

WALTHAM FOREST

# NOOR UL ISLAM

TRUST

Charity Registration: 1017780

HEAD OFFICE: 713 HIGH ROAD, LEYTON, LONDON E10 5AB TEL 020 8558 0786

Fax: 020 8923 7860, Email: [admin@noorulislam.co.uk](mailto:admin@noorulislam.co.uk)

Also:

MASJID: 711 HIGH ROAD, LEYTON, LONDON E10 6RA TEL: 020 8558 0786

ACADEMY: 713 HIGH ROAD, LEYTON, LONDON E10 5AB TEL: 020 8558 0786

PRE-SCHOOL / CENTRE: 715 HIGH ROAD, LEYTON, LONDON E10 5AB TEL: 020 8558 3014

PRIMARY SCHOOL: 135 DAWLISH ROAD, LEYTON, LONDON E10 6QW TEL: 020 8558 8765

## Notice of Marriage

The superintendent registrar situated at the Waltham Forest Registry Office needs to be given Notice of Marriage at least 16 days prior to marriage by certificate. Where the man and the woman live in different registration districts they have to give separate notices in both districts. The cost of giving notice along with both parties identification will be required by the superintendent registrar. You must inform the superintendent registrar that you want to be married in NOOR UL ISLAM.

The superintendent registrar will give the Authority of Marriage to you, it should be collected by you and given as soon as possible together with the attached form to the head office at 713 High Road Leyton London E10 5AB.

**You will be required by law to bring two guests who will act as witnesses to the ceremony. They must be 16 years of age or over and be able to understand the nature of ceremony.**

### Note:

1. If you are a non EU national, you must contact the Registrar office for advice regarding the legal paper work, before you give Notice.
2. A date and time for marriage will only be arranged as soon as we have received the Authority of Marriage.

### Address & Opening hours of the Waltham Forest Registry Office:

106 Grove Road

Walthamstow

London E17 9BY

General Enquiries: 020 8496 2716

Monday and Tuesday 9.00am – 4.00pm

Wednesday – Friday 9.00am – 12.30pm and 2.00pm – 4.00pm

First Wednesday of every month closed from 9.00am – 1.00pm

Saturday by **appointment only**.

You may also contact the Mosque office for assistance or information on 020 8558 0786

### Rules to Be Observed for the Ceremony at Noor Ul Islam Trust

1. Women should observe the Islamic dress code and in particular cover their heads.
2. Still photography or video recording is not permitted in the Mosque.
3. Guests should conduct themselves in a manner befitting a place of worship.
4. Shoes must be removed before entering the Mosque
5. Food or drink cannot be consumed inside the Mosque.
6. All guests should avoid speaking with raised voices.

(PLEASE CONTINUE ON NEXT PAGE)



### **On The Day of Your Marriage**

Please be punctual. The bride and the bridegroom should arrive at the lobby of the main building 20 minutes prior to the appointed time of marriage. It is your responsibility to provide at least two witnesses at your marriage.

Before the ceremony begins, all documentation will be checked and marriage registration fees collected. You can bring 15 guests only on the day of the ceremony, if you have more than 15 please get in touch with the office to discuss this further.

### **Noor UI Islam Marriage Certificates & Fees**

One copy of the certificate will be given free of charge; each additional copy will be charged at £10.00 if requested at the same time, and £15.00 if requested after the date of the marriage.

The cost of the Civil wedding ceremony at Noor UI Islam is as follows:

Monday – Thursday:	£50
Friday – Sunday:	£100
Bank Holiday:	£100

The fees mentioned are subject to change.  
Please note that the preferred method of payment is cash.

**A strict cancellation policy will be applicable to compensate for administration charges, others costs and lost of revenue. A notice of three weeks is required for cancellation or change to the confirmed date and time. Failure to do so will result to the loss of your payment.**

### **The Marriage Ceremony**

The ceremony will be conducted in the Noor UI Islam main buildings in the presence of the bride and groom and the witnesses.

The Bride and Groom in turn will be asked to declare that they do not know of any lawful reason why they should not be married to each other.

They will be asked to repeat the following:

"I DO SOLEMNLY DECLARE THAT I KNOW NOT OF ANY LAWFUL IMPEDIMENT WHY I (*YOUR NAME*) MAY NOT BE JOINED IN MATROMONY TO (*WIFE'S/HUSBAND'S NAME*)."

They will thereafter be asked to repeat the following:

"I CALL UPON THESE PERSONS HERE PRESENT TO WITNESS THAT I (*YOUR NAME*) DO TAKE (*WIFE'S/HUSBAND'S NAME*) TO BE MY LAWFUL WEDDED WIFE/HUSBAND.

This will complete the marriage ceremony.

Updated: 22/12/2010

**Complete to Perform Marriage Registration at the Noor UI Islam Mosque**

This form is to be completed and returned to the Mosque office at: 713 High Road, Leyton, London, E10 5AB. The form should be returned at least two week before the Marriage Registration ceremony is to take place. Please ensure the Authority of Marriage obtained from the Superintendent Registrar is also handed in.

Bridegroom

Full Name

Address

  

City

Post Code

Date of Birth

Place of Birth

Nationality

Occupation

**Bridegroom's Father**

Occupation

Address

  

City

Post Code

Signature .....

**Witness 1 Full Name**

Address

  

City Post Code

Signature .....

Bride

Full Name

Address

  

City

Post Code

Date of Birth

Place of Birth

Nationality

Occupation

**Bride's Father**

Occupation

Address

  

City

Post Code

Signature .....

**Witness 2 Full Name**

Address

  

City Post Code

Signature .....

Proposed Date Of Registration:

Time:

**Both the Bride & Bridegroom must sign below.**

Bridegroom's Signature .....

Bride's Signature .....

Contact Number .....

Contact Number .....



**OFFICE USE ONLY**

Date and Time of Ceremony \_\_\_ / \_\_\_ / \_\_\_ @ \_\_\_ : \_\_\_ Booking confirmed on: \_\_\_\_\_

Officiating officer \_\_\_\_\_ Assisting officer \_\_\_\_\_

Receipt number: \_\_\_\_\_ Date received: \_\_\_\_\_ Received by: \_\_\_\_\_