

This 'Letters of Administration Form' 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 the Transfer of Ownership Form using a Letter of Administration

Where there is an estate of value (typically exceeding £10,000) but there is no Last Will and Testament of the deceased then the 'Rules of Intestacy' applies.

Following this process the Court will issue a 'Letter of Administration'. This vests in the Administrator the Administration of the deceased's estate.

Either the original 'Letters of Administration' or a copy bearing the impressed seal of the Court must be provided to the Cemeteries Service for the transfer of ownership to complete.

It may be that the person requesting to administer the estate is also the rightful owner of the Exclusive Right of Burial and if this is the case then only the completion of this form is necessary for the transfer of ownership to complete.

The Administrator is responsible for the transfer of the Exclusive Right of Burial to the rightful person(s) (see 'Rules of Intestacy').

The requirement for completion of this form exists to ensure that burial rights are assigned only to the rightful owner(s) and serves to protect both the owners of those rights and the Council. It is a procedure used by burial and crematoria authorities in England in accordance with the Local Authorities' Cemeteries Order 1977.

Section 1. Details of Administrator

Full name			
Full address and postcode			
Email		Telephone	

Section 2. Details of Grave

Name of deceased Owner			
Cemetery			
Grave & Section Number		Deed Number	

Section 3. Transfer of Ownership

I / We being the Administrator of the Will of the above named owner of the Exclusive Right of Burial proved in the presented sealed Letter of Administration apply for 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.

Further, I understand that the ownership of the Exclusive Right of Burial will rest with the Administrator named on the sealed Letter of Administration unless there is a further transfer in accordance with the Rules of Intestacy.

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 administrator		Date	
-------------------------------	--	------	--