



## BISHOPS STORTFORD TOWN COUNCIL

### Application to Transfer Ownership of an Exclusive Right of Burial at Bishops Stortford Town Council Cemetery

I hereby apply to Bishops Stortford Town Council for the transfer of the Exclusive Right of Burial registered to the person named at [1] below to the person named at [2] below, as evidenced by authority of the document stated at [7] below and a copy of which is produced herewith.

<b>1</b>	Name of registered ERB Owner:	Grave No:
<b>2</b>	Address of registered ERB Owner: Formerly of:	ERB No:  Date Granted:
<b>3</b>	Applicant	Relationship to ERB Owner:
<b>4</b>	Address (including post code):	
<b>5</b>	Telephone:	e-mail:
<b>6</b>	<p><b>I confirm I have received a copy of the Cemetery and Memorial Gardens Regulations, currently in force, and I agree to abide by these regulations.</b></p> <p>Signed: _____ Dated: _____</p>	

**I attach the following documents (which may be copies):**

		Tick here			Tick here
<b>7</b>	Form of Assignment		Death Certificate /Burial Order		
	Grant of Probate or Will		Statutory Declaration		
	Grant of Letters of Administration		Form of Renunciation		
<b>8</b>	Transfer to (If <b>NOT</b> the applicant):				
<b>9</b>	Address (including post code) :				

Please return this form when completed, with the Transfer Fee of **£100.00** payable to Bishops Stortford Town Council to: The Cemetery Administrator, Bishops Stortford Town Council, The Old Monastery, Windhill, Bishops Stortford, Herts, CM23 2ND.

**Office use only**

The transfer of ownership of an Exclusive Right of Burial in Bishops Stortford Town Cemetery is approved:

Signed: _____  Date: _____	Cheque / BACs / Cash: _____  New Deed No: _____
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## **Application to Transfer Ownership of an Exclusive Right of Burial Notes**

If the deceased is **not** the owner of the Exclusive Right of Burial Grant to the grave, an Application to Transfer Ownership of an Exclusive Right of Burial form must be completed. This will be necessary before the re-opening of a grave or before permission to erect a memorial can take place. A charge will be made for the transfer.

The applicant must attach applicable documents listed in section 7 of the form these are:

### **Form of Assignment**

Where the owner of the grave has assigned the grave to their next of kin.

### **Grant of Probate / Will**

Where there is a will exceeding £5,000 in total assets.

If the deceased's estate is below £5,000, and does not contain any land, property or shares, then it may be possible to deal with it without obtaining a grant. Also, a grant might not be needed if the whole of the estate is held in joint names and passes automatically to the surviving joint owner.

### **Letters of Administration**

The deceased has not left a will and the estate has a value exceeding £5,000

### **Statutory Declaration**

The next of kin declare that the deceased died without making a will and that they are entitled to take ownership of the grave. The Town Council can provide this form to the applicant and adapt it to their requirements.

Statutory Declarations must be witnessed by a Commissioner for Oaths (Solicitor) or a Magistrate.

### **Form of Renunciation**

This form must be completed if there is more than one heir and must accompany the Statutory Declaration. Only one heir can take ownership of the grave. The Town Council can provide this form to the applicant and adapt it to their requirements.