

Application to transfer grave ownership via probate / letters of administration.



This form must only be used where the last grave owner has died, and probate or letters of administration (LOA) have been issued. Where these have not been issued the person applying for ownership must contact the cemetery office on 02088781934.

SECTION 1 Grave Details

Grave number:		Section:	
in cemetery:	<input type="checkbox"/> Mortlake	<input type="checkbox"/> North Sheen	<input type="checkbox"/> Margravine <input type="checkbox"/> Fulham Palace Road
Deed details (if you have them otherwise the office will complete this)			
Deed number:		Date issued:	

SECTION 2 Deceased Owner

Full Name:		Date of death:	
Address at time of death:			

SECTION 3a Details of New Owner 1

Name:			
Address:		Postcode	
Telephone:			
Email:			
Signed:		Date:	
I am an executor/administrator named on probate/LOA:	<input type="checkbox"/> Yes <input type="checkbox"/> No*		

SECTION 3b Details of New Owner 2

(if required otherwise cross through)

Name:			
Address:		Postcode	
Telephone:			
Email:			
Signed:		Date:	
I am an executor/administrator named on probate/LOA:	<input type="checkbox"/> Yes <input type="checkbox"/> No*		

*. All named executors/administrators **not** taking ownership of the grave must complete the form of assent on page two. They must have their signature(s) witnessed by a person who is unrelated or has no vested interest in the grave. This should be done after the information on page one has been completed. Where there is only one person wanting to take over ownership section 3b must be crossed through above.

Once complete this form should be sent to the cemetery office (address at the bottom of page two) together with a cheque for the current fee made payable to 'London Borough of Hammersmith & Fulham' together with an embossed copy** of the grant of probate or letters of administration. **The original signed form must be returned to the cemetery office email copies will not be accepted.**

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

SECTION 4a Form of assent

(Executor 1 to complete)

I: _____ Of: _____ (Solicitors' name 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 the London Borough of Hammersmith & Fulham 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:		Print name:	
Witness signature:		Print name:	
Address:		Telephone:	

SECTION 4b Form of assent

(Executor 2 to complete)

I: _____ Of: _____ (Solicitors' name 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 the London Borough of Hammersmith & Fulham 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:		Print name:	
Witness signature:		Print name:	
Address:		Telephone:	

Original forms should be sent to:

The Cemeteries Office, North Sheen Cemetery,
Lower Richmond Road, Richmond TW9 4LL
Tel: 020 8878 1934
Email: cemeteries@lbhf.gov.uk

To pay by card please tick this box and we will call you.

Cheques payable to: LBHF (London Borough of Hammersmith & Fulham)

FOR OFFICE USE ONLY

Fee

Receipt no

Date Bacas
updated

Date letter sent