

Preliminary Enquiry Form

 **Transfer of Grave Ownership When the Owner is Deceased**

**There are various routes of transfer of exclusive right of burial, and the information you provide determines the appropriate route, and identifies the entitled next owner for each grave. Please answer every question. Transfer of grave ownership is a legal process and takes time to assess thoroughly. Further information may be required to complete this transfer over the course of the case being assessed.**

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| --- | --- |
| **Cemetery:**  | **Grave number and section:**  |

**IS THIS TRANSFER TO ENABLE A PERSON WHO HAS DIED TO BE BURIED IN THIS GRAVE? Yes /No**

**If so, we will prioritise your request. Please telephone the Cemeteries Office on 0208 583 2090, an select the option for ‘Cemeteries’ after you have completed and submitted this form by email to** **cemeteries@hounslow.gov.uk** **Please advise us of the deceased’s name as well as your appointed funeral director. If there is no burial to be organised at this stage, please be aware that due to the current high volume of transfer requests, there is a minimum wait time of 3 months for each transfer upon receipt of all the required documents and evidence.**

**ABOUT THE CURRENT DECEASED OWNER OF THIS GRAVE:**

|  |  |
| --- | --- |
| **First name/middle names** | **Surname** |
| **Address:** |
|  |
|  |

|  |  |
| --- | --- |
| **Date of death:**  | **Is the deceased Owner interred in this grave? Yes/No**  |
| **If the deceased is buried elsewhere, please tell us where here:**  |

**If the grave owner is buried elsewhere, you will need to provide a copy of their death certificate.**

|  |  |
| --- | --- |
| **Did the Owner leave a Will? Yes /No**  | **If yes, please provide the name/s of the executor/s here:**  |
|  **Was Probate** **Granted?** Yes/No  | **Was Letters of Administration Granted?** Yes/No  |
| **You will need to provide an original sealed copy of any court document issued. If a Will was left but no Grant of Probate was issued, the new Owner/s will need to sign a Statutory Declaration before a Commissioner of Oaths or a current serving Magistrate to declare the facts true as presented.**  |

**About the proposed new Owner/s - a maximum of 4 are permitted.** **Please record below your details and any other surviving relatives who may be equally entitled to the ownership of this grave. No entitled person’s details can be left out.**

|  |  |
| --- | --- |
| **New Owner 1** First Name:  | Surname: |
| Address:  |
|  |
| Email address:  | Tel no:  |
| Relationship to the deceased current Owner:  |

|  |  |
| --- | --- |
| **New Owner 2** First Name:  | Surname: |
| Address:  |
|  |
| Email address:  | Tel no:  |
| Relationship to the deceased current Owner:  |

|  |  |
| --- | --- |
| **New Owner 3** First Name:  | Surname: |
| Address:  |
|  |
| Email address:  | Tel no:  |
| Relationship to the deceased current Owner:  |

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| **New Owner 4** First Name:  | Surname: |
| Address:  |
|  |
| Email address:  | Tel no:  |
| Relationship to the deceased current Owner:  |

There is a fee chargeable for a transfer of ownership.  Please [see our current fees and charges](https://www.hounslow.gov.uk/info/20208/cemeteries/2390/fees_and_charges_for_cemeteries) for details.