

## APPLICATION TO TRANSFER GRAVE OWNERSHIP VIA PROBATE/LETTERS OF ADMINISTRATION

This form is only to be used where the last grave owner has died and where probate or letters of administration(LOI) have been issued. Where this is not the case the person applying for ownership must contact the cemetery office.

### SECTION 1 - Details of the Grave

Grave number \_\_\_\_\_ Block \_\_\_\_\_ in \_\_\_\_\_ Cemetery

**Deed details** (if you have them otherwise the office will complete this)

Deed number \_\_\_\_\_ Issued on \_\_\_\_\_ (Date)

### SECTION 2 - Details of deceased owner of grave

Full Name \_\_\_\_\_ Date of death \_\_\_\_\_

Address at time of death \_\_\_\_\_

### SECTION 3 - Details of person 1 to be the new owner

Full name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Tel. \_\_\_\_\_ Email: \_\_\_\_\_

Signed \_\_\_\_\_ on \_\_\_\_\_ (date)

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

### Details of person 2 to be the new owner (if required otherwise cross through)

Full name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Tel. \_\_\_\_\_ Email \_\_\_\_\_

Signed \_\_\_\_\_ on \_\_\_\_\_ (date)

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

\*Where the new owner/s are not the executors/administrators as named on probate or LOA. Named executors/administrators not taking ownership must complete the form of assent on page two of this application and have their signature witnessed by a person whom is unrelated or has no vested interest in the grave. This should only be done after page one is completed. Where there will only be one new owner you must cross through the second owner section above.

Once complete this form should be sent to the correspondence address at the bottom of page two along with a cheque for the current fee made payable to 'Enable Leisure and Culture' and an **embossed copy\*\*** of probate or letters of administration. Photo copies/emailed forms are not accepted.

\*\*Where a copy of probate has been downloaded from the probate registry a copy of the receipt must also be supplied to validate it.

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

## SECTION 4 - Form of assent

### Appointed executor/administrator 1

I \_\_\_\_\_ of \_\_\_\_\_ (name of solicitors if applicable)

Address \_\_\_\_\_ Postcode \_\_\_\_\_

being executor/administrator of the Will of the late \_\_\_\_\_

proven in the \_\_\_\_\_ Probate Registry on \_\_\_\_\_ (date)

do hereby assent to the transfer to the persons named on page one of this form the exclusive rights of burial in said grave, which was granted to the said named deceased by Wandsworth Council by Deed of Grant and all my estate, title and interest therein, to hold the same unto the said new owner/s subject to the conditions on which I held the same immediately before the execution thereof.

Witness my Hand this \_\_\_\_\_ (date)

Signature \_\_\_\_\_

Witness (signature) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

### Appointed executor/administrator 2

I \_\_\_\_\_ of \_\_\_\_\_ (name of solicitors if applicable)

Address \_\_\_\_\_ Postcode \_\_\_\_\_

being executor/administrator of the Will of the late \_\_\_\_\_

proven in the \_\_\_\_\_ Probate Registry on \_\_\_\_\_ (date)

do hereby assent to the transfer to the persons named on page one of this form the exclusive rights of burial in said grave, which was granted to the said named deceased by Wandsworth Council by Deed of Grant and all my estate, title and interest therein, to hold the same unto the said new owner/s subject to the conditions on which I held the same immediately before the execution thereof.

Witness my Hand this \_\_\_\_\_ (date)

Signature \_\_\_\_\_

Witness (signature) \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

### Correspondence

Correspondence should be directed to  
Putney Vale Cemetery and Crematorium  
Stag Lane, Putney  
London, SW15 3DZ

Tel: 020 3959 0090  
Email: [bereavement@enablelc.org](mailto:bereavement@enablelc.org)

Cheques payable to **Enable Leisure & Culture**