

Request for the Re-Registration of the Exclusive Right of Burial
(to be used to claim grave space)

When completing this form you must provide evidence that you are entitled to have the Exclusive Right of Burial transferred to you.

If the deceased left a Will for which a Grant of Probate was obtained, then a Sealed copy of the Grant must be submitted with this form.

A Grant of Probate is an official document which the Executors may require to administer the estate and is issued by the Probate Registry.

If a copy is required this can be obtained from the Probate Registry where it was granted, or via the Gov.Uk webpage: <https://probatesearch.service.gov.uk/#wills>

If the deceased left a Will, but a Grant of Probate was not obtained, then a Statutory Declaration must be made and submitted together with a copy of the Will.

If the deceased did not leave a Will, but Letters of Administration were obtained, then a Sealed copy of the Letters must be submitted with this form.

A Grant of Letters of Administration is an official document, issued by the court, which allows administrators to administer the estate.

If the deceased died intestate (did not have a Will) then the Applicant must make a Statutory Declaration confirming this and explaining why they believe they are legally entitled to hold the Exclusive Right of Burial (intestacy rules will apply).

A Statutory Declaration is a written statement of fact that is signed in the presence of either a Solicitor, a Notary of the Public, a Justice of the Peace, or a Commissioner for Oaths.

If copies of any of the above documents are to be provided, then they must be certified.

Please ensure you have enclosed a copy of photographic ID (either passport or driving license) for all persons signing this form.

Please complete either Section A or B (as appropriate) and then Section C.

(A) – From Personal Representatives (Executor/Administrator)

I/We the undersigned as Executor(s) of the Will/Administrator(s) of the estate of the late
.....who was the registered owner of the Exclusive Burial

Rights in the grave numbered.....in the.....Cemetery

do hereby request and authorise you to re-register the title to the said burial rights in the full

name(s) of (Person 1) of(address).....

.....and (Person 2)of

(address).....

Signed by Executor(s)/Administrator(s): Print Name:.....

of (full address):

Signed by Executor(s)/Administrator(s):Print Name:.....

of (full address):

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Signed by Executor(s)/Administrator(s): Print Name:.....
of (full address):

Signed by Executor(s)/Administrator(s):Print Name:.....
of (full address):

Dated the day of

(B) – From a Relative

I/We (full name) (*Person 1*).....of
(address).....and (name) (*Person 2*)
..... of
(address).....
hereby declare that I am/we are the (relation to)..... of the late
..... who currently holds the Exclusive Right of Burial in the grave
numbered in the.....Cemetery and to whom a deed of
grant numbered..... was granted; that the said died
on that the said Exclusive Right of Burial has not been
transferred or otherwise dealt with; that I am the proper person to receive a transfer of the
said Exclusive Right of Burial and if necessary to give authority for the said grave to be re-
opened for burial.

Please go to Section (C) below, and ensure you complete this before returning the form.

(C) – Indemnity (to be completed by all applicants)

I hereby undertake to indemnify the NORTH HERTS COUNCIL against any claim to the
Right of ownership of the said grave, or any matter arising out of the transfer of such
Exclusive Right of Burial.

Dated the day of 20.....

Signed(*Person 1*)..... (Print)

Email: Telephone number:

Signed(*Person 2*) (Print)

Email: Telephone number:

**There is a fee charged for the transfer – please refer to the Burials & Cemeteries
webpage.**

The Council operates an online payment service for all fees and charges and these are
requested by email so please provide your email address below:

Email Address required for payment:

**Please return this form once completed to:
North Herts Council, PO Box 10613, Nottingham, NG6 6DW**