

NORTH HERTFORDSHIRE DISTRICT COUNCIL

Council Offices Gernon Road Letchworth Garden City
Hertfordshire SG6 3JF Telephone: 01462 474000



Notes for Guidance When Completing a Statutory Declaration

- The Statutory Declaration form is to be completed by the person(s) making the Declaration and they should provide their full name and address at the space provided.
- The current Grave Grant Owner's details and the grave number and cemetery will then need to be completed.
- **The next section is left blank for you to:**
 - State what your intentions are, for example, to request ownership of the said Plot.
 - Provide an explanation of the circumstances leading to this Declaration being made. For example, if the Grave Grant Owner (GGO) has passed away. If this is the case, state the name of the Grave Grant Owner (GGO), their date of death and the address at which they previously resided.
 - State whether there was a Will left by the GGO and if so, did the Will go to Probate or were Letters of Administration obtained? State whether you are an Executor of the Will and whether there are other Executors.
 - Clarify what your relationship is to the GGO i.e. surviving husband/wife, child, sister/brother etc.
 - Explain why you consider you have the right to hold the Exclusive Right of Burial. Are you the legal next of kin? Do you have any siblings?
 - Confirm if other family members, although entitled to, do not wish to hold the Exclusive Right of Burial and that they have completed either a Form of Renunciation or a Form of Assent to relinquish their Right to the grave space.
 - The Statutory Declaration when completed must be witnessed by either a Magistrate, a Solicitor, a notary of the public, a Justice of the peace or a Commissioner for Oaths.
 - The Statutory Declaration must be accompanied by any supporting paperwork such as a copy of the Will, a Form of Renunciation or Form of Assent (if required) and a copy of photographic ID (passport or driving licence) for each person claiming or relinquishing the Right, together with the Request for the Re-Registration of the Exclusive Right of Burial Form completed by the person(s) claiming ownership.