


 The Council Offices
Kingsbury Square
Wilton SP2 0BA

 01722 742093

 [Email the clerk](#)

 [Wilton TC Website](#)

Shaftesbury Road Cemetery



Application for Assignment (Transfer) of Right of Burial

(If more than one plot is required, please complete a separate form for each plot)

This form is used to transfer ownership from an executor or administrator of a deceased person's estate with the Grant of Probate or Letters of Administration and is to be delivered to the above address. An invoice will be generated for the appropriate fee and no rights shall be granted until payment is received.

Please ensure you have read the Cemetery Regulations and Terms and Conditions.

SECTION ONE: DETAILS OF EXECUTOR OR ADMINISTRATOR

FULL NAME

ADDRESS INCLUDING POSTCODE

TELEPHONE

EMAIL

SIGNATURE

DATE

SECTION TWO: DETAILS OF GRAVE OWNERSHIP

FULL NAME OF DECEASED GRAVE OWNER

GRAVE NUMBER

GRANTED BY DEED NUMBER

NAME OF CEMETERY

SECTION THREE: ASSENT OF OWNERSHIP

I/we being the, (delete as appropriate)

- a) Executor(s) of the will of the above named grave owner proved in;
- b) Administrator(s) of the estate of the above named grave owner and acting under Letters of Administration granted by;

Full name and address of Probate Registry (including postcode)

Date of grant of probate or letter of administration

do hereby assent to the transfer of the rights of burial in the above named grave, together with all the title and interest therein, subject to the conditions in which it was held immediately before the transfer hereof, to

Full name of new owner

Full address including postcode

Telephone number

Email address

Guidance for completing an Assent of Executor or Administrator form

Burial Law (Local Authorities Cemeteries Order 1977) states that no burial may take place in a grave and no memorial may be placed on a grave without the written permission of the grave owner during the period of the Exclusive Rights, excluding the burial of the grave owner.

The Council's Statutory Registers contain the details of the registered grave owners. It is important that grave owners keep safe their Deed of Grant as this is a legal document containing the grave details. The Council issues this document when the grave is first purchased and it should be produced for each burial. Possession of the Deed does not in itself signify ownership of the grave.

A situation often arises where registered owner(s) are deceased and other family members wish to arrange a further burial to take place in the grave, or for an additional inscription to be placed on the memorial.

In order for the burial or memorial request to proceed, the grave ownership must be transferred to another person(s) entitled to the rights. The Statutory Register of grave ownership will be updated following the transfer of ownership.

There is a fee payable for the transfer of grave ownership.

Grant of Probate

Granted to the executor(s) of a Last Will and Testament once a document has been proven in Court. To be legally acceptable we can only accept sight of a "SEALED" Grant; i.e. it must bear the embossed seal of the court.

Letters of Administration

When a deceased person dies intestate then the next of kin can apply to the courts to be made Administrator of the estate. An Administrator receives the same powers to administer the estate of the deceased as an executor.

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned