



Plume of Feathers, Upper Green
Ickleford, Hitchin
SG5 3YD

Mobile 07968 159771
Email clerk@alleyfield.org.uk
Website www.alleyfield.org.uk

REQUEST FOR THE RE-REGISTRATION OF THE EXCLUSIVE RIGHT OF BURIAL

Please complete Part A or Part B and Part C and return with a completed consent form to the above address with the required evidence. The fee for this is on the current scale of fees.

Photographic evidence (e.g. a valid Passport or a Driving Licence) to confirm your identity is required with a Grant of Probate, a Grant of Letters of Administration or a Statutory Declaration.

If the deceased had a Will in place and a Grant of Probate was obtained then the executor(s) must produce a sealed copy of the Grant of Probate with the form. The Grant will then be registered to the Executors unless the Will stated whom the Grant should be transferred to.

If the deceased had a Will in place but a Grant of Probate was not obtained then a Statutory Declaration will need to be made referring to the said Will so that it may be registered to the Executors. A copy of the Will should be provided.

If there is no Will but a Grant of Letters of Administration was obtained then the Administrators must produce a Sealed Grant of letters of Administration so the Grant can be registered to them.

If the deceased died intestate (did not have a Will in place and Grant of Letters of Administration were not obtained) then the Applicant must make a Statutory Declaration confirming this and explaining why they are legally entitled to hold these Rights (intestacy rules will apply).

Part (A) – From Personal Representatives

I / We the undersigned as Executor(s) of the Will / Administrator(s) of the estate of the late _____ who was the registered owner of the Exclusive rights in the grave numbered _____ in Alleyfield, Ickleford Burial Ground do hereby request and authorise you to re-register the title to the said burial rights in the full name of (print title and full name) _____ of address _____

_____. Postcode _____

Signed by Executor(s)/ Administrator(s) _____ Date _____

Print name _____

Address _____

_____. Postcode _____

Registered Charity Number 1132106



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Part (B) – From a Relative

I (full name) _____

of address _____

_____ Postcode _____

Hereby declare that I am the _____ of the late _____

who currently holds the exclusive right of burial in the grave number _____ in Alleyfield, Ickleford Burial Ground and to whom a deed of grant numbered IBGT _____ was granted; that the said _____ died on _____

that the said exclusive right of burial has not been transferred or otherwise dealt with; I am the proper person to receive a transfer of the said exclusive right of burial and if necessary to give authority for the said grave to be reopen for burial (ash internments only).

Part (C) –

I HEREBY UNDERTAKE TO INDEMNIFY THE ICKLEFORD BURIAL GROUND TRUST against any claim to the right of ownership of the said grave.

Signed _____ Date _____

Print name _____

Email address required for payment _____

Documents referred to above:

To obtain a copy of either the Grant of Probate or the Grant of Letters of Administration you will need to contact the Probate court. All enquiries should be emailed to: londonpersonalapplicationsenquiries@hmcts.gsi.gov.uk

A Statutory Declaration is a written statement of fact that is signed in the presence of either a solicitor, a notary of the public, a justice of the peace or a commissioner for oaths.

A Grant of Letters of Administration is an official document, issued by the court, which allows administrators to administer the estate.

A Grant of Probate is an official document which the executors may need to administer the estate. It is issued by the Probate Registry.

If copies are to be provided of any of the requested documents then they must be certified.

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