

# Application to transfer the Exclusive Right of Burial via Probate or Letters of Administration

This form is only to be used where the last grave owner has died and where probate or letters of Administration (LOA) have been issued.



## Details of plot

<b>Cemetery</b>	<input type="checkbox"/> Ashford	<input type="checkbox"/> Stanwell	<input type="checkbox"/> Staines	<input type="checkbox"/> Sunbury			
<b>Plot Location</b>	<input type="checkbox"/> Traditional	<input type="checkbox"/> Lawn	<input type="checkbox"/> Garden of Remembrance				
<b>Section</b>	<input type="text"/>	<b>Plot No.</b>	<input type="text"/>	<b>Grant No.</b>	<input type="text"/>	<b>Date of purchase</b>	<input type="text"/> / <input type="text"/> / <input type="text"/>

## Details of deceased owner

<b>Full name (Mr/Mrs/Miss/Ms)</b>	<input type="text"/>
<b>Address at time of death</b> <input type="text"/>	
<b>Postcode</b> <input type="text"/>	
<b>Date of death</b>	<input type="text"/> / <input type="text"/> / <input type="text"/> (Death certificate must be provided if the owner is not buried in Spelthorne Borough Cemeteries)

## Details of new owner

<b>Full name (Mr/Mrs/Miss/Ms)</b>	<input type="text"/>
<b>Home address</b> <input type="text"/>	
<b>Postcode</b> <input type="text"/>	
<b>Telephone</b> <input type="text"/>	<b>Email</b> <input type="text"/>
<b>Relation to the current owner</b> <input type="text"/>	

### Signature (New Registered Owner)

### Date

I am an executor/administrator named on probate/LOA ☐ Yes ☐ No\*

\*Where the new owner is not the executor/administrator as named on probate or LOA.

When named executor or administrator is not taking ownership, a Form of Assent must be completed and must have the signature witnessed by a person whom is unrelated or has no vested interest in the grave.

Once complete, this form should be sent to the correspondence address with an embossed copy\*\* of probate or letters of administration.

A letter will be sent to the new owner confirming their ownership of the grave. Please allow for up to four weeks for the application to be processed.

Correspondence should be directed to:

Cemeteries Office  
White House Depot  
Kingston Road, Ashford  
Surrey, TW15 3SE

Tel No: 01784 446379

email: cemeteries@spelthorne.gov.uk