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## WEDDINGS FACT SHEET

### Lord Howe Island Information

Marriage ceremonies may be conducted on Lord Howe Island by a Civil Marriage Celebrant, Ministers of Religion or the Local Registrar. Contact numbers are as follows:

Civil Celebrant   Sam Matthews	02 6563 2010
Anglican Church	02 6563 2051
Catholic Church	02 6563 2196
Seventh Day Adventist Church	02 6563 2049
Local Registrar   Manager, LHI Board	02 6563 2066

The Manager, Lord Howe Island Board may solemnise marriages in accordance with the Local Registrar authority. Ceremonies can be conducted at the Board's Administration Office or at another place on the Island during the normal daily business hours of the Board (ie 8.30am to 4.30pm) excluding weekends and public holidays, subject to other commitments.

Arrangements may be made, at the discretion of the Manager, to perform marriages on normal working days outside business hours, however an additional fee will apply.

An original completed '*Notice of Intended Marriage*' form must be received by Board's Administration office together with copies of Birth certificates, any other certificates required, details of the proposed date of marriage, and a \$121.00 (GST inclusive, non-refundable) lodgement fee, **at least one calendar month plus one day prior** to the marriage ceremony.

'*Notice of Intended Marriage*' forms can be obtained from the Registry of Births, Deaths and Marriages, Marriage Celebrants and Local Registrars.

Please note the '*Notice of Intended Marriage*' form is only valid for six months from the date of signature, therefore for a ceremony on 31 December, the Notice of Intent form would need to be signed after 2 July.

At least one full working day prior to the proposed ceremony, the couple must meet with the Manager, Lord Howe Island Board to complete the following:

- Finalise the time and place of the ceremony;
- Produce original (or certified copies) of Birth certificates and any other certificates required;
- Provide to the Board specific details (wording) of the ceremony required, together with any readings;
- Discuss any other requirements, etc.

This should only take about half an hour and a prior appointment is required.

A further \$137.50 fee (GST inclusive) for the actual ceremony is payable by the time of the ceremony. This fee may be paid earlier and will be refunded if the ceremony does not proceed.

If there are any other special requirements associated with the wedding which incur additional costs on the Board (eg ceremony outside normal office hours or provision of witnesses) then additional fees may be payable.

For further information, please contact the Lord Howe Island Board:

T 02 6563 2066  
F 02 6563 2127  
E [administration@hib.nsw.gov.au](mailto:administration@hib.nsw.gov.au)