|  |
| --- |
| **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 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 1st Executor):………..…………...…………………………………………………….… **Of (**print address**):** …………………………………………………………………………………………………………………………………………..……...……...…..  …………………………………………………..…………**Post code:** ………………….…. **Telephone no:**.................................  Do solemnly and sincerely declare as follows: 1. The grave deeds cannot be produced because…………………………………………………..………...............

**b.****Being (a) (the executor of the will of** (title of full name of deceased)……………………………………..……….……….Proved in Probate registry (location of probate office)………………………………………………………………………….....On the (Insert date)………………………………………………………………………………………………………..…………………….....If probate has not been granted please send a copy of the Will with this form**OR (b)** (**the Administrator of the Estate of** (title of full name of deceased) ....…………………………………………under the Letters of the Administration granted by Registry (location of probate office)………………………….. on the (insert date)…………………………………………………………………………………………………………………………….…. **New Owner Details****Do hereby Assent to the transfer to: (title & full name of new owner)**Name:……………………………………………………………………………………………………………………………………………………..Address:…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………Telephone……………………………………………………………. Email:…………………………………………………………………….. |

**Transfer of ownership when owner is deceased and there is a Will**

**Who is entitled to take ownership of a grave?**

**Probate** - Where the deceased owner left a will and his/her estate was subject to probate the person/s named on probate as the executors to the will are the person/s legally entitled to take ownership of the grave.

**Letters of administration** - Where the deceased owner did not leave a will but there was sufficient estate, Letters of Administration would be issued.  The person/s named on the Letters of Administration as the executors to the estate are the person/s legally entitled to take ownership of the grave.

In both of the above cases the ownership can be transferred to another person or persons or an additional owner added during the transfer process.

If there is more than one Executor all parties must sign this form.

If there is no Will, or the Will is not valid, and the estate is of insufficient value as to require a grant of Letters of Administration, ownership of the grave can be transferred to the personal representative of the deceased. This is not the correct form in this case, please see form Transfer of Ownership No Will or contact the cemetery office.

**Applicant details**

This section is to be completed by the **Executor** named in the Will, Probate or Letters of Administration.

**Deeds**

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

|  |  |
| --- | --- |
| **First Executor** | **Witnesses details**  |
| Signature: ……………………………………...  | Name: ……………….……………………….... Address: ……………………………………….. …………………………………………………..….. Signature: ……………………………………...  |
| **Second Executor (If applicable)** | **Witnesses details**  |
| Name: ……………….……………………….... Address: ……………………………………….. ……………………………………………….….….. Signature: ……………………………………...  | Name: ……………….……………………….... Address: ……………………………………….. …………………………………………….…….….. Signature: ……………………………………...  |
| **Third Executor (If applicable)** | **Witnesses details**  |
| Name: ……………….……………………….... Address: ……………………………………….. ……………………………………………….….….. Signature: ……………………………………...  | Name: ……………….……………………….... Address: ……………………………………….. …………………………………………….…….….. Signature: ……………………………………...  |

**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

|  |
| --- |
| **Declaration**I (we) hereby **declare** that the **information** given in this application is **true** and **correct** to the best of my (our) knowledge and belief and that in the case that a superior title is established, this Exclusive Right of Burial may be revoked.**All named Executors must sign this form** |

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**

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