

Enchanting Ceremonies

*“Ceremonies for you
And
Those you love”*





Pauline Rockley

Civil Marriage Celebrant

***Located in the Eastern Suburbs
Servicing Perth Metropolitan Area
Regional areas by arrangement***

Services Offered

- Weddings
- Renewal of Vows
- Commitment Ceremonies
- Same Sex Commitments
- Name Giving's
- Anniversaries'
- All Rites of Passage

My Commitment To You

1. You will be made to feel welcome, and relaxed during your face-to-face interviews with myself.
2. All your ideas and wishes will be listened to and included.
3. You will be provided with a good variety of possible options for your ceremony.
4. You will be loaned material to take home where you can make your choices in the privacy of your own home.
5. I will resource other material should you have specific wishes.
6. We can include culturally specific additions to your ceremony where requested.
7. Symbolism and rituals such as Handfasting, lighting of candles, sharing of wine and many others can be included if this is your wish.
8. If you have children, appropriate ways of involving them in your ceremony will be discussed with you.
9. For ceremonies other than weddings including family and friends is also possible.
10. You will be given by email or mail a draft copy of your ceremony to make changes if necessary.
11. You are entitled to unlimited contact with me by phone and or email.
12. You will be provided with a well-presented copy of your ceremony on your special day that is in line with your colour theme and flowers.
13. I will arrive in plenty of time and will not book another ceremony so close that I need to rush off.
14. Your ceremony will be presented in a clear voice with enthusiasm and genuine interest.
15. This is your ceremony and I am there to provide you with a professional service.

General Information for Couples

As your wedding is a very special day for both of you it is important that everything is done just the way you want it. I believe that one of my main roles is to ensure you have a great day that is filled with memories that last forever. Working with a couple to develop their ceremony just the way they want it is important to me and I would do my best to ensure that my role in your wedding provided with warmth and professionalism.

While I realise you will more than likely contact a number of celebrants before making your final decision as finding the person right for you is very important, I would just request that you advise me ASAP if you require my services so I can put your date in my diary. The list below will provide you with some basic information and hopefully answer some of your questions.

1. You must both be over the age of 18 years. If under 18 year's permission from the courts has to be obtained.
2. Prior to the day of your marriage, you need to show me either your original Birth Certificate (Aust born) or your overseas birth certificate or your valid Passport (Overseas born).
3. If you have an overseas birth certificate it must be translated into English by a registered interpreter.
4. A Notice of Intended Marriage needs to be completed least one calendar month and one day before your chosen wedding day. While these forms are usually filled out at the first meeting with your celebrant they can also be downloaded from the Attorney Generals Department, I can send one to you by email or you can get it from me at our first interview.

5. **Please note:** that if you fill this form out before our first interview it needs to be in clear printing (with the exception of your signatures) and be able to be easily read.
6. If either of you have been previously married, you must produce proof of your Divorce (Decree Absolute or Certificate of Divorce), and if either of your spouses is deceased, you will need to produce the Death Certificate. (These documents must be the originals).
7. For persons born overseas and unable to obtain certain information in SOME situations you can provide the Celebrant with a Statutory Declaration.
8. On your marriage day a minimum of two witnesses over 18 years must attend the ceremony.

What do you need to do now?

1. If you feel you would like me to officiate at your ceremony then you need to contact me so we can talk about your needs and ideas and to make sure of my availability.
2. You may want to make an appointment to commence the process of you may want to just meet me so to talk about me services.
3. Or you may still have questions you would like me answer so please just give me a call or an email.

What The Fee Covers

The fee is a one off fee that with the exception of extra mileage for regional weddings and extra copies of the ceremony should this be requested. The fee will be provided on request with my assurance that it is well within the lower range of current fees within the Perth Metropolitan area.

The fee covers the following!

- All interviews required to complete documentation and ceremony preparation.
- The lodgement of all legal documents and the standard wedding certificate.
- All stationery, fax, phone and postage costs, my time and travel up to 70km round trip.
- The loan of sample material to take home so you can pick your ceremony choices in privacy
- A personally prepared ceremony with a wide variety of choice to mix and match from. This may also include your own written vows or other ideas you have.
- A copy of your ceremony that matches your colour theme and flowers.
- A signing table, cloth and two chairs for ceremonies that are in parks and other outdoor venues where these are not provided.
- A public address system if the number of guests exceeds 35.
- The ability to use the public address system for your music if you have the use of an ipod or similar.
- A rehearsal at Celebrant's home (if required)
- Discussion and advice about the ceremony by phone or email as is convenient to you.
- An assurance that I will be prompt in all my dealings with you.
- I will arrive at the venue around 30 minutes before the planned time and at all times will be professional.

Venues Parks, Gardens and Buildings *Around the Perth Metro Area*

City Areas

Harold Boas Gardens
Queens Gardens
Kings Park
Hyde Park
Victoria Gardens
Narrow Interchange
Various pavilions and areas within Kings Park
Burswood Gardens
Faulkner Park
Parliament House
Constitutional Centre and Old Observatory
Major Holding Building
Supreme Court Gardens
The Allen Green Conservatory
Russell Park
Wellington Street Park
Langley Park
Stirling Gardens
Mardalup Park

Northern Suburbs

Pinnaroo Valley Memorial Park
Cockman House
Botanic Golf Gardens

Joondalup

**Central Park, Grand Boulevard
Pine Plantation**

Western Suburbs

**UWA
Claremont
Cottesloe Civic Centre
Scotch College Administration Building
Perry Lakes
Subiaco Civic Centre
Mosman Park Civic Centre
Mosman Gardens
Mosman Park
Catholic Education Centre/ St Michael the
Archangel Chapel
Mabel Talbot Park
Maylands**

Southern Suburbs

**Gosnells Council Gardens
Booragoon Garden City Shopping Centre
Cannington Woodloes Homestead
Como-McDougall Park
Fremantle Museum And Arts Centre
South Perth Foreshore
Brookland Greens Reserve
City of Belmont Council Grounds
Carmel Rose Gardens and Rose Heritage
tearooms**

Eastern Suburbs

Pioneer Village Armadale
Armadale Council Gardens
Middle Swan (various parks and riverfront)
Midland
Whiteman Park
Guilford (various parks and riverfront)
Stirk Park Kalamunda
Araluen Gardens
Patsy Duraks Rose Gardens

The majority of parks and open spaces have to be booked through the particular local council or venue. With very few exceptions there is a fee for the use of these venues. Some have electricity available.

Ceremonies on beaches also require contact with the local council although there is usually no fee. There is also no ability to ask other people on the sand or grass areas to move. However in most case once the public know there is a ceremony taking place they move away and give the ceremony its privacy.

This list is in no way inclusive. There are many local parks that are quite lovely and more then suitable for small and large weddings.

Some of the very popular venues do get booked out a long way ahead so planning early can be important.

This list also does not include all of the wineries, reception centres and halls available around all areas of Perth.

Changing Your Name

If the bride or groom is going to change their surname the following is a list of services/agencies that you may need to consider contacting after marriage:

- ❖ driver's license [if not long before expiry leave it, however once changed to new name many places will accept this as your new primary form of identification]
- ❖ bank accounts
- ❖ insurance policies [personal, home, content]
- ❖ passport [if not long before expiry leave it]
- ❖ utilities [gas, electricity, etc.]
- ❖ council rates [if necessary]
- ❖ bride's will, if lodged [needs changing in any case, and have spouse included as a beneficiary - and groom should do likewise]
- ❖ voter registration
- ❖ tax office info
- ❖ credit cards
- ❖ product loyalty cards, {flybuys, rockmans myers etc, etc,}]
- ❖ library card
- ❖ blood donor card
- ❖ Centrelink [Social Security, Family Payments, etc. entitlements may change with marriage and one does not want to be up for unintentional fraud or owing for overpayments]
- ❖ memberships [health clubs, local clubs, frequent flyer, etc.]
- ❖ doctor, dental, Medicare and any other health care records

- ❖ accountant and other professionals where appropriate.
- ❖ car registration
- ❖ car insurance
- ❖ mortgages, rental agreements
- ❖ work contacts [pay slips, tax info, superannuation]

There are two things that you will need to make these various changes one is your

Certified Marriage Certificate

At your wedding you will be presented with a ‘couple’s marriage certificate’. As this certificate does not have full information on your parents and upgraded security features it is unable to be used as evidence of your new name when applying for a passport or driver's license. To change your name with these organisations will need to apply for a certified copy of the original marriage certificate from the Registry of Births, Deaths & Marriages from the state in which you married.

This certified marriage certificate is the only official document you will need as evidence of your new name, you will not need to go through any other formal process.

Many Marriage Celebrants provide you with a copy of the application to obtain your certified marriage certificate. If this does not happen or if you lose this from then it can be easily downloaded from Births Deaths and Marriages in your particular state.

The second thing is **Other types of supporting documentation**
Supporting documentation is typically a photocopy or certified copy of 100 points of ID and in a small number of cases there may be a special form or statutory declaration.

❖ **100 points of ID**

The 100 point ID check allocates between 25 points and 70 points per identification document and requires 2 to 3 documents. When changing your name with banks, credit providers and financial institutions it is a good idea to include a verified/certified copy of your 100 points of ID with along with a verified copy of your marriage certificate.

The easiest way to do this is to make around 20 photocopies of your 100 points of ID (try to keep it on one page) and have about up to 10 copies verified at the same time as your marriage certificate. Remember most places will keep the copies so you need to have enough ready.

Visit someone who can certify a copy, and be sure to take along both your original documents and photocopies. You will need to present only one primary ID document, with the balance of the points from supporting documents.

Present only one of the following primary documents:

- 70 Passport (current or expired in last 2 years)
- 70 Birth certificate / Extract
- 70 Citizenship certificate

And obtain 30 or more points from:

- 40 Australian Licence (one of car, Boat, Bike, Shooter or NSW photo card)
- 40 Armed forces identification card

- 40 Government issued proof of age card
- 40 Birth card issued by NSW Registry of Births Deaths & Marriages
- 40 Pension / Healthcare / Entitlement card
- 40 Tertiary Institution Student card
- 25 Plastic card / Passbook / Statement from financial institution (only one per institution)
- 25 Utility bill or council notice (in your full name and stating current address)
- 25 Medicare card
- 25 Foreign drivers licence (current and in your full name)
- 25 Blind citizens Australia Identity card
- 25 Seniors card

Verified copy and certified copy is the same thing.

Who can certify a copy?

- Magistrate, CEO of a Commonwealth court, Clerk of the court, Judge of a court, the Master of a court, Registrar or Deputy Registrar of a court
- Justice of the Peace, Commission for taking Affidavits and Declarations, a Notary Public
- Australian diplomatic or consular officer
- Officer or warrant officer of the Australian Defence Force (with 5 years continuous service)
- A chiropractor, dentist, medical practitioner, nurse, pharmacist, veterinary surgeon

- Sheriff or sheriff's officer, a legal practitioner, patent attorney, bailiff, police officer
- Manager of Australia Postal Corporation or permanent employee (with more than 5 years continuous service)
- A bank officer, credit union or building society officer (with more than 5 years continuous service)
- Member of Institute of Chartered Accountants, Australian Society of Certificated Practicing Accountants or National Institute of Accountants; Institute of Corporate Managers, Secretaries and Administrators; or Institute of Engineers (not students members)
- Member of Parliament (Commonwealth or State)
- Executive manager or permanent employee of a Commonwealth or state department or authority (more than 5 years continuous service)
- Minister of religion
- Teacher employed on a full time basis at a school of tertiary education institution (more than 5 years continuous service)

Frequently Asked Questions

1. Can I Keep My Maiden Name at Work?

You can keep your maiden name at work, but legally change your name.

Many women who have built up a good network and reputation within an industry will often decide to retain their maiden name in the workforce. This is quite a common practice, especially with the average age of marriage rising and women having pivotal roles within industry. In this instance you can still go ahead and change your name on your passport, drivers licence and all other documents whilst having a different professional name. It is legal to have two names, one is a legal name (i.e.: You may take your husband's name on your passport and drivers licence) and the other is a name by association (i.e.: you may keep your maiden name for professional reasons).

Ensure your work books any international plane tickets under the name in your passport

* Advise payroll when your bank account details change

❖ **Changing a Child's Name**

Name change for children is quite common and can occur for a number of reasons: children may take a new surname as parents divorce or marry, spelling mistakes on birth certificates may be corrected or adopted children may take a new family name. These are just a few reasons.

To change a child's name one parent will need to lodge an application with the Registry of Births, Deaths and Marriages in your home state. An application form needs to be completed by at least one parent and will require the consent from the other parent if they are still a legal guardian.

You can change a child's name only once every 12 months unless there are exceptional circumstances. The law can differ by state based on location of birth, child's age, parental situation and so on. For questions relating to changing a child's name please contact the Registry of Births, Deaths and Marriages in your home state

❖ Obtaining a Child's Passport where a Parent has Changed their Name

There are often circumstances where one parent has changed their name since their child was born. Often having a different name from your child can cause confusion with schools, other parents, doctors, etc. There may be some instances where it is worth considering changing a child's name to have the same name of the primary care giver. See our section on changing a child's name. You may find yourself applying for a passport for your child where you have a different name (i.e.: you have been remarried since your child was born). Save yourself the hassle of having to come back with paperwork, and go to the passport office with everything you need.

To apply for a child's passport and sign as the parent you will need to present documents proving the link between the parent's name and the child's name (i.e.: the child's birth certificate along with your marriage certificate, a change of name certificate or court order). Certified copies are usually acceptable, but original documents are best. This documentation can simply be shown during the child's passport interview.

❖ Change of Name (Deed Poll Name Change)

Changing your name by deed poll is no longer applicable in Australia. This process is now handled by the Registry of Births, Deaths and Marriages and is simply known as a change of name. When changing your name, you have two options:

1) Name change by association. Notify family, friends and colleagues of your new name and start using it immediately. Your name change will have taken effect by reputation in the community and you can use your new name without taking any formal steps. Certain organisations will not issue official documentation under your new name (such as the passport office and banks), so you will

still have your old name on legal documentation but have a new name in the community by association.

2) Undertake a legal name change via the Registry of Births, Deaths and Marriages. This process is best if you want to have your identity documents such as your passport and drivers license, changed into your new name.

Any person aged 18 years or over can apply for a Name Change Certificate at the Registry of Births, Deaths and Marriages in their home state. If you live interstate you may need to provide evidence you have lived in that state for a minimum amount of time before being eligible to change your name.

In most states a Legal Name Change can be done via the post and can take between 2 and 8 weeks, depending on back log. Some states offer an express service for a slightly higher fee.

❖ Passport Name Change

It's free to update your passport provided you do so within 1 year of your wedding, divorce or legal name change. Your passport will be updated with your new name; however your expiry date will remain as per your existing passport. If your passport is close to expiry you may want your new passport to be issued for another 10 years by paying the full fee.

If you are updating your passport with your new name and keeping the current expiry date then you need to complete a new application form. You can pick this up from any post office. You are unable to complete your application online and will also need to visit a post office to lodge your application.

❖ ATO Name Change

The Australian Tax Office does not need to be immediately notified when you change your name. Your name change will be registered by the ATO on your next tax return. However if you

prefer you are still able to notify them of your new name in any case.

You can change your name over the phone with the ATO by calling 13 2861. They will ask questions to prove your identity, including:

Your date of birth

One of your business, residential, post or e-mail address

Your bank account number (not your BSB)

The sequence of numbers from a recent tax assessment number

Visit the ATO to download the name change form.

❖ **Electoral Roll Name Change (AEC)**

You can change your name on the electoral roll via the form below unless you believe that having your name on a publicly available electoral roll may engender the safety of you or your family, in which case you will need to contact the Australian Electoral Commission on 13 2326.

Registered voters need to prove identity when updating their name and/or address, and the easiest way to do this is adding your driver's licence details on the form. It does not matter if your driver's licence is in your old or new name. If you do not have a driver's licence you can have two registered voters who have known you for at least one month to sign your form declaring they have sighted your ID.

If you are not sure if you are enrolled, or where you are enrolled, it is a good idea to check with the AEC online before completing the form below.

❖ **Medicare Name Change**

Medicare benefits can be paid to either husband or wife if both names are on the same Medicare card. Changing the name on your Medicare card should be done in person if you are putting both

names, plus any children, on the same card. If you are happy to have separate cards you can update your Medicare card by mail. If applying to update the name on your own card by post you will need a copy of your current Medicare card and a certified copy of your wedding certificate. Post along with your letter to: GPO Box 9822 Your Capital City. Otherwise you can visit a Medicare office in person.

❖ Drivers Licence Name Change

Driver's licenses & vehicle registrations are issued by each state. It is best to change your driver's licence first as it will make other changes easier down the track. Changing the name on your driver's licence is a free service, but your old licence must be surrendered. This process needs to be done in person and you will need your existing licence, potentially other identity documents to achieve 100 point ID check and either your original marriage certificate or a certified copy. An appointment is usually not required.

Note:

This information is provided in good faith and is accurate to the best of the writer's knowledge at that time.

There is an Easy Name Change kit that can be used that has the various forms and information required. At the time of putting this information together the kit was priced at \$29.95 with you requiring inputting information into a website
www.easynamechange.com.au

I have no affiliation with this service but became aware of its existence from information sent to me as a Marriage Celebrant. Some of the information contained in this document has been modified from this website.

Enchanting Ceremonies Contact Details

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Email paulinecmc@optusnet.com.au

Website www.enchantingceremonies.com.au

Hours of Business

Monday to Sunday

8am to 8 pm

***Many Thanks and happy and successful
planning of your ceremony.***

Pauline