

Preliminary Enquiry Form

**Transfer of Grave Ownership When the Owner is Still Living**

**This form is to be used only if YOU are the owner of the grave as recorded in the records held by the London Borough of Hounslow, and you wish to add another person/s to share this ownership, giving the additional owners equal rights to this grave. Or, if you wish to transfer the ownership fully onto another person/persons. We recommend that a grave is owned jointly by no more than 4 persons. Each owner will have to sign to authorise any actions relating to the grave, such as new burials or memorial options. One owner cannot do this on behalf of the others. Transfer of grave ownership is a legal process and takes time to assess thoroughly. Further information may be required to complete this transfer.**

|  |  |
| --- | --- |
| **Cemetery:**  | **Grave no. & section:**  |

**THE CURRENT OWNER’S DETAILS :**

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

HOW DO YOU WISH TO TRANSFER OWNERSHIP? PLEASE ONLY SELECT **ONE** OPTION BELOW:

**☐ I WOULD LIKE TO SHARE THE GRAVE OWNERSHIP WITH ANOTHER PERSON/S**. Please use the box overleaf to complete the details of the **additional** owner/s you would like to share ownership with.

 **or**

**☐ I WOULD LIKE TO TRANSFER THE OWNERSHIP ONTO ANOTHER PERSON. BY DOING SO I UNDERSTAND THAT I FORFEIT MY EXISTING RIGHTS TO THE GRAVE**. Please use the box overleaf to complete the details of the **new** owner/s that you would like to transfer the ownership to.

 **or**

**☐ THE GRAVE IS RESERVED AND HAS NEVER BEEN USED AND I WISH TO RETURN IT TO THE OWNERSHIP OF THE BURIAL AUTHORITY.** By doing so I understand that I will receive back the sum paid at the time of purchase, less the years of ownership expired and a refund administration fee.

**Proof of identity for all parties will be required. The original Deed of Grant for the grave must be returned to the Cemeteries Office. Owners must independently decide to instigate a transfer of ownership.**

**NEW or ADDITIONAL OWNERS (delete as applicable)**

|  |  |
| --- | --- |
| **1)First name/s** | **Surname** |
| **Address:** |
|  |
| **Tel:** | **Email:** |

|  |  |
| --- | --- |
| **2)First name/s** | **Surname** |
| **Address:** |
|  |
| **Tel:** | **Email:** |

|  |  |
| --- | --- |
| **3)First name/s** | **Surname** |
| **Address:** |
|  |
| **Tel:** | **Email:** |

|  |  |
| --- | --- |
| **4)First name/s** | **Surname** |
| **Address:** |
|  |
| **Tel:** | **Email:** |

**Please email this completed form to** **cemeteries@hounslow.gov.uk** **You are advised 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. A transfer fee will apply. You will be contacted by the Cemeteries Team in due course to complete the transfer.**