

Transferring the Exclusive Right of Burial (Grave/Plot Right ownership)

Is the original grave owner alive?

Yes ↙

No ↘

Original owner would sign a **Form of Assignment** to transfer the Grave Rights to a person or two people of their choice. There is a fee of £50.00 for a transfer.



The grave will be transferred in the records and confirmation sent to the new owner(s).

Has a **Certificate of Probate** been obtained to the Grave Owners Will?

Yes ↙

No ↓

An original **Certificate of Probate** must be produced – A **Form of Assent of Executor or Administrator** would be completed by the person named in probate to transfer the grave/ plot to themselves or another person. £50.00



The grave will be transferred in the records and confirmation sent to the new owner(s).

A **Statutory Declaration Check List** would need to be completed to gather all information required to enable Bereavement Services to draft a Statutory Declaration. There is a fee of £105.00 for this service which includes the grave transfer fee at the end of the process.



The written Statutory Declaration will be sent to the applicant for checking and any additional relevant forms* with a letter explaining these – If all is correct, the applicant would then make an appointment with a solicitor / Magistrate or Commissioner for Oaths for the declaration to be witnessed.



The original signed **Statutory Declaration** is to be returned to Bereavement Services along with any additional forms. The grave will be transferred in the records and confirmation sent to the new owner(s).

Please note:

- It is a legal requirement to establish the grave ownership
- Where there is a family dispute and relevant consents are withheld, the ownership cannot be transferred
- All certificates supplied with a transfer application must be originals, or certified copies
- There can be a **maximum of two** owners per grave. Other beneficiaries must sign a renunciation form to relinquish their rights to ownership
- A fee is payable to transfer a grave ownership

***Relevant forms:**

- Form of Assignment – Living owner to sign Rights over to new owner
- Form of Assent – Executor(s) would sign the Rights to themselves or another
- Form of Renunciation – Used to renounce Right to grave/plot