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| **Details of grave**  Grave deeds **must be** produced with this application, if deeds are not available please complete section a, if original deed is available please complete from section b after completing applicant details.  **Name of Cemetery:** ………………………………………….. **Grave no.:** …………………...………. **Deed no.:** …….................  **Grave owner:** ………………………………………………….…………….……  **Purchase date:** …………………………………………………………...…….. |
| **Applicant details**  **I the applicant** (please print name):………………..…………...…………………………………………………….………..…………..  **Of (**print address**):** ………………………………………………………………………………………………………………………...……...…..  ……………………………………………………………………..…………**Post code:** ………………….…. **Telephone no:**...................  Do solemnly and sincerely declare as follows:   1. The grave deeds cannot be produced because…………………………………………………..………...............   ………………………………………………………………………………………………………………………………………..……….  b. I wish to be registered as the successor in title to the Exclusive Right of Burial appertaining to the above grave as the previous owner died on ………………………………. **OR** wish to transfer to a new owner at 3.  1. I hereby declare that I am entitled to be named as the successor (no person precedes me in the order of succession as overleaf) in title as the rightful person to arrange a burial and memorial in the above grave for the following reasons, I am the:   Spouse of the deceased grave owner  Only child of the grave owner   A child of the deceased grave owner  Other nearest next of kin  All other siblings have signed Page 2 (Form of Renunciation) Please explain below  ………………………………………………………………………………………………………………………………………………………………………………………………  2. To the best of my knowledge and belief…………………………..………… (Name of grave owner) had never assigned the benefits of the grave rights to any other person or specified any reservation of the grave for any particular person in accordance with item 10(6) in the Local Authorities Cemeteries Order 1977.  3. **New owner details**  **Full name of new owner:** …………………………………………………………………………………………………………………………….…  **Full address of new owner** ………………………………………………………………………………………………………………………………..  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**Postcode**:……………………………………………  **Telephone**:……………………………………………………………… **Email**:…………………………………………………………………………… |

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| **Declaration**  I hereby **declare** that the **information** given in this application is **true** and **correct** to the best of my knowledge and belief and that in the case that a superior title is established, this Exclusive Right of Burial may be revoked.  **Name of applicant**................................................ **Signature of applicant**…………………………………………………………..  **Date**…………………………………………………………………………. |

**Transfer of ownership when owner is deceased and there is no Will**

**What is a Transfer of Ownership**

This form exists to ensure that burial and memorial rights are exercised by the rightful person when the owner is deceased. This helps to protect both the owner of those rights and the council

It is used by most burial and cremation authorities in England and is supported by the Institute of Cemetery and Crematorium Management. If there is a Will please call us as a separate form may be required.

**The Form of Renunciation**

This section of the form is to be signed by anyone of equal kinship i.e. brother/sisters/ cousins etc. to the person who will be completing the Transfer of Ownership. The signatures on this page can be witnessed by anyone who knows the person.

**Order of Succession**

The order of succession is to be used as guidance to identify the rightful person to exercise the burial and memorial rights. If there is more than one person of equal kinship i.e. three brothers and/or sisters then **all will have to sign the form**.

It is up to the family to identify one person to sign and complete the applicant details. The order of succession **always starts** with the original grave owner.

**Applicant details**

This section is to be completed by the **one person** who will be granted permission to arrange a burial and/or memorial in/on the grave.

**Deeds**

New deeds will not be produced when a Statutory Declaration has been completed. If you send in original deeds these will be updated and returned to the applicant. A copy of the deed will be sent if no original deeds can be found.

Completed forms to be sent with the appropriate documentation and fee to:

**Watford Borough Council Cemeteries**

**North Watford Cemetery, North Western Avenue, Watford, WD25 0AW**

**Form of Renunciation**

I/We, the undersigned hereby renounce all my/our interest in:

**Grave No.** ........................................................................ **Deed No**..........................................................

in............................................................................ **Cemetery** (*name of Cemetery*), and desire that the said rights shall be vested in my/our …………………………………(*relationship to applicant*) the applicant on page one of this document ………………………………………..… (*name of applicant on page one*) of

(*address of above person*) ..................................……………………………………………………………………………….….

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| **Details of all siblings / cousins etc.** | **Witnesses details** |
| Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... | Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... |
| **Details of all siblings / cousins etc.** | **Witnesses details** |
| Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... | Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... |
| **Details of all siblings / cousins etc.** | **Witnesses details** |
| Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... | Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... |
| **Details of all siblings / cousins etc.** | **Witnesses details** |
| Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... | Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... |
| **Details of all siblings / cousins etc.** | **Witnesses details** |
| Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... | Name: ……………….………………………....  Address: ………………………………………..  ……………………………………………….…..  Signature: ……………………………………... |
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**Watford Cemeteries**

[www.watfordcemeteries.co.uk](http://www.watfordcemeteries.co.uk) Tel: 01923 672157

[www.watford.gov.uk](http://www.watford.gov.uk) Email: [cemeteries@watford.gov.uk](mailto:cemeteries@watford.gov.uk)

**Next of kin**

Order of Succession for the Transfer of Exclusive Right of Burial

**Name of grave owner:**

…………………………………………………………………………………………………………………………………………………………

1. The surviving lawful husband or wife

2. The children of the deceased

3. The grandchildren of the deceased

4. The father and mother of the deceased

5. Whole blood brothers and sisters of the deceased

6. Whole blood nephews and nieces of the deceased

7. Half blood brothers and sisters of the deceased

8. Half-blood nephews and nieces of the deceased

9. Grandparents

10. Whole blood uncles and aunts of the deceased

11. Children of whole blood uncles and aunts of the deceased (full cousins)

12. Half-blood uncles and aunts of the deceased

13. Children of half-blood uncles and aunts of the deceased (half-blood cousins)

14. Other persons with an interest in the estate may apply

General Data Protection Regulations (GDPR): The personal data provided to Watford Borough Council Cemetery Services in this form, is collected and will be managed in accordance with Data Protection Legislation, and is collected solely for the purposes of processing the request for bereavement services, in respect of the deceased person named. The personal data will not be shared with any other parties or organisations, and will be stored for perpetuity. A full copy of the privacy notice can be found at www.watford.gov.uk