

Kensington and Chelsea Register Office - Opening hours

Opening times for the Register Office at Chelsea Old Town Hall.

Please time your visit so that you arrive no later than 30 minutes before closing time.

The Register Office runs an appointment system so please make sure you have made an advance booking for any of the services we provide.

[Please make an appointment to access our services.](#) [1]

Day	Opening hours
Monday	8am to 5pm – by prior appointment only
Tuesday	8am to 5pm – by prior appointment only
Wednesday	8am to 5pm – by prior appointment only
Thursday	8am to 7pm – by prior appointment only
Friday	8am to 5pm – by prior appointment only
Saturday	10am to 6pm – by prior appointment only
Sunday and bank holidays	Closed

Staff training closure

The Register Office is closed between 9am and 10am for staff training every Wednesday.

Scheduled closures

We are closed on Sundays and Public Holidays.

Emergency service - for the registration of deaths outside of our normal office hours

An emergency service to arrange for same-day burials or cremations is available on Sundays and Bank Holidays, excepting Good Friday, Easter Sunday, Whit Sunday, Christmas Day and Boxing Day.

The telephone number for this service is 020 7361 3000 however it is only for use in an emergency.

This telephone number is for the Borough Duty Officer who will then contact the Registrar on call. You must telephone between the hours of 9am and 10am if you require to be seen that day.

The Green Form for burial or cremation may be issued only if the Medical Certificate of Cause of Death is completed correctly by the doctor certifying death, if the death has not been or does not need to be reported to the Coroner, and if the body is not being removed from England or Wales. You will need to travel to the location of the registrar on call.

You should then make arrangements to re-attend the Register Office on the next working day in order to register the death in full.

The Kensington and Chelsea Register Office adheres to required national standards. Information on our performance can be found on our [Service Delivery](#) page.

Print page: /



[Contact the Registrars service team](#) [2]

Source URL: <https://www.rbkc.gov.uk/births-deaths-and-marriages/contact-us/kensington-and-chelsea-register-office-opening-hours>

Links

[1] <https://s12.sishost.co.uk/KC/Agenda/OnlineBookings/Signup.aspx>

[2] <http://www.rbkc.gov.uk/az/az.aspx?searchletter=&orgid=1329>