



Stamford Cemetery

Preliminary Enquiry Form **Transfer of Grave Ownership when the Owner is Deceased**

There are several methods of transfer of exclusive right of burial, and the information you provide determines the appropriate method, 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.

Grave Section _____ Row *(if applicable)* _____ Number _____

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 Bereavement Services Office on 01780 753808, after you have completed and submitted this form by email to bereavement.services@stamfordtowncouncil.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.

Title _____ Full Name _____

Address _____

_____ Postcode _____

Date of Death _____ Is the deceased Owner interred in this grave? Yes ☐ No ☐

If the deceased is buried elsewhere, please tell us where:

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 - 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

Title_____ Full Name_____

Address_____

_____ Postcode_____

Email_____

Telephone Number_____ Relationship to deceased_____

New Owner

Title_____ Full Name_____

Address_____

_____ Postcode_____

Email_____

Telephone Number_____ Relationship to deceased_____

New Owner

Title_____ Full Name_____

Address_____

_____ Postcode_____

Email_____

Telephone Number_____ Relationship to deceased_____

If you require additional owners, please copy this page and include with the completed form.

Please be aware that there is a transfer fee of £42 prior to completion of the change of ownership.

Approved: STC 28th February 2023

