



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.

1	Name of registered ERB Owner:	Grave No:
2	Address of registered ERB Owner: Formerly of:	ERB No: Original Date Granted:
3	Applicant Relationship to ERB Owner:	
4	Address (including post code):	
4	Telephone:	e-mail:
6	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.	
	Signed: _____	Dated: _____

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

		Tick here			Tick here
7	Form of Assignment		Death Certificate		Already Held
	Grant of Probate or Will		Statutory Declaration		
	Grant of Letters of Administration		Form of Renunciation		
8	Transfer to (If NOT the applicant):				
9	Address (including contact details e.g., phone and / or email):				

Please return this form when completed, with the Transfer Fee of **£130.00**, 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 or Replacement 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 or left a Will but Letters of Administration are not applicable 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 if applicable. 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.