**Transfer of Ownership - Exclusive Right of Burial** 

This form is to notify Newport City Council cemeteries team of a transfer in ownership of the grant for the Exclusive Right of Burial, for the grave plot listed below. Completed forms returned to: cemeteries@newport.gov.uk or posted to: Newport City Council, Cemeteries Team, Civic Centre, Newport NP20 4UR

**This form is not for use if the personal details only of the current owner of the grant of Exclusive Right of Burial are being updated. The form ‘Change of Details – Exclusive Right of Burial’ will need to be completed.**

Current owner:

|  |  |
| --- | --- |
| Cemetery - section – block – number  |  |
| Full name of current registered grave owner |  |
| Address of current registered grave owner |  |
| Date and signature of current owner |  |

New details:

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

The original grant for Exclusive Right of Burial must accompany this form. If this has been lost, misplaced, stolen or cannot be produced an additional fee will be charged and the form ‘Indemnity Agreement – loss/replacement/copy ERB’ must be completed and returned.

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.

|  |  |
| --- | --- |
| Signature of new owner: |  |
| Date: |  |

**Legal owners of any grant of Exclusive Right of Burial are reminded that all personal details are kept up to date and that failure to do so, may result in delays to interments.**

**Office use only**

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