

Hillingdon Register Office Ceremony Guide



HILLINGDON
LONDON

www.hillingdon.gov.uk



Together Forever Photography

Your Guide to a Ceremony in Hillingdon

We are delighted that you are considering having your civil ceremony in the London Borough of Hillingdon.

This brochure will guide you through the ceremonies we offer, and some of the formalities which need to be completed prior to the event. This will assist you in organising your special day, whether it is a wedding, civil partnership, naming ceremony, renewal of vows, registering a birth or citizenship ceremony. There are also details and photos of our ceremony room and licensed premises so you have a better idea of where you can hold your ceremony.

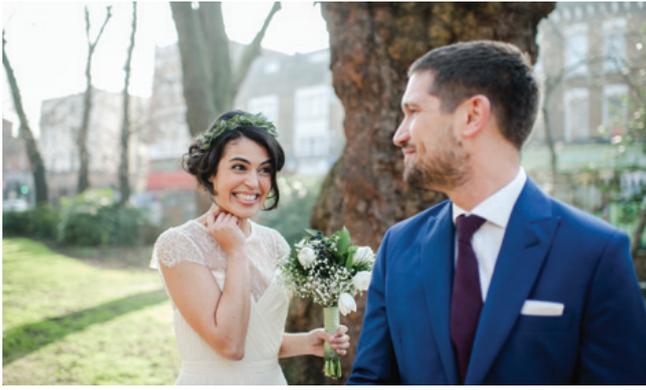
We want your ceremony to be a happy and memorable occasion and we will do everything we can to help you – from your first enquiry to the ceremony itself. We pride ourselves on the customer care, support and commitment of our highly professional and enthusiastic registration services team, and welcome your call should you need our advice.

Please feel free to contact us with any queries or questions you may have about your ceremony.

We look forward to meeting you.

Hillingdon Register Office
Civic Centre
Uxbridge
Middlesex UB8 1UW

Tel: 01895 250418
Email: registeroffice@hillington.gov.uk
Web: www.hillingdon.gov.uk



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What is a Civil Ceremony?

A civil ceremony is a non-religious ceremony performed by a superintendent registrar or deputy superintendent registrar.

You may have a civil ceremony in any Register Office or at any of the approved venues of your choice in England and Wales. Call the Hillingdon Register Office or look at our website for an up-to-date list of the licensed venues in Hillingdon. There is also a list at the back of this guide.

This brochure will guide you through the procedures you will need to follow such as:

- setting the date for your civil marriage or civil partnership ceremony
- notice of intention to marry or register a civil partnership
- immigration rules
- legal preparations and the documents you will need to provide
- having your ceremony in Hillingdon
- personalising your ceremony
- getting married in a church or other religious building
- other celebratory services in Hillingdon

Setting the Date for a Civil Marriage or Partnership

Once you have chosen a venue in Hillingdon, setting the date is easy. Simply call the Hillingdon Register Office for advice and to book a date. Please note that all bookings for licensed venues are paid in full.

However, you must be aware that a formal legal notice of intention to marry or to register a civil partnership must be given by you and your partner after you have made the booking.

When you telephone us to make your booking we will ask for the following information:

- date, time and place of the intended ceremony
- names of both parties
- nationality of both parties
- addresses of both parties and how long they have lived there
- daytime telephone numbers for each party
- marital status of each party
- payment details

Please note that provisional bookings operate on a first-come first-served basis and we recommend that you make your provisional booking as early as possible.

If after you have made the booking an unforeseen problem arises forcing you to cancel the ceremony, or change the date, time or place of your booking, you should notify us as soon as possible and we will do our best to accommodate you. We need this in writing.

Notices of Intention to Marry or Register a Civil Partnership

Before getting married or registering your civil partnership, you must each give notice in the district in which you live. You do not need to live in the borough of Hillingdon to hold your ceremony in our Register Office or one of our licensed venues. For example, you may hold your ceremony in Hillingdon even if one or both of you live in a different area. Remember though that you must still give notice to your local Register Office. Even if you both live at the same address, you are each required to give notice at your local Register Office.

However, if one or both of you is not a British citizen or an EEA national and therefore subject to immigration control, you must give notice together in Hillingdon Register Office, or any other designated Register Office, i.e. a Register Office that can take notices for non-British citizens and non-EEA nationals.

You qualify to give notice after you have lived for a full eight consecutive nights (seven completed days) in a registration district in England and Wales. This is normally your home address and notice must be given to your local Register Office where you have acquired this residency. Please check our website or ask a registrar about these details before organising your ceremony as these laws are liable to change in 2015.

The notices must be given in person by you and your partner. The notices are legal declarations which must be signed by each of you. A relative or friend cannot give the notices for you, nor may you give notice for each other.

The notices are valid for one year. However, you can make a booking for your ceremony up to two years ahead.

Once the notices have been given you must then wait at least 29 days before the ceremony can take place. If you do not give notice on the same day as each other, you must wait a minimum of 29 days after the second notice has been given.

Please be aware that if you decide to change the venue for your ceremony after you have given notice, you will need to begin the process again and give fresh notices for the new venue. Further fees will be charged for the new notices.



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Legal Preparations and the Documents You Will Need

When you give your notices you will need to provide:

- proof of your name, age, marital status and nationality
- evidence of your address
- the fee (deposit should have already been paid prior to the booking)

A current full passport is the preferred document for proving your identity, age and nationality.

If you do not hold a valid passport, please contact us in advance and our staff will be happy to advise you on acceptable alternative documentation.

A recent utility bill, or a bank statement is the preferred documentation for evidence of your address.

Special circumstances

There are some circumstances when you will need to provide us with additional documentation such as:

If either of you have been married or through a civil partnership before, in this country, or any other country, and you are divorced or have had a dissolution of a civil partnership, we will need to see a court-stamped copy of the decree absolute or dissolution certificate. If your divorce or dissolution was granted abroad, we will need to see the original document issued by that country, along with a translation into English (if applicable). Please be aware that some divorces/dissolutions have to be sent to the Registrar General for approval before the ceremony can go ahead.

If either of you are a widow, widower or surviving civil partner, we will need to see a certified copy of your former partner's death certificate. The marriage/civil partnership certificate may also be required in certain cases.

If either of you is under 18, we will need to see proof that your parent(s) or guardian have consented to your marriage or civil partnership. If your parents are divorced, you may also need to provide the court order that gives custody to one of your parents.



Having your Ceremony in Hillingdon

A Civil Ceremony at the Register Office and the Four Seasons Room

The Four Seasons Room is located in the Hillingdon Register Office, part of the Civic Centre building, which is situated on Uxbridge High Street and was first opened in 1974. We are very proud of the Four Seasons Room and its unique features, such as the beautiful stained glass windows running the full length of the room.

Whether you are having a marriage or a civil partnership, your ceremony is very special to you and we want to do everything we can to ensure that you have the ceremony you want.

If you choose to have your ceremony in our Four Seasons Room you will have 45 minute time allocation with many extras and choices. This package allows for up to 50 guests.

A formal entrance of the bridal party is possible through double doors with the seating divided in a traditional way creating a central aisle. Music from our selection of compact discs or your own can be played during your ceremony on a good quality sound system. We have full access for people with disabilities.

The Marriage Team believe that the little touches are important and you can choose enhancements to your ceremony such as readings, recitals, flowers or additional words that you may wish for.

We are happy to assist you in making your choices and will gladly offer any advice on preparing for your wedding day.

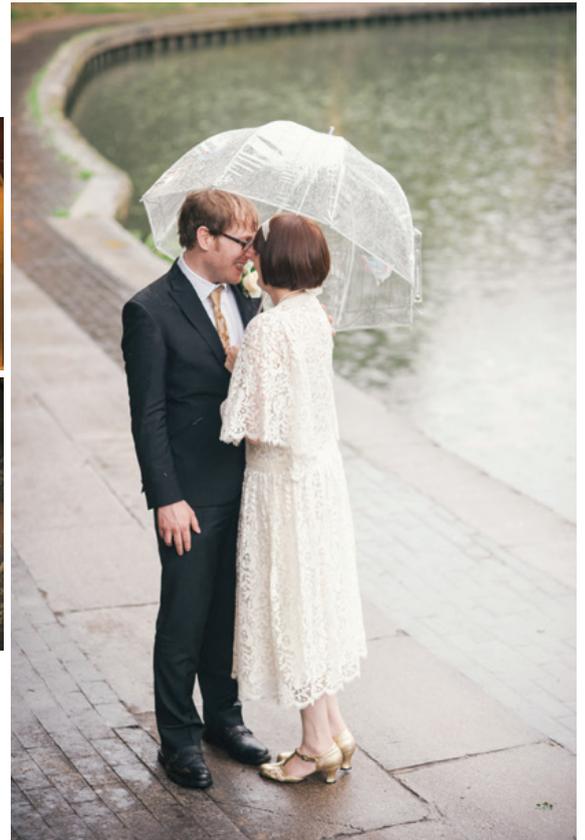
There are charges for giving notice of marriage and marriage certificates. These fees are set nationally by the Registrar General and are reviewed regularly. The fee for the marriage ceremony will depend on the type of ceremony you have chosen. The Register Office will be happy to advise you on these charges.

If you wish, you can of course have the simplest of ceremonies with just two witnesses in the Register Office. For further information on any of these ceremonies please contact the Register Office.

The Marriage Arch with its fligree wrought iron gates is a firm favourite with our couples. It provides a charming background for photographs within a courtyard planted with climbing roses, honeysuckle and clematis. The Civic Centre gardens planted with evergreen shrubs and trees provide year round interest and colour.

Call 01895 250418 to arrange your ceremony, our opening hours are Monday to Friday: 09.00 – 16.00.

Marriages in The Four Seasons Room can take place at any time of the day.



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Choosing a Licensed Venue

As well as having your ceremony at the Register Office (in the Four Seasons Room), you may choose to have your ceremony in one of Hillingdon's licensed venues. As the title suggests, these venues hold licences that allow them to offer marriages and civil partnerships. Information on some of these venues is contained within this brochure. There is also a list of all the licensed venues in Hillingdon at the back of this brochure and an up-to-the minute list on our website.

If you choose to hold your ceremony in one of the licensed venues you should initially contact the venue of your choice and make provisional arrangements for the date and time of your ceremony. You should then immediately contact the Hillingdon Register Office to ensure that registration staff are available to attend your ceremony on the day and time of your choice. Whilst the venue may be able to hold your ceremony, there is no guarantee that the registrars will be available to attend.

If the registrars are available, their full fee will be taken from you to secure the day and time of your ceremony. In Hillingdon it is possible to provisionally book your ceremony up to two years in advance even though you cannot give legal notice at this time. This will enable you to make other arrangements connected with your ceremony.

Personalising Your Ceremony

We are here to help you to make your day a special and memorable occasion. You may wish to have a simple ceremony, or you may choose to enhance your ceremony with readings, poetry and music.

However, please be aware that there is specific legal wording which must be included in the ceremony.

You are welcome to incorporate pieces of non-religious poetry or prose to enhance your ceremony and you may wish to include music for the entrance/start of the ceremony, the signing of the marriage register and for the exit of the couple from the ceremony room. If you are having your ceremony at a licensed venue, please organise the music with the venue.

Whether you have a simple or enhanced ceremony, you will need to send your final wording to the Register Office for approval at least two weeks before the ceremony. Please provide us with copies of all readings and names of the readers in advance of your ceremony.

Please do not hesitate to contact our staff at the Hillingdon Register Office for advice; we will be happy to suggest the most appropriate timings for additions to your ceremony. You will find our contact details at the back of this brochure.



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On the Day

You are both required to be ready for a pre-ceremony interview by the registrar before the ceremony commences – this interview is essential to ensure that all the personal details are correct for the registration of your marriage or civil partnership – interviews can take place separately or together.

It is very important that you and your guests arrive in plenty of time – it is probable that the registrars will have other ceremonies to attend. Arriving late could result in the postponement of your ceremony to a later time or day so that other ceremonies taking place are not disrupted. So to avoid any disappointment, please make sure that you have allowed enough time to get ready and arrive at the venue calmly and promptly.

You will need two witnesses. On the day of your ceremony, the law requires that you bring with you at least two other people who are prepared to witness your ceremony and sign the Marriage Register or Civil Partnership Schedule. They may be relatives, friends or colleagues who are able to speak and understand English, as they must be able to comprehend what is taking place and testify to what they have seen and heard.

It is essential that both you and your witnesses fully understand the content of your marriage or civil partnership, and therefore the full legal implications of such a celebration. If there are any language difficulties, you must provide a suitable interpreter to attend with you who must sign as a witness and is satisfied that you understand the nature and purpose of the ceremony.

Getting Married in a Church or Other Religious Building

If you wish to be married by the Church of England or the Church in Wales, you should first speak to your parish vicar.

If the vicar is able to marry you, he or she will arrange for the banns to be published three Sundays before the day of your ceremony, or for a common licence to be issued. The marriage will be registered by the vicar, and there is usually no need to involve the Superintendent Registrar or any other registrar from the local Register Office.

If you are marrying in any religious building other than the Church of England or Church in Wales, you should arrange to see the minister or other person in charge of marriages at that building.

The church or religious building must normally be situated in the registration district where you or your partner lives. You can only marry in a church or religious building in a different district to where you live if either of you usually worship in that building. In exceptional circumstances, you may get married in another district if there is no building of your religion in the district where you or the person you are marrying lives.

Formal notice of marriage needs to be given, in person, at the Register Office for the district(s) where you live.

A registrar from the Register Office for the district in which the building is situated must be present, unless one of the governing bodies of the religious building is authorised to register the marriage instead of a registrar.

If you are marrying in a place of worship and you need a registrar to be present at your wedding, please consult the Register Office in the district in which you are getting married to make a provisional booking and to ensure a registrar is available.



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Convert a civil partnership to a marriage

Recent changes in legislation mean that you can now convert your civil partnership into a marriage. This can be done in two ways, through a standard conversion or through conversion followed by a ceremony. You must pay £4 for a marriage certificate as well. The date on your certificate will be when your civil partnership was formed.

Convert a civil partnership into a marriage at a register office

Start by making an appointment with the superintendent registrar at your local register office. This involves signing a 'conversion into marriage' declaration.

You'll need to bring with you:

- evidence of your name and date of birth – current passports or birth certificates
- evidence of your address – bank statement or utilities bill
- an original civil partnership certificate

There is a £45 charge if your civil partnership was formed after 29th March 2014 – it's free if you formed it before. This service is free up to 9th December 2015. A legal declaration will be drawn up for you to both sign with the superintendent registrar. If you wish you can choose to say the declaration wording aloud to one another before signing. Your marriage is then registered and a marriage certificate will be issued.

Convert a civil partnership into a marriage with a ceremony

There are two stages to this type of conversion. The first part is where you both attend an appointment at any register office, and complete a declaration with details about you and your civil partnership. The documents that you will need to produce are the same as for a standard ceremony. There is a fee of £27 for the appointment, and there will be a fee for the ceremony itself as well – this fee depends on where the ceremony takes place, however it will be reduced by £45 if the partnership was formed before 29th March 2014.

The ceremony

The signing of the declaration can then be followed by a ceremony at venues where same sex couples are able to marry. For example, a register office, approved premises, religious buildings that are registered for the marriage of same sex couples or premises where a ceremony according to the Jewish faith of the Society of Friends is to immediately follow the conversion.

You will need to contact your chosen venue to book a date for your ceremony, it is best to do this before you contact the register office. If you wish, you can discuss the wording you want during your ceremony with the person conducting it. Your friends and family can attend but you don't need witnesses.

Both you and your partner must sign a 'conversion into marriage' declaration. The superintendent registrar must be in attendance and also sign the declaration.



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Other Celebratory Services

Renewal of Marriage Vows

A renewal of marriage vows ceremony is an ideal way of celebrating a special anniversary, as you bring family and friends together to renew your vows with a declaration of your continuing love and devotion to each other. You can choose the wording of your ceremony to acknowledge the special occasion, have witnesses (original ones or new ones), rededicate your rings or give new ones, celebrate with your favourite music (and even confetti). You will sign and receive a special certificate to commemorate the occasion.

Renewal of vows ceremonies can be held in the Register Office, or any of the licensed venues.

Naming Ceremonies

A naming ceremony is a very special way of welcoming a child's safe arrival into the world, and is an opportunity for you, as parents, to declare before your family and friends your commitment and love, as you welcome your child into your family. It is an occasion for everyone to feel involved as they pledge their love and support for your child's future.

The promises made by parents, grandparents and supporting adults, the readings (non religious only), speeches – in fact everything included in the ceremony can be chosen by you from a wide range of options. Whatever your requirements, you can have a unique and personal naming ceremony written specially for you.

Naming ceremonies can be held in the Four Seasons Room, or any of the licensed venues which have been licensed for marriages and civil partnerships.

British Citizenship Ceremonies

Citizenship ceremonies are the final step in the process of becoming a British citizen. In 2004, the government introduced the requirement for all adults who have been granted British citizenship, to attend a citizenship ceremony.

Group ceremonies which take place in the Council Chamber are attended by the Mayor of Hillingdon and other dignitaries. Alternatively, new citizens can opt for a private ceremony (an additional fee is charged for this).

Each new citizen attending a ceremony is required to make an oath or affirmation of allegiance to the sovereign and to make a formal and public pledge of their commitment and loyalty to the United Kingdom.

The Mayor will then present the certificates of naturalisation or registration to the new citizens.

Nationality Checking Service (NCS)

Applying for British citizenship can seem difficult, so the Hillingdon Registration Service is delighted to offer the NCS. For a nominal fee we can:

- check the completed application forms and supporting documents
- check and certify copies of your documents e.g. passports and marriage certificates so that the original documents can be retained by the applicant
- check the applications include the correct payment for the Home Office
- forward the applications to the Home Office by secure post

To book an appointment please contact 01895 250 418.



Novotel London Heathrow

Novotel London Heathrow

(Licensed for Civil Marriage Ceremonies)

Your wedding day is one of the most important days of your life; rest assured The Novotel London Heathrow will take care of you and your guests. The experienced team will guide you through the process ensuring that the day is a memory that you'll never forget! The London Suite is the perfect wedding suite with plenty of space, daylight and a beautiful bay window.

Whether it's an intimate reception for 50 people or a grand evening reception for up to 180 people, the Novotel is the perfect venue with a private reception area, private bar area and access to the garden and patio.

Novotel London Heathrow, West Drayton UB7 9HJ.

Tel: **01895 458 709**

Email: **H1551-sb@accor.com**

Web: **www.novotel.com**



The Uxbridge Masonic Centre

The Uxbridge Masonic Centre

(Licensed for Civil Marriage Ceremonies)

The Uxbridge Masonic Centre is a unique venue and provides an atmosphere without equal in the area which will make your special day memorable from the moment you arrive. The centre has good access, with excellent transport connections and on-site parking.

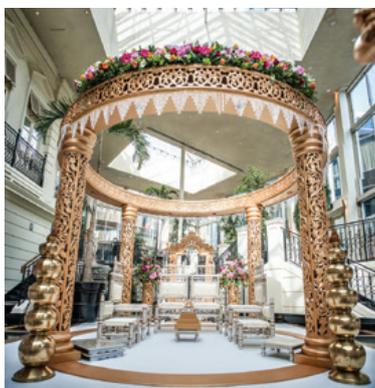
Their broad range of menus enables you to personalise your dining and their dedicated staff will do their utmost to cater for your wishes, to make the day relaxing and enjoyable for you and everyone celebrating it with you.

The Uxbridge Masonic Centre, Western House,
4a Hercies Road, Hillingdon, Middlesex UB10 9NA.

Tel: **01895 235 582**

Email: **info@uxbridge-masonic-centre.co.uk**

Web: **www.uxbridge-masonic-centre.co.uk**



Newbury Suite

Radisson Blu Edwardian, Heathrow Hotel

(Licensed for Civil Marriage Ceremonies)

Catering for up to 550 guests for a sit down meal, the Radisson Blu Edwardian has not only a vast space but a team of experts to make your wedding day truly memorable. Host your celebrations in one of the three lavish suites or the light-filled Atrium. The Newbury Suite offers a remarkable setting, whilst the characterful County Suite with rich cherry wood panelling and chandeliers makes a real impression.

Radisson Blu Edwardian, Heathrow Hotel,
140 Bath Road, Heathrow, Hayes, Middlesex UB3 5AW.

Tel: **020 8757 7903** Email: **htrwcb@radisson.com**

Web: **www.radissonblu-edwardian.com/heathrow**



Q Vardis & The Mallard Suite

Q Vardis & The Mallard Suite Exclusive Wedding & Events Venue

(Licensed for Civil Marriage Ceremonies)

Your wedding day is probably the biggest day of your life. Everything has to be just right, from the dress and the flowers to the cars and the reception. At The Mallard Suite, they understand the need for absolute perfection, and that's why they are one of London's top wedding venues, offering a large reception capacity, stunning restaurant and picture perfect wedding room.

Set alongside the River Fray, The Mallard Suite is situated in the grounds of Q Vardis Riverside, with lush green gardens and a tranquil atmosphere that can feel a world away from the hustle and bustle of London. Wedding venues on a par with The Mallard Suite are rare, because they take every aspect of your wedding day to the next level, going above and beyond what you would expect.

They can do as little or as much as you like – from an intimate ceremony for a few guests with a buffet up to their full

Platinum Package for the bride and groom with busy lives. With this package almost all you need to do is turn up: they will take care of everything from cars, flowers, stationery, wedding cake to live entertainment and even a week in a luxury apartment in Cyprus! The venue has the added advantage of easy access to Heathrow and great rail and road networks too.

They offer fantastic wedding menus and mouth-watering buffets as part of their service, as well as all the little finishing touches that you won't find at any other London wedding venue.

Q Vardis & The Mallard Suite
Old Mill Lane, Cowley,
Uxbridge UB8 2JH.
Tel: 01895 270 271/237 559
Email: q.vardis@btconnect.com
Web: www.mallardsuite.co.uk

Riverside Venue

(Licensed for Civil Marriage Ceremonies)

With two light and spacious suites, both licensed for civil ceremonies, and beautifully landscaped gardens, Riverside Venue is the perfect choice for your special day. Maximum attention to detail, fine food and wines and a dedicated wedding co-ordinator to ensure that everything runs smoothly from start to finish guarantees you the wedding of your dreams.

Riverside Venue is ideally located close to Heathrow Airport and has excellent links to the M4 and M25 motorways.

For further information or to arrange a personal visit please call 0333 600 3333.

Riverside Venue,
1A Bath Road, Hounslow,
Heathrow TW6 2AA.
Tel: **0333 600 3333**
Email: info@riverside-venue.co.uk
Web: www.riverside-venue.co.uk



Riverside Venue



Paul Rose Photography

Paul Rose Photography

The happiest day of your life is expected to provide memories that will last a lifetime... so should your ceremony photographs.

Choosing the right photographer is never easy. Paul Rose Photography regards photography as an art, and has a reputation for the highest levels of customer satisfaction and professionalism.

Whatever the occasion, whether it's a wedding, civil partnership or perhaps a baby naming ceremony, Paul Rose Photography will be there on hand to capture those special moments.

Paul Rose Photography, Moor House Farm, Lower Road,
Higher Denham, Uxbridge, Middlesex UB9 5EN.

Tel: **01895 833387 / 07713326928**

Email: prosephoto@aol.com

Web: www.paulrosephotography.co.uk



Evo Chauffeur Service

Evo Chauffeur Service

The crowning touch to your celebrations: arrive at your wedding in style in one of Evo's elegant chauffeur driven vehicles. Evo can offer all the transport assistance you need, from providing a limo for the bridal party to transporting your guests across London and beyond. They will even take you to the airport after the reception for a stress-free and luxurious start to your honeymoon. Make it a journey to be remembered for a lifetime.

Evo Chauffeurs Ltd.
Tel: **020 8363 6780** - London Office
Email: info@evochauffeurs.co.uk
Web: www.evochauffeurs.co.uk



Together Forever Photography

Together Forever Photography

Through unobtrusive photography Together Forever Photography create memories that last forever and tell a story in a timeless style. Capturing the day with a mixture of contemporary reportage and classic style portraits.

Together Forever Photography
Tel: **07786 270 090** (Lisa)
Email: info@togetherforeverphotography.co.uk
Web: www.togetherforeverphotography.co.uk



Paul Rose Photography





Together Forever Photography



Together Forever Photography

List of Approved Premises

Barn Hotel

West End Road, Ruislip, Middlesex, HA4 6JB
Tel: 01895 636 057

Hamilton Suite Brunel University

Uxbridge, UB8 3PH
Tel: 01895 265 806

Hilton London Heathrow Airport Hotel

Terminal 4, Heathrow Airport, Hounslow, TW6 3AF
Tel: 020 8759 7755

Holiday Inn London Heathrow

Sipson Way, Bath Road, West Drayton, UB7 0DP
Tel: 020 8990 0012

Holiday Inn London Heathrow Ariel

Bath Road, UB3 5AJ
Tel: 0871 942 9040

London Heathrow Marriott Hotel

Bath Road, Hayes, Middlesex, UB3 5AN
Tel: 020 8990 1100

Navnat Centre

Printing House Lane, Hayes, UB3 1AR
Tel: 020 8848 3909

Novotel

Cherry Lane, West Drayton UB7 9HJ
Tel: 01895 458 709

Park Inn Hotel Heathrow

Bath Road, West Drayton, Middlesex, UB7 0DU
Tel: 020 8759 6611

Radisson Blu Edwardian Heathrow Hotel

140 Bath Road, Hayes, Middlesex, UB3 5AW
Tel: 020 8757 7903

Ramada Hotel

Long Drive, South Ruislip, HA4 OHG
Tel: 020 8839 0140

Sheraton Heathrow Hotel

Colnbrook Bypass, Longford, Middlesex, UB7 OHJ
Tel: 020 8759 2424

Sheraton Skyline Hotel

Bath Road, Hayes, Middlesex, UB3 5AW
Tel: 020 8564 3321

The Cavendish

Field End Road, Eastcote, Middlesex, HA4 9PG
Tel: 020 8866 9591

The Comfort Hotel Heathrow

Shepiston Lane, Hayes, Middlesex, UB3 1LP
Tel: 020 8573 6162

The Four Seasons Room

Civic Centre, Uxbridge, Middlesex, UB8 1UW
Tel: 01895 250 418

The Great Barn

Bury Street, Ruislip, HA4 7SO
Tel: 01895 678 800

The Mallard Suite

Old Mill Lane, Cowley, Uxbridge, UB8 2JH
Tel: 01895 237 559

The Riverside Heathrow

1a Bath Road, Heathrow, Hounslow, TW6 2AA
Tel: 0333 600 3333

The Sofitel Heathrow Hotel

Terminal 5, Heathrow Airport, TW6 2GD
Tel: 020 8757 7777

The Tudor Lodge Hotel

50 Field End Road, Eastcote, HA5 2QN
Tel: 020 8429 0585

The Uxbridge Masonic Centre

4a Hercies Road, Hillingdon, UB10 9NA
Tel: 01895 235 582

The Waters Edge

4 Canal Cottages, Packet Boat Lane, Cowley UB8 2JS
Tel: 01895 440 550

Thistle, London Heathrow

Bath Road, West Drayton, UB7 0EQ
Tel: 020 8759 2400

Hillingdon Register Office,
Civic Centre, Uxbridge,
Middlesex UB8 1UW

Tel: 01895 250418

Email: registeroffice@hillingdon.gov.uk

Web: www.hillingdon.gov.uk

