



Causeway  
Coast & Glens  
Borough Council

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# CIVIL CEREMONIES



# CIVIL CEREMONIES

## *Welcome*

### TO THE BOROUGH OF CAUSEWAY COAST AND GLENS

*In this brochure we aim to help you plan your special day and guide you through the legal preliminaries.*

The offices are open to the public (Monday to Friday) as follows:

Ballycastle: 9.30am - 12.30pm

Ballymoney: 9.30am - 12.30pm & 2.00pm - 4.30pm

Limavady: 9.30am - 12.30pm & 2.00pm - 4.30pm

Coleraine: 9.30am - 12.30pm & 2.00pm - 4.30pm

Please contact the relevant Registration Office to make an appointment.

### *Register Offices:*

Civil marriages/civil partnership registrations may take place in the Council's Civic buildings  
Monday - Friday 9.30 am – 4.00 pm and Saturday 11.00 am – 3.00 pm

The Council Civic buildings and contact details are listed below:

Sheskburn House, 7 Mary Street, Ballycastle BT54 6QH

Phone: 028 2076 2225 • Email: [stephanie.mclaughlin@causewaycoastandglens.gov.uk](mailto:stephanie.mclaughlin@causewaycoastandglens.gov.uk)

Portnagree House, 14 Bayview Road, Ballycastle BT54 6BT

Phone: 028 2076 2024 • Email: [BallycastleMarinaMoyle@causewaycoastandglens.gov.uk](mailto:BallycastleMarinaMoyle@causewaycoastandglens.gov.uk)

Riada House, 14 Charles Street, Ballymoney BT53 6DZ

Ballymoney Town Hall, 1 Townhead Street, Ballymoney BT53 6BE

Phone: 028 2766 0200 • Email: [janet.mccaughey@causewaycoastandglens.gov.uk](mailto:janet.mccaughey@causewaycoastandglens.gov.uk)

Limavady Council Offices, 7 Connell Street, Limavady BT49 0HA

Phone: 028 7772 2226 • Email: [monica.anderson@causewaycoastandglens.gov.uk](mailto:monica.anderson@causewaycoastandglens.gov.uk)

Roe Valley Arts & Cultural Centre, 24 Main Street, Limavady BT49 0FJ

Phone: 028 7776 0650 • Email: [information@rvacc.co.uk](mailto:information@rvacc.co.uk)

Cloonavin, 66 Portstewart Road, Coleraine BT52 1EY

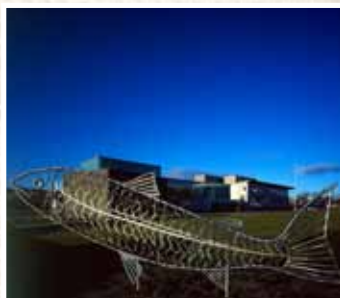
Phone: 028 7034 7034

Email: [gwyneth.kerr@causewaycoastandglens.gov.uk](mailto:gwyneth.kerr@causewaycoastandglens.gov.uk) or

[elaine.kane@causewaycoastandglens.gov.uk](mailto:elaine.kane@causewaycoastandglens.gov.uk)

Portrush Town Hall, Portrush Contact: June McDowell or Lynne Campbell

Phone: 028 7034 7034 • Email: [LeisureAdminColeraine@causewaycoastandglens.gov.uk](mailto:LeisureAdminColeraine@causewaycoastandglens.gov.uk)





# CIVIL CEREMONIES

## *Approved Venues*

You may decide you would like to hold your marriage/civil partnership registration in one of the venues approved by Causeway Coast and Glens Borough Council.

To book a marriage/civil partnership registration at any of the Approved Venues, contact the proprietor of the premises. You will also need to book the Registrar of that area to officiate.

The current venues approved are as follows:

### *Ballycastle Area:*

Causeway Hotel, 40 Causeway Road, Bushmills BT57 8SU  
Phone: 028 2073 1210 • Email: [causewayhotel.reception@nationaltrust.org.uk](mailto:causewayhotel.reception@nationaltrust.org.uk)

Corrymeela Centre, 5 Drumaroan Road, Ballycastle BT54 6QU  
Phone: 028 2076 2626 • Email: [mattscrimgeour@corrymeela.org](mailto:mattscrimgeour@corrymeela.org)

Laragh Lodge, 120 Glen Road, Glenariffe, Ballymena BT44 0RG  
Phone: 028 2175 8221  
Email: [garyloughlin06@hotmail.com](mailto:garyloughlin06@hotmail.com) or [info@laraghlodge.co.uk](mailto:info@laraghlodge.co.uk)

Limepark Arts & Cottages, 37 Drones Road, Armoy, Ballymoney BT53 8XJ  
Phone: 028 2075 1216 • Email: [shelley@limepark.com](mailto:shelley@limepark.com)

Portnagree House, 14 Bayview Road, Ballycastle BT54 6BT  
Phone: 028 2076 2024 or 028 2076 2225  
Email: [BallycastleMarinaMoyle@causewaycoastandglens.gov.uk](mailto:BallycastleMarinaMoyle@causewaycoastandglens.gov.uk)  
or [stephanie.mclaughlin@causewaycoastandglens.gov.uk](mailto:stephanie.mclaughlin@causewaycoastandglens.gov.uk)

Glens Hotel, 6 Coast Road, Cushendall BT44 0RU  
Phone: 028 2177 2655 • Email: [theglenshotel@gmail.com](mailto:theglenshotel@gmail.com)

Marine Hotel (Ballycastle) Ltd, 1-3 North Street, Ballycastle BT54 6BN  
Phone: 028 2076 2222 • Email: [colum@friendshiptravel.com](mailto:colum@friendshiptravel.com)

\*Kilmore Country House, 10 Glasmullan Road, Glenariffe, Ballymena BT44 0QZ  
Phone: 028 2177 1356 • Email: [tina@kilmorecountryhouse.com](mailto:tina@kilmorecountryhouse.com)

\*The Manor House, Rathlin Island, Ballycastle BT54 6RT  
Phone: 028 2076 0046 • Email: [info@manorhouserathlin.co.uk](mailto:info@manorhouserathlin.co.uk)

### *Ballymoney Area:*

Lissanoure Castle, 11 Knockahollet Road, Loughguile, Ballymena BT44 9JP  
Phone: 028 2764 1132 • Email: [info@lissanourecastle.com](mailto:info@lissanourecastle.com)

Hedges Hotel, 139b Ballinlea Road, Gracehill, Armoy, Ballymoney BT53 8TU  
Phone: 028 2075 2222 • Email: [info@thehedgeshotel.com](mailto:info@thehedgeshotel.com)

The Scenic Inn, 38 Fivey Road, Armoy, Ballymoney BT53 8UT  
Phone: 028 2075 1260 • Email: [enquires@thescenicinn.com](mailto:enquires@thescenicinn.com)

Gracehill House, 141 Ballinlea Road, Stranocum, Ballymoney BT53 8PX  
Phone: 028 2075 1209 • Email: [info@gracehillhouse.com](mailto:info@gracehillhouse.com)

\*Drumadoon House, 236 Frosses Road, Cloughmills, Ballymena BT44 9PX  
Phone: 028 2763 8736 • Email: [enquires@drumadoon.com](mailto:enquires@drumadoon.com)





# CIVIL CEREMONIES

## *Limavady Area:*

Roe Valley Arts & Cultural Centre, 24 Main Street, Limavady BT49 0FJ

Phone: 028 7776 0650 or 028 7772 2226

Email: [information@rvacc.co.uk](mailto:information@rvacc.co.uk) or [monica.anderson@causewaycoastandglens.gov.uk](mailto:monica.anderson@causewaycoastandglens.gov.uk)

Roe Park Resort, 40 Drumrane Road, Limavady BT49 9HP

Phone: 028 7772 2222 • Email: [Reservations@RoeParkResort.com](mailto:Reservations@RoeParkResort.com)

Drummond Hotel, 481 Clooney Road, Ballykelly, Limavady BT49 9HP

Phone: 028 7772 2121 • Email: [info@drummondhotel.com](mailto:info@drummondhotel.com)

Drenagh, 15 Dowland Road, Limavady BT49 0HP

Phone: 028 7772 2679 • Email: [info@drenagh.com](mailto:info@drenagh.com)

\*Ballymaclary House, 573 Sea Coast Road, Limavady BT49 0LG

Phone: 028 7775 0953 • Email: [ballymaclaryhouse@hotmail.co.uk](mailto:ballymaclaryhouse@hotmail.co.uk)

## *Coleraine Area:*

Portrush Town Hall, Portrush

Tel: 028 7034 7034 • Email: [LeisureAdminColeraine@causewaycoastandglens.gov.uk](mailto:LeisureAdminColeraine@causewaycoastandglens.gov.uk)

Magherabuoy House Hotel, 41 Magheraboy Road, Portrush BT56 8NX

Phone: 028 7082 3507 • Email: [enquiries@magherabuoy.co.uk](mailto:enquiries@magherabuoy.co.uk)

Bushtown Hotel, 283 Drumcroone Road, Coleraine BT51 3QT

Phone: 028 7035 8367 • Email: [reception@bushtownhotel.com](mailto:reception@bushtownhotel.com)

Lodge Hotel and Travel Stop, Lodge Road, Coleraine BT52 1NF

Phone: 028 7034 4848 • Email: [info@thelodgehotel.com](mailto:info@thelodgehotel.com)

Manor House, 69 Bridge Street, Kilrea, Coleraine BT51 5RR

Phone: 028 2954 0205 • Email: [info@manorhousekilrea.com](mailto:info@manorhousekilrea.com)

Mussenden Temple, Downhill Demesne, Castlerock, Coleraine

Phone: 028 7084 8728 or 028 2073 1582 • Email: [downhilldemesne@nationaltrust.org.uk](mailto:downhilldemesne@nationaltrust.org.uk)

Portstewart Golf Club, Strand Head, Portstewart BT55 7PG

Phone: 028 7083 2601 • Email: [carly@portstewartgc.co.uk](mailto:carly@portstewartgc.co.uk)

Riverside Theatre, University of Ulster, Cromore Road, Coleraine BT52 1SA

Phone: 028 7032 4430 • Email: [js.lewis@ulster.ac.uk](mailto:js.lewis@ulster.ac.uk)

Arcadia, East Strand, Portrush

Phone: 07525496968 • Email: [info@arcadiaportrush.co.uk](mailto:info@arcadiaportrush.co.uk)

Brown Trout Golf and Country Club, 209 Agivey Road, Aghadowey, Coleraine BT51 4AD

Phone: 028 7068 8209 Email: [bill@browntroutinn.com](mailto:bill@browntroutinn.com)

\*The Old Flax Mill, 26 Mill Lane, Aghadowey, Coleraine BT51 3SX

Phone: 07541359535 • Email: [oldflaxmillweddings@gmail.com](mailto:oldflaxmillweddings@gmail.com)

\*Portrush Atlantic Hotel, 73 Main Street, Portrush BT56 8BN

Phone: 028 7082 6100 • Email: [info@portrushatlantic.com](mailto:info@portrushatlantic.com)



## *Coleraine Area and Ballycastle Area*

\*Beaches maintained by Council :

West Bay, Portrush  
East Strand, Portrush  
Whiterocks, Portrush  
Benone Strand  
Downhill Beach  
Castlerock Beach  
Ballycastle Beach  
Runkerry Beach  
Waterfoot Beach  
Cushendall Beach  
Salmon Rock Beach, Portballintrae

Phone the Registrar of the relevant area

\*Council Approval Pending

## *The Legal Formalities*

Each party to a proposed marriage/civil partnership registration must complete a Marriage Notice Application Form. These forms can be obtained from any Registration Office in Northern Ireland or you can download them at [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

Notice of Marriage/Civil Partnership Registration must be given in the 12 month period prior to the date of the event and not later than 28 days before that date. It is advisable to have your notice forms with the Registrar 8 – 10 weeks prior to the marriage/civil partnership registration.

All relevant fees must be paid at the time of serving notice. Please contact the registration office regarding fees as they are subject to change.

If you are planning a religious ceremony you need to contact a minister, priest, pastor etc. who has been registered as an Officiant and who has been authorised by the Registrar General for Northern Ireland. The Officiant must also complete the relevant section of one of the forms to confirm that they are willing to perform the ceremony.



## *Documents to be Produced*

When delivering or posting the marriage notice forms/civil partnership forms to the Registrar each party must supply the following documents:

- Your full birth certificate (long version)
- Passport/National Identity Card
- Original certificate of Divorce Decree Absolute
- If you are divorced and using your maiden name – a Marriage Certificate
- If you have previously formed a civil partnership – a court order of dissolution of the civil partnership
- If widowed or surviving civil partner – Death Certificate of your former spouse/civil partner.

If any document is in a language other than English, you must also provide a certified translation into English. If you are subject to immigration control and resident outside the UK, you will require a marriage or civil partnership visa to enter the UK for the purpose of marrying or forming a civil partnership.

For advice and guidance, contact the Home Office at [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

## *The Marriage / Civil Partnership Schedule*

The Marriage/Civil Partnership Schedule is a very important document issued only when the Registrar is satisfied there is no legal impediment to the marriage/civil partnership.

For a religious ceremony the marriage schedule cannot be issued more than fourteen days before the marriage and must be collected by either party. After the wedding, the schedule must be returned to the Registrar within three days so that the marriage can be registered. The marriage certificate will then be available on payment of the appropriate fee.

For a civil marriage/civil partnership the Registrar will not issue the schedule to you in advance but will ensure that it is available for signing on the day of the ceremony. The Registrar will subsequently register the marriage/civil partnership. The marriage/civil partnership certificate will then be available on payment of the appropriate fee.





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1-3 North Street, Ballycastle, Co. Antrim

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**Email: [info@coleraineflorist.co.uk](mailto:info@coleraineflorist.co.uk)**

**Telephone: 028 7032 6655**



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Email: [IrisCEdgar@aol.com](mailto:IrisCEdgar@aol.com)



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**Email:** [info@ultimatedresses.co.uk](mailto:info@ultimatedresses.co.uk)

[www.ultimatedresses.co.uk](http://www.ultimatedresses.co.uk)



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Contact Oona 02820761739 [bookings@corrymeela.org](mailto:bookings@corrymeela.org)**



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Portrush

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Facebook: arcadia Portrush  
[www.arcadiaportrush.co.uk](http://www.arcadiaportrush.co.uk)





# THE BRIDAL ROOM

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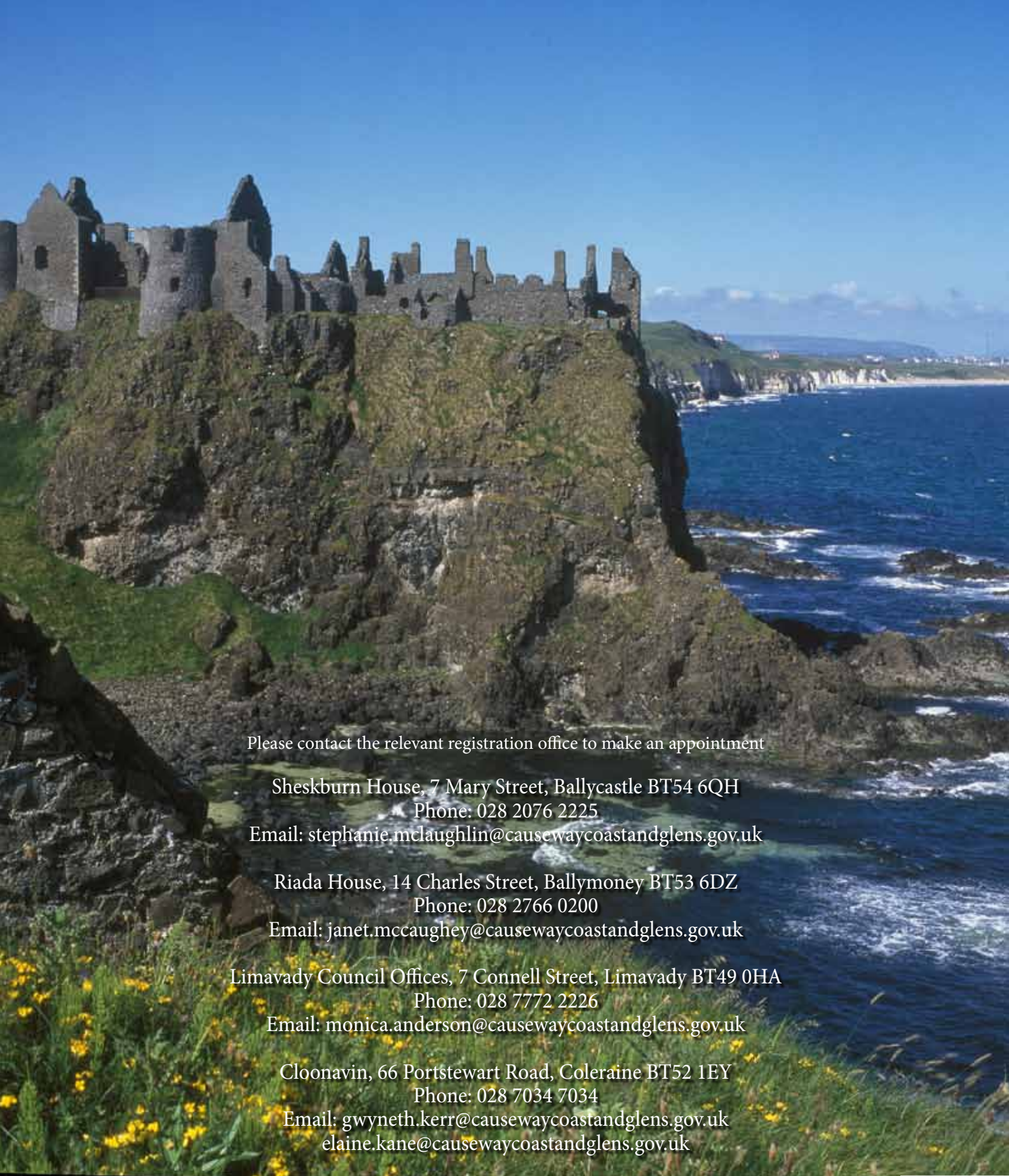


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The Bridal Room at Bonds Jewellers, 24 Church Street, Coleraine, Co. Londonderry, BT52 1AR





Please contact the relevant registration office to make an appointment

Sheskburn House, 7 Mary Street, Ballycastle BT54 6QH

Phone: 028 2076 2225

Email: [stephanie.mclaughlin@causewaycoastandglens.gov.uk](mailto:stephanie.mclaughlin@causewaycoastandglens.gov.uk)

Riada House, 14 Charles Street, Ballymoney BT53 6DZ

Phone: 028 2766 0200

Email: [janet.mccaughey@causewaycoastandglens.gov.uk](mailto:janet.mccaughey@causewaycoastandglens.gov.uk)

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Phone: 028 7034 7034

Email: [gwyneth.kerr@causewaycoastandglens.gov.uk](mailto:gwyneth.kerr@causewaycoastandglens.gov.uk)

[elaine.kane@causewaycoastandglens.gov.uk](mailto:elaine.kane@causewaycoastandglens.gov.uk)

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As a mark of our gratitude we would like to draw the attention of the readers to their details and announcements.

We are required to make it clear however that neither Excell Media nor the distributor can accept responsibility for any services or workmanship that they may undertake.

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