



## TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

The need to transfer the ownership of the exclusive right of burial is a common occurrence, most regularly happening when the purchaser dies and is buried in a plot they own, and an application then must be made for their memorial. This transfer is a legal process. This form will help you to identify how to go about it.

|                         |  |                       |  |
|-------------------------|--|-----------------------|--|
| <b>NAME:</b>            |  |                       |  |
| <b>ADDRESS:</b>         |  |                       |  |
| <b>TELEPHONE:</b>       |  |                       |  |
| <b>EMAIL:</b>           |  |                       |  |
| <b>GRAVE REFERENCE:</b> |  |                       |  |
| <i>OR</i>               |  |                       |  |
| <b>DECEASED'S NAME</b>  |  | <b>DATE OF BURIAL</b> |  |

|   |     |    |
|---|-----|----|
| <b>CURRENT OWNER OF EXCLUSIVE RIGHT OF BURIAL:</b>  |     |    |
| <b>IS THE CURRENT OWNER ALIVE?</b>  | YES | NO |
| <i>If yes, please contact the Town Council who will help enact the transfer with a Form of Assignment</i> |     |    |

|   |     |    |
|---|-----|----|
| <b>DID THE DECEASED OWNER LEAVE A WILL?</b>   | YES | NO |
| <b>WAS PROBATE GRANTED?</b>   | YES | NO |
| <i>If the answer to either of these is yes, the Council will need to take a copy of the <b>Grant of Probate</b>. If Probate was not granted, a copy of the <b>will</b>, will be needed. <b>Contact the Town Council</b> who will help you with the next steps</i> |     |    |

|  |            |           |
|--|------------|-----------|
| <p><b>IF NO WILL WAS LEFT, WERE LETTERS OF ADMINISTRATION OBTAINED?</b></p>  | <p>YES</p> | <p>NO</p> |
| <p><i>If the answer to this is yes, the Council will need to take a copy of the <b>Letters of Administration</b></i></p>   |            |           |
| <p><i>If none of the above apply, it is still possible to enact a transfer. However, it will require you to pay a solicitor. Please contact the Town Council who can help draw up a <b>Statutory Declaration</b> based on your circumstances and reduce your legal costs</i></p> |            |           |
| <p><b>PLEASE RETURN THIS FORM AND ANY OTHER PAPERWORK REQUESTED AND WE WILL HELP COMMENCE THE TRANSFER</b></p>   |            |           |

|                          |  |
|--------------------------|--|
| <p><b>SIGNATURE</b></p>  |  |
| <p><b>PRINT NAME</b></p> |  |
| <p><b>DATE</b></p>       |  |

## PRIVACY NOTICE

# Kynaston Road Cemetery

Didcot Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application to purchase a grave space.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN.

In addition to enabling the Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://www.didcot.gov.uk/local-council-privacy-and-cookie.html>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

### **KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.