



TRANSFER OF EXCLUSIVE RIGHT OF BURIAL - FORMS

This document contains all the relevant forms to help you to transfer an “Exclusive Right of Burial” lease (ownership of a grave/grave space) into someone else’s name.

Please read the notes below to help you select the form you need.

IF OWNER IS STILL ALIVE

A Form of Assignment [TEB6] should be completed if the owner wishes to transfer the rights during his/her lifetime

IF OWNER IS DECEASED AND HAS LEFT A WILL

If the deceased owner left a will and Grant of Probate has been obtained (the document issued by the Court after the will has been proved in court) naming the person the Right should be passed to, he/she should provide the Council with the original Deed of Grant and the Grant of Probate (bearing the Court Seal).

GRANT OF PROBATE MAY NOT BE REQUIRED IF the person who died left less than £5000 or they owned everything jointly with someone else and everything passes automatically to the surviving joint owner.

If for the above reason, Grant of Probate is not to be applied for and someone wishes to claim the Exclusive Right of Burial, a STATUTORY DECLARATION (TEB2/TEB3/TEB4) form should be completed by the claimant. This form allows the claimant to detail their relationship to the deceased. (This form may also be an acceptable temporary measure while the Probate process is taking place dependant on circumstances).

An ASSENT FORM (TEB7) should be used if the person who is named in the will to take over ownership of the Right of Exclusive Right of Burial is not the Executor. This form should be completed by the Executor and he/she should provide the Council with the original Deed of Grant and the Death Certificate.

A FORM OF RENUNCIATION (TEB1) should be completed by all other people who would be entitled to claim the Exclusive Right of Burial but have no interest in doing so.

IF OWNER IS DECEASED AND LEFT NO WILL (died intestate)

If the deceased died intestate (without a will) the Council should be provided with the original Deed of Grant and the Grant of Letters of Administration (letters of administration are granted to a person(s) who apply to the Court to receive permission to administer the estate of the deceased). The Administrator of an estate has the same powers and responsibilities as an Executor. If that applicant for the Exclusive Right of Burial is not the Administrator then an ASSENT FORM (TEB7) is required from the Administrator.

If the estate is of insufficient value to merit application for Letters of Administration the Council will ask for the original Deed of Grant and the Death Certificate and a STATUTORY DECLARATION (TEB2/TEB3/TEB4) form should be completed by the claimant. This form allows the claimant to detail their relationship to the



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deceased. (This form may also be an acceptable temporary measure while the Letters of Administration process is taking place dependant on circumstances).

A FORM OF RENUNCIATION should be completed by all other people who would be entitled to claim the Exclusive Right of Burial but have no interest in doing so.

Form no:	
TEB1	Renunciation form
TEB2	Statutory declaration for surviving spouse/partner
TEB3	Statutory declaration for surviving children (more than one to take ownership)
TEB4	Statutory declaration for surviving children (only one to take ownership)
TEB5	Application for Deed of Grant name change
TEB6	Assignment of Right of Burial
TEB7	Assent of Executor or Administrator



FORM TEB1: RENUNCIATION FORM

(I/we)*, the undersigned, hereby renounce all (my/our)* interest and title in the Right of Burial detailed below in Duffield Hazelwood Road Cemetery.

Grave number	Section	Grant number
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(I/we)* desire that the said Right of Burial shall be vested (solely/jointly)* in (my/our)* (brother/sister)*:

Name of new Deed recipient	Full address	Telephone no.
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Signed (Sibling 1)	Full name	Full address
Witness signature	Full name	Full address

Signed (Sibling 2)	Full name	Full address
Witness signature	Full name	Full address

Signed (Sibling 3)	Full name	Full address
Witness signature	Full name	Full address



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Signed (Sibling 4)	Full name	Full address
Witness signature	Full name	Full address

Signed (Sibling 5)	Full name	Full address
Witness signature	Full name	Full address

DATE OF SUBMISSION:	/	/
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This form should be attached to the statutory declaration before the declaration is made. Reference to this form should be made within the declaration.

Once this form has been completed in full, please return to Duffield Parish Council at the above address.

OFFICE ONLY	
Signed (Parish Clerk)	Date



FORM TEB2: STATUTORY DECLARATION FOR SURVIVING SPOUSE/PARTNER

I (full name of magistrate/commissioner for Oaths):

Of (address) _____

_____ Tel no: _____

do solemnly and sincerely declare that (name of owner) _____

of (address) _____

Purchased the Exclusive Right of Burial in plot no _____ in section _____ in Duffield Parish

Council Hazelwood Road Cemetery, on the _____ / _____ / _____ (date of purchase),

Deed of Grant number _____ and that the said _____ died intestate

leaving an estate of insufficient value for which it was required by law to apply for Letters of Grant of Administration.

I do solemnly declare that (names of new owner) _____

of (address) _____

Telephone number: _____ is the lawful surviving partner/wife/husband

and lawful next of kin. He/she is therefore the present rightful owner of the said Right of Burial and further

I hereby indemnify Duffield Parish Council and all its officers and servants from any liability whatsoever in this matter or arising there from.

This Declaration must be made before a Magistrate or a Commissioner for Oaths.



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Magistrate or Commissioner for Oaths' seal or stamp here

Signature of Magistrate or Commissioner for Oaths: _____

Date: _____

Once this form has been completed in full, please return to Duffield Parish Council at the address above.

Signed (Parish Clerk): _____ Date: _____



**FORM TEB3: STATUTORY DECLARATION FOR SURVIVING CHILDREN
(MORE THAN ONE TO TAKE OWNERSHIP)**

I (full name of magistrate/commissioner for Oaths):

Of (address) _____

_____ Tel no: _____

do solemnly and sincerely declare that (name of owner) _____

of (address) _____

purchased the Exclusive Right of Burial in plot no _____ in section _____ in Duffield

Hazelwood Road Cemetery, on the _____ / _____ / _____ (date of

purchase), Deed of Grant number _____ and that the said _____

died a widower/widow intestate leaving an estate of insufficient value for which it was required by law to

apply for Letters of Grant of Administration and that the following (names of children) (are/is) (his/hers):

1. Name _____ Tel. no _____

Address _____

2. Name _____ Tel. no _____

Address _____

3. Name _____ Tel. no _____

Address _____



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4. Name _____ Tel. no _____

Address _____

5. Name _____ Tel. no _____

Address _____

(is/are) the only lawful surviving (children/child) and next of kin and therefore the present rightful (owner/s) of the said Right of Burial and further, I hereby indemnify Duffield Parish Council and all its officers and servants from any liability whatsoever in this matter or arising from.

Magistrate or Commissioner for Oaths' seal or stamp here

Signature of Magistrate or Commissioner for Oaths: _____

Date: _____

Once this form has been completed in full please return to Duffield Parish Council at the address above.

Signed (Parish Clerk): _____ Date: _____



**FORM TEB4: STATUTORY DECLARATION FOR SURVIVING CHILDREN
(ONLY ONE TO TAKE OWNERSHIP)**

I (full name of magistrate/commissioner for Oaths):

Of (address) _____

_____ Tel no: _____

do solemnly and sincerely declare that (name of owner) _____

of (address) _____

purchased the Exclusive Right of Burial in plot no _____ in section _____ in Duffield

Hazelwood Road Cemetery, on the _____ / _____ / _____ (date of

purchase), Deed of Grant number _____ and that the said _____

died a widower/widow intestate leaving an estate of insufficient value for which it was required by law to apply for Letters of Grant of Administration that (names of children) (are/is) (his/her)

(Name of child taking ownership) _____ Tel. no _____

(Address) _____

(is/are) the only lawful surviving (children/child) and next of kin and therefore the present rightful owners

1. Name _____ Tel. no _____

Address _____

2. Name _____ Tel. no _____

Address _____



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3. Name _____ Tel. no _____

Address _____

4. Name _____ Tel. no _____

Address _____

(is/are) the only lawful surviving (children/child) and next of kin and therefore the present rightful (owner/s) of the said Right of Burial and further, I hereby indemnify Duffield Parish Council and all its officers and servants from any liability whatsoever in this matter or arising from.

Magistrate or Commissioner for Oaths' seal or stamp here

Signature of Magistrate or Commissioner for Oaths: _____

Date: _____

Once this form has been completed in full please return to Duffield Parish Council at the address above.

Signed (Parish Clerk): _____ Date: _____



FORM TEB5: APPLICATION FOR 'DEED OF GRANT' NAME CHANGE

(Please complete this form in capital letters)

I (full name on Deed of Grant) _____

of (address on Deed of Grant) _____

Do solemnly and sincerely declare that I purchased the Exclusive Right of Burial

In plot number _____ in section _____ of Hazelwood Road Cemetery, Duffield.

Deed of Grant number: _____ Date of purchase: _____

I wish to inform you of my name change and update my Deed of Grant (Exclusive Rights of Burial).

My new name is: _____

The date on which I changed it is: _____

My current address is: _____

My current telephone number is: _____

I have attached a copy of one of the following documents to show proof of my name change:

- **Marriage certificate (original, certified copy if original is not available)**
- **Certified record of divorce**
- **Certified court order**
- **Valid unexpired UK Passport issued in your current name**

Signature (plot owner): _____ Date: _____

Signature (Parish Clerk's approval): _____ Date: _____



FORM TEB6: ASSIGNMENT OF RIGHT OF BURIAL

[To be used to transfer Exclusive Right of Burial where there is a living owner]

I, [own name] _____

Of [full address]: _____

In consideration of the sum of/trust _____

Shown to me by [name] _____

Of [full address] _____

Do hereby assign unto the said [name of person] _____

The Exclusive Right of Burial in Grave in Hazelwood Road Cemetery, Duffield, and numbered _____

in Section _____ on the Plan of the Cemetery, made in pursuance of the said Act,

which was granted to myself [name of owner on right], _____ by

Duffield Parish Council, by Deed of Grant number _____ bearing the date of

_____ day of _____ 20____, and all my estate and title, and interest therein,

including the right of placing a memorial thereon of the nature and in the position approved by Duffield

Parish Council to hold the same unto the said [end date of grant] of _____ day of _____

20 ____ subject to the conditions on which I held the same immediately before the execution thereof.

Witness my Hand this _____ day of _____ 20 _____

Signature: _____

Witness: _____

Witness: _____



FORM TEB7: ASSENT OF EXECUTOR OR ADMINISTRATOR

[To be used to transfer Exclusive Right of Burial when the owner is deceased]

I, [full name] _____

Of [full address]: _____

Being [a] (the executor of the will of [full name of deceased] _____

proved in) (b) the Administrator of the Estate of the _____

Probate Registry on the _____ day of _____ 20 _____ do hereby

assent to the transfer to [full name] _____

of [full address] _____

The Exclusive Right of Burial in Grave in Hazelwood Road Cemetery, Duffield, which was granted to the said

[full name of deceased] _____ by Duffield Parish

Council, by a Deed of Grant number _____ bearing the date of _____ day of

_____ 20 _____ and all my estate, title and interest therein, to hold the same

unto the said [name] _____ subject to the condition on which I held

the same immediately before the execution thereof.

Witness my Hand this _____ day of _____ 20 _____

Signature: _____

Witness: _____

Address: _____

Occupation: _____