



This 'Form of Assent' must be delivered to the Worthing Crematorium, Cemetery Section, Horsham Road, Findon, Worthing, West Sussex BN14 0RG

This form must be completed in **BLOCK CAPITALS** in ink and be fully and accurately stated.

For assistance in completing this form or to request a hard copy please call 01903 872678 or email cemetery@adur-worthing.gov.uk

The fee for this service can be paid either over the telephone or via an online link. Receipts will be emailed following all forms of payment.

Guidance notes for completing a Form of Assent

A situation often arises where registered owner(s) are deceased and other family members wish to arrange a further burial to take place in the grave, or for an additional inscription to be placed on the memorial. In order for the burial or memorial request to proceed, the ownership of the Exclusive Right of Burial must be transferred to another person(s) entitled to the rights.

Form of Assent

Form used to transfer ownership from an Executor¹ or Administrator of a deceased person's estate to the named beneficiary/beneficiaries in the Will of the deceased Owner of the Exclusive Right of Burial. Previous to the completion of this form the Executor or Administrator will have had rights transferred to them, or should do so, on either of the following basis;

1. Grant of Probate

Granted to the executor(s) of a Last Will and Testament once a document has been proven in Court. To be legally acceptable we can only accept sight of a "SEALED" Grant; i.e. it must bear the embossed seal of the court. A separate 'Transfer of Ownership Form – Grant of Probate' will also need to be completed.

2. Letters of Administration

When a deceased person dies intestate (without a Will) then the next of kin can apply to the courts to be made Administrator of the estate. An Administrator receives the same powers to administer the estate of the deceased as an executor. A separate 'Transfer of Ownership Form - Letters of Administration' will need to be completed.

3. Estates which did not go to probate

Where an estate was of insufficient value to go to probate then this 'Form of Assent' must be accompanied by a 'Statutory Declaration'.

Original documents must be provided.

In cases where there are more than one Executor and/or new owners then separate forms must be completed.

¹ Executor may also mean Trustee or Personal Representative. There may also be more than one Executor and where this is the case all Executors must complete this form.

Section 1. Details of Executor

Full name			
Full address and postcode			
Telephone		Email	

Section 2. Details of Grave

Name of deceased Owner			
Cemetery			
Grave & Section Number		Deed Number	

Section 3. Assent of Ownership

I being the, *(delete as appropriate)*

- a) Executor of the Estate of the above named owner of the Exclusive Right of Burial proved in Court and through the provision of the sealed Grant of Probate;
- b) Administrator of the Estate of the above named owner of the Exclusive Right of Burial proved in Court and through the provision of the sealed Letter of Administration;
- c) Executor of a Will which was not proven in court and subsequently through the provision of the attached Statutory Declaration;

do hereby assent to the transfer of the Exclusive Right of Burial in the above named grave, together with all the title and interest therein, subject to the conditions in which it was held immediately before the transfer hereof

Full name of new owner			
Email address		Telephone number	
Full address & postcode			
Signature of Executor		Date	

Declaration of New Owner

I have read, understood and agree with the above statement, the accompanying leaflet 'Exclusive Right of Burial – Your rights and responsibilities' and further agree to comply with the Cemeteries Regulations.

Signature of New Owner		Date	
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