.



www.stevenbradshaw.co.uk



www.stevenbradshaw.co.ul

# Documents you will need to show us

When giving notice of civil marriage or partnership, both partners will need to bring proof of:

- age, identity and nationality a
  valid passport is the best proof, but
  a full birth certificate, supported
  by another document such as a
  medical card may be acceptable.
  If you don't have a passport, we'll
  be happy to explain what other
  documents would be acceptable.
- address such as a recent gas, electricity, phone or Council Tax bill, rent book, bank statement or driving licence.



www.stevenbradshaw.co.uk



Richard Miller Photography



### Other documents we may need to see

If either partner has been married or has formed a civil partnership, we need to see evidence of how the marriage or partnership ended. This may be a certified copy of the final divorce decree or final order of civil partnership dissolution, or the death certificate of your former husband, wife or civil partner. We may need you to provide translations of foreign documents.

If either partner:

- has changed their name by Deed Poll, Statutory Declaration or Change of Name Deed, we will need to see the relevant document/documents.
- is under 18, we usually need the agreement of their parents or guardians.

A registrar can tell you more about the other documents you may need to provide.

# Arranging your civil marriage or partnership

Once you have given notice of civil marriage or partnership in the district in which you live, it's important to contact the venue of your choice and the registrar who will conduct the ceremony. You need to make sure that both will be able to fit in with your arrangements and to make a provisional booking.

At some dates and times in the year, there may not be enough Register Office staff to cover all civil marriages or partnerships at approved buildings. If you choose a venue covered by the Derby Register Office, we will do our best to fit in with your plans. However, the sooner you contact us to book your ceremony the better. We can make a provisional booking up to two years in advance.

The law doesn't allow religious marriage ceremonies to take place at approved buildings – see the next page for information about religious marriages and whether or not to involve the Derby Register Office.



Victoria Dolman Photography



Victoria Dolman Photography

# Religious marriages in...

...the Church of England

If you wish to marry in the Church of England, you should first speak to the vicar of the parish where you wish to marry. They will be able to tell you if you are entitled to marry at that church. If you are, the vicar will arrange for 'Banns' to be called for three Sundays before the day of the marriage or for a common licence to be issued. There's usually no need to involve a registrar from the Derby Register Office.



Victoria Dolm

If you wish to marry in the Church of England, you should first speak to the vicar of the parish where you wish to marry. They will be able to tell you if you are entitled to marry at that church.

#### ...other religious buildings

If you're planning to marry in any other religious building that is registered for marriage, you should first contact the minister or other person in charge of marriages at the building. If the person in charge agrees to marry you, you must each give notice of marriage at the Register Office – see the Legal formalities section on page 4.

Normally, you may only marry in a religious building in the district where one or both of you live. However, you may be able to marry in a religious building in a different district if it's the usual place of worship for you or your partner, or if there's no place of worship for your religion in the district where you or your partner live.

Derby Register Office will be happy to give you more advice about this.

There are a few religious buildings in Derby where there is no Authorised Person appointed to register a marriage. At these buildings, you'll need to arrange for a registrar to be present. Please contact the Derby Register Office to check the availability of a registrar as soon as possible.

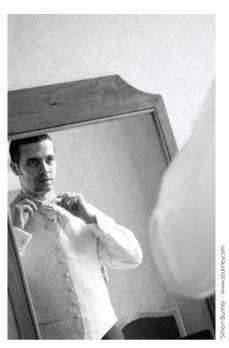
Remember that the law doesn't allow religious marriage ceremonies to take place at approved buildings.

## Ceremony choices

# Civil marriage or partnership

Whether you choose to marry or form your partnership in the Register Office or one of the approved buildings, our aim is to give you the maximum choice. We offer all couples a ceremony to the same high standard — even though you don't, by law, need to have a ceremony to form a civil partnership.

Traditionally, a civil ceremony is quite brief, so we encourage you to consider ways of enhancing the ceremony.





n Bunney - www.sb

When you book with us, we will offer you a selection of readings and vows or you can choose your own. We'll discuss with you how to make your day a personal and individual occasion.

When you book with us, we will offer you a selection of readings and vows or you can choose your own. We'll discuss with you how to make your day a personal and individual occasion. Please remember that, for legal reasons, your choice of readings, music, poetry or personal vows in the ceremony cannot be religious.

At the Derby Register Office, you can have music played while you or your guests are entering the room and afterwards while signing the register and taking photographs. The Register Office has facilities to play cassette tapes or compact discs. We also allow video cameras, and will advise whoever is filming of the best position for the camera before the ceremony.

## On the day...

When marrying or forming a civil partnership at the Derby Register Office, please arrange to arrive with your guests at least 10 minutes before the time of your ceremony. If you or your guests are late, you will disrupt other ceremonies and we may have to make a fresh appointment. If you can't keep your appointment, please contact the Register Office as soon as possible – see page 18 for details.

You'll need two witnesses who are over 16 and they must be able to understand the ceremony.

# Renewing civil marriage or partnership vows

This is a personal ceremony to renew your vows that's available to couples who want to celebrate their renewed commitment to each other. We have used Civil Ceremonies Limited to be able to offer you the finest individually written ceremony.

These ceremonies are available to all couples, at whatever stage in their marriage or partnership. They are often associated with a special anniversary, but the ceremony is just as appropriate at any stage of a relationship. Many couples who marry abroad choose to renew their vows in the UK as a special event for family and friends.



#### Naming ceremonies

A naming ceremony is a very special way of celebrating the birth of your child and of welcoming the new arrival into the family and wider community. In Derby, we offer a unique, individually-written ceremony.

It's an opportunity to declare your intention to be a good parent before your family and friends. It also gives adult friends and relatives the chance to confirm their special relationship with your child as they pledge their love and support for your child and their future.





For further information on any of the ceremonies described here, or to make a booking, please contact the Derby Register Office – see page 18 for contact details.

# Approved buildings

The following approved buildings have sponsored this brochure.



© Paul Storer Photography, The Stuart Hotel

#### The Stuart Hotel

(Licensed for civil ceremonies)

The Stuart Hotel makes an ideal venue for your special day, accommodating up to 130 guests for your wedding breakfast and up to 200 for evening receptions. It can also provide smaller more intimate rooms. The air conditioned suite offers its own separate entrance, private bar, foyer reception area and ample car parking.

Let The Stuart take care of all the preparations, leaving you free to concentrate on enjoying this most important occasion.

For full information on The Stuarts' facilities and current special offers including its "Grand Wedding For a Grand," please visit: www.thestuart.com or join them on Facebook.

The Stuart Hotel London Road, Derby DEI 2QR

Tel: 01332 340 633 Web: www.thestuart.com



© Paul Storer Photography, The Stuart Hotel



The International Hote

#### The International Hotel

(Licensed for civil ceremonies)

On the doorstep of the Peak District, The International Hotel is an independently run hotel with a vibrant atmosphere that specialises in civil ceremonies and wedding receptions of up to 120 people.

Its wedding packages are tailor-made to suit. It's the perfect place to hold your reception, whether a meal or buffet, and the attentive staff are always on hand to help give your day that special touch.

The International Hotel Burton Road Derby DE23 6AD

Tel: 01332 369 321

Email: sales@international-hotel.co.uk



### The Derby Conference Centre

(Licensed for civil ceremonies)

Set in 8 acres of grounds, this unique Art-Deco Grade II listed building is a hidden gem on the outskirts of Derby city centre. Boasting excellent facilities for up to 250 guests, fine dining, exemplary service and a welcoming atmosphere, the Derby Conference Centre offers the perfect backdrop to make your wedding day the most wonderful occasion of your life. To extend the experience, you can stay in the bridal suite and your guests can relax in one of 50 newly refurbished bedrooms. Couples also have the support of an experienced wedding co-ordinator who will be on-hand to help organise and offer guidance for your special day.

The Derby Conference Centre London Road Derby DE24 8UX

Tel: 0845 880 8101 Fax: 0870 890 0030

Email: enquiries@thederbyconferencecentre.com Web: www.thederbyconferencecentre.com





The Derby Conference Centre





## Holiday Inn Derby Riverlights

(Licensed for civil ceremonies)

Your Special Day... Your Way

The staff at the Holiday Inn Derby Riverlights promise to treat your wedding as a special event unlike any other day, providing you with the perfect venue for your celebration.

From simple and elegant to bold and individual, their rooms are versatile to suit anything from an intimate gathering to a reception for 120 guests. A dedicated wedding co-ordinator is available to help you plan your perfect day and all the rooms can be dressed accordingly to your own wedding theme.

Whether you wish to arrive to the elegant sounds of a harp, jazz or classical music, bring your own band or disco, their dedicated events team can help you arrange this.



Dance until the early hours or relax with your guests in the

friendly, informal surroundings of Stresa Bar.

Continue the celebration for you and your guests in comfort and end your special day by staying in one of their contemporary bedrooms. All 105 bedrooms are stylish, comfortable and air conditioned.

Holiday Inn Derby Riverlights, Morledge, Derby DEI 2AY Tel: 01332 412533 or 01332 412532

Email: reservations@hiderby.co.uk or events@hiderby.co.uk Web: www.holidayinn.com/derbyriver



Rolls-Royce leisure

#### Rolls-Royce leisure

(Licensed for civil ceremonies)

Rolls-Royce leisure is situated on the outskirts of Derby set in spacious grounds ideal for photographs, the perfect location to host your special day.

With a wide variety of choices including menus, drink packages, room decoration and evening entertainment Rolls-Royce leisure offer flexibility to suit your budget with a choice of rooms catering for 50 to 150 people.

Rolls-Royce leisure provides corporate facilities for Rolls-Royce plc.

Rolls-Royce leisure The Pavilion, Moor Lane, Derby DE24 9HY

Tel: 01332 248 319 Email: events@rrleisure.co.uk



The Littleover Lodge Hotel

#### The Littleover Lodge Hotel

(Licensed for civil ceremonies)

The Littleover Lodge Hotel boasts idyllic surroundings in the Derbyshire countryside.

The elegant Highfields House Restaurant seats up to 100 guests for your wedding breakfast with excellent cuisine and attentive service. The Findern Suite can accommodate up to 100 guests for your evening entertainment. Adjoining doors can be opened to offer the perfect venue for larger buffet parties of up to 250 guests.

The 16 bedrooms are offered at reduced rates to the bridal party and guests, subject to availability.

To order an information pack or for a no obligation consultation with their wedding co-ordinator, contact main reception.

The Littleover Lodge Hotel 222 Rykneld Road, Littleover, Derby DE23 4AN

Tel: 01332 510 161 Web: www.littleoverlodge.co.uk



The Grange Banqueting Suite

### The Grange Banqueting Suite

(Licensed for civil ceremonies)

This is the perfect setting for your marriage and wedding reception. Set in its own private grounds in a tranquil location within two miles of Derby city centre, The Grange Banqueting Suite offers a wealth of facilities for your special day including a large terraced lawn that is ideal for photographs, a free car park for up to 100 cars and two dining halls both with dance floors and fully licensed bars. The Grange Banqueting Suite offers topclass service in a private and relaxed atmosphere. Contact now for a brochure.

The Grange Banqueting Suite 457 Burton Road Littleover, Derby DE23 6XX

Tel: 01332 771 770 Fax: 01332 774 700

Email: sales@grangebanqueting.com Web: www.grangebanqueting.com



Menzies Mickleover Court

### Menzies Mickleover Court

(Licensed for civil ceremonies)

Your wedding is one of the most memorable days of your life. Celebrate it at the four-star Menzies Mickleover Court and they will ensure you and your guests have countless happy memories to cherish for many years to come.

Offering an excellent choice of function suites, 99 en-suite bedrooms and a superb health and leisure club, the hotel is the ideal venue for your wedding.

Menzies Mickleover Court Etwall Road, Mickleover Derbyshire DE3 0XX

Tel: 01332 521234

 ${\it Email: mickle over.sales@menzieshotels.co.uk}$ 

Web: www.menzieshotels.co.uk



Menzies Mickleover Cour







Hallmark Hotel Derby

#### Hallmark Hotel Derby

(Licensed for civil ceremonies)

At The Hallmark Hotel attention to detail and personal service are second to none. With specially selected food and drinks packages, they can create a day that's as individual as you are.

Hallmark Hotel Derby has been completely transformed into a contemporary hotel – perfect for your big day. Host your wedding in one of their impressive function rooms and relax amid the pure luxury and interior design touches around the hotel. You can be assured of a warm welcome by a team of staff passionate about making your day special.

Their Garden Room overlooks mature walled gardens with a spacious reception, private bar facilities, natural daylight and full disabled access. Stylish décor and furnishings make this room an ideal choice for your special day and can accommodate up to 200 people.

At Hallmark Hotel Derby they will help to create memories you will treasure and ensure your wedding is a day to remember.

Let them take care of your day with their special 'Wedding in a Box' package from only £2995.

Hallmark Hotel Derby (formerly The Midland Hotel), Midland Road, Derby DEI 2SQ Tel: 01332 299992

Email: Derby.events@hallmarkhotels.co.uk Email: Derby.reservations@hallmarkhotels.co.uk

Web: www.hallmarkhotels.co.uk





Waterfall

#### Waterfall

The team at Waterfall pride themselves on making your wedding day the best day of your life. With over fifteen years of wedding experience along with a dedicated wedding coordinator you really can have it all on a budget. With three rooms to choose from, all different in size and style you can have your reception in a grand ballroom or the modern Executive Bar.

Whether you have a crazy theme or want Waterfall to create your dream, from decorations to disco, Waterfall do it all.

Waterfall, Railway Terrace, Derby DE1 2RU

Tel: 01332 366517 Email: enquiries@party-waterfall.co.uk Web: www.party-waterfall.co.uk



masa restauran

#### masa restaurant

(Licensed for civil ceremonies)

Situated in a stunning Grade II listed converted chapel, masa retains many traditional features, making it the perfect venue for your wedding and reception. Enjoy exclusive use of the stylish downstairs bar, mezzanine restaurant and gardens for photos and cocktails. Their dedicated wedding co-ordinator is on-hand throughout the day to make sure your dream wedding becomes a reality.

masa restaurant The Old Wesleyan Chapel Brook Street, Derby DE1 3PF

Tel: 01332 203345 Email: enquiries@

masarestaurantwinebar.com Web: www.masarestaurantwinebar.com



Rosliston Forestry Centre, www.avantphotography.co.

### Rosliston Forestry Centre

(Licensed for civil ceremonies)

Finding the perfect venue is the key to that unforgettable wedding of your dreams: in an enchanting private glade, deep in the heart of the National Forest, discover Rosliston Forestry Centre.

Choose from a range of superb rooms, luxury marquees and magical woodland settings for your reception of up to 250, invite 48 of your guests to stay the night in a deluxe cedar cabin and even take advantage of Rosliston's unique Birds of Prey Experience wedding packages, which are available both at the Forestry Centre or your chosen UK venue.

Rosliston Forestry Centre Burton Road, Rosliston Derbyshire DE12 8|X

Tel: 01283 563 483

Email: weddings@roslistonforestrycentre.co.uk Web: www.roslistonforestrycentre.co.uk



Cathedral Quarter Hote

#### Cathedral Ouarter Hotel

(Licensed for civil ceremonies)

If you are looking for a distinctive wedding venue in Derby which is a real statement in style and is brimming with individuality then Cathedral Quarter Hotel is perfect for you. This stunning I 900s Grade II listed building has been redesigned to blend traditional character and charm with the elegant edge of contemporary luxury, creating a dramatic backdrop for your celebrations and holding up to 80 guests.

Cathedral Quarter Hotel 16 St Mary's Gate, Derby DEI 3JR

Tel: 01332 546 080 Email: events@cathedralquarterhotel.com Web: www.cathedralquarterhotel.com

## Local services

The following local services have sponsored this brochure.



Galaxy Travel

### Galaxy Travel

Exclusive Wedding cars brought to you by Galaxy Travel, they can offer a complete bespoke service with elite vehicles that no other company can offer, to ensure you and your family arrives in style for a unique and special day.

With prices starting from £90.00 they offer competitive rates, including multiple trips, ribbons, bows and a bottle of bubbly and Chauffeur driven car.

Their collection of super cars include a range of Ferraris, Aston Martins, BMWs, Range Rovers and Mercedes Benz cars, plus many more.

Please call or email for a free brochure. Tel: 01246 277 250 Mob: 07789 176 842 Email: info@galaxy-travel.co.uk Web: www.galaxy-travel.co.uk



## Richard Miller Photography

A member of The Society of Wedding and Portrait Photographers, Richard Miller has years of experience in capturing beautiful and lasting pictorial memories to be treasured for generations to come.

Whether you're looking for a modern reportage style or a more traditional record of your wedding, Richard Miller promises high quality imagery at a down to earth price. For an enduring and precious memento of you and yours on this special day contact Richard Miller at:

Richard Miller Photography 16 Enoch Stone Drive Chaddesden, Derby DE21 6ZG Tel: 01332 671553 Mob: 07855 330606 Web: www.rmillerphoto.co.uk



Victoria Dolman Photography

#### Victoria Dolman Photography

Candid, Creative and Contemporary Wedding Photography

Victoria's photographic style is creative, candid and contemporary. Her aim is to provide each and every couple she photographs with a range of beautiful images that truly document the story and emotions of their wedding day. She prides herself on capturing natural smiles with lots of candid shots of the bride and groom enjoying the day with their friends and family. Mix this with a little artistic license and Victoria will provide you with some stunning posed shots that capture couples at their very best.

Victoria Dolman Photography Tel: 07875359606

Email: victoriadolmanphotography@gmail.com Web: www.victoriadolmanphotography.co.uk



Ronald Joyce, Ailsa The Wedding Specialist

## Ailsa The Wedding Specialist

Conveniently located in the very centre of Derby, Ailsa The Wedding Specialist offers an unrivalled selection of beautiful wedding gowns, bridesmaid dresses, mother of the bride and occasion wear and bridal accessories; including tiaras, veils, shoes, lingerie and jewellery. Ailsa The Wedding Specialist even provides menswear hire, enabling you to fulfil all of your wedding wear requirements in one place for a stress free build-up to the big day.

10% off with your first order on presentation of this guide.

Ailsa The Wedding Specialist, 27 Green Lane, Derby DE1 TRS Tel: 01332 204731 Web: www.ailsaweddings.co.uk

## Other Services

#### Citizenship ceremonies

Citizenship Ceremonies are the final stage in granting British Citizenship to foreign nationals and to welcome them into the community.

After successfully completing the application process, adults (over 18 years) are required to attend a ceremony at which they will swear or affirm an oath to observe the laws of this country and to pledge their allegiance to the Queen. Children are also welcome to take part.

Ceremonies take place at Royal Oak House involving groups of new citizens, or alternatively a private ceremony can be arranged for a fee.



Ceremonies take place at Derby City Council House involving groups of new citizens, or alternatively a private ceremony can be arranged at Royal Oak House



www.stevenbradshaw.co.ul

# Nationality checking service

This enables people applying for British citizenship to make their applications in person. For a fee our registered advisers check the application forms are completed correctly and photocopy all the necessary supporting documents. The application form, together with certified copies is sent to the Home Office, enabling the applicant to keep their passport and other important documents.

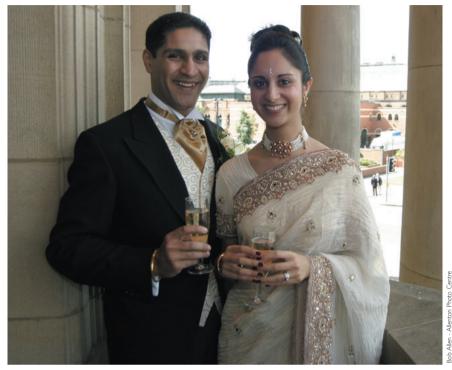
## Fees

The Derby Register Office can accept payment by:

- cash
- debit card
- cheque made payable to Derby City Council.

We ask you to pay all fees for ceremonies we carry out at approved buildings at least two weeks before the ceremony.





## How to contact us

This guide is for general information and only gives an outline of the law. For more information on any aspect of our service, including the legal formalities, please visit or contact the Derby Register Office at:

Royal Oak House Market Place Derby DEI 3AR

Tel: 01332 256 526 Fax: 01332 256 525 Minicom: 01332 258 427 Email: registeroffice@derby.gov.uk

Our opening hours are: Monday to Friday – 9.30am to 4.30pm Saturday – by appointment

Please remember that you will need to make an appointment to give notice of civil marriage or partnership.

You can also get more information about our services by visiting: www.derby.gov.uk





Richard Miller Photography

Richard Miller Photography

#### 8th Edition

Compiled, designed and printed by Pineneedle Ltd. Tel: 020 8870 0968 Web: www.pineneedle.net

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- Richard Miller Photography (www.rmillerphoto.co.uk)
- Steven Bradshaw Photography (www.stevenbradshaw.co.uk)
- Nural Khan Instantimaging (www.instantimaging.net)
- Bob Allen Allenton Photo Centre (www.allentonphotos.co.uk)
- Simon Bunney SB Photography (www.sbunney.com) for their permission to use their work throughout this brochure.

We can give you this information in any other way, style or language that will help you access it. Please contact us on 01332 256 526, minicom 01332 258 427.

#### Polish

Aby ułatwić Państwu dostęp do tych informacji, możemy je Państwu przekazać w innym formacie, stylu lub języku.

**Prosimy o kontakt**: 01332 256 526 **Tel. tekstowy**: 01332 258 427

#### Urdu

معلومات ہم آپ کو کسی دیگرا میں طریقے ،انداز اور زبان میں مہیا کر سکتے ہیں جواس تک رسائی میں آپ کی مدر کرے۔ براہ کرم میں 256 526 01332 میں کام میں کام 258 258 01332 پرہم سے دابط کریں۔

#### Punjabi

ਇਹ ਜਾਣਕਾਰੀ ਅਸੀਂ ਤੁਹਾਨੂੰ ਕਿਸੇ ਵੀ ਹੋਰ ਤਰੀਕੇ ਨਾਲ, ਕਿਸੇ ਵੀ ਹੋਰ ਰੂਪ ਜਾਂ ਬੋਲੀ ਵਿੱਚ ਦੇ ਸਕਦੇ ਹਾਂ, ਜਿਹੜੀ ਇਸ ਤੱਕ ਪਹੁੰਚ ਕਰਨ ਵਿੱਚ ਤੁਹਾਡੀ ਸਹਾਇਤਾ ਕਰ ਸਕਦੀ ਹੋਵੇ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਟੈਲੀਫ਼ੋਨ 01332 256 526 ਮਿਨੀਕਮ 01332 258 427 ਤੇ ਸੰਪਰਕ ਕਰੋ।

#### Derby Register Office

Royal Oak House Market Place Derby DEI 3AR

Tel: 01332 256 526 Fax: 01332 256 525 Minicom: 01332 258 427 Email: registeroffice@derby.gov.uk