**Change of Details - Grant of Exclusive Right of Burial** 

This form is used to inform Newport City Council cemeteries team of a change in personal details, to be updated and applied to the grant of Exclusive Right of Burial for the grave plot listed below. Please return to: cemeteries@newport.gov.uk or post to: Newport City Council, Civic Centre, Godfrey Road, Newport NP20 4UR

**This form is not for use if the ownership of the grant of Exclusive Right of Burial is being transferred to a different person.**

I confirm that all details are accurate and that any and all changes to the details affecting the grant of Exclusive Right of Burial will be provided to Newport City Council if / when any further changes occur and I understand it is my responsibility as owner to inform Newport City Council as appropriate. Failure to update the records kept in relation to this ownership may result in delays of interments in the future.

|  |  |
| --- | --- |
| Cemetery - section – block – number: |  |
| Full name of registered grave owner: |  |
| Address of registered grave owner: |  |

|  |  |
| --- | --- |
| Signature of current owner: |  |
| Date: |  |

**New details:**

|  |  |
| --- | --- |
| Full legal name of new registered owner: |  |
| Address of new registered grave owner: |  |
| To be used from date: |  |

If a legal change of name has occurred, please provide proof alongside this form – a marriage certificate or name deed for example. If a change of address has occurred, please provide proof of this alongside this form. The original grant for Exclusive Right of Burial must also accompany this form. If this has been lost, misplaced, stolen, an additional fee will be charged and the form ‘Indemnity Agreement – loss/replacement/copy ERB’ completed and returned.

**Office use only**

|  |  |
| --- | --- |
| Authorised and updated by: |  |
| Fee payable and received: |  |
| Signature and date: |  |