



Ringwood

Town Council

APPLICATION TO REGISTER A TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

For office use only		
1.	Grave space number(s)	
2.	Name(s) of rights owner(s) as currently registered with Ringwood Town Council	
3.	Fee payable (See Note 1)	Do not send any payment with this form. Once we have established all the details of your application we will either confirm that the basic fee only applies or agree the relevant fee with you.
4.	Full name, address, email address and contact number for every applicant (See Note 2)	
5.	Is any person named in box 2 above currently living? If yes, proceed to box 6 If no, proceed to box 7	YES / NO (Please delete one)
6.	Have ALL living rights owners agreed to transfer the rights to the persons named in box 4? (See Note 3)	YES / NO (Please delete one)

7.	<p>Please provide as much information as you can about how the rights have or will become yours (e.g. if the current rights owner has died, whether they left a will, whether a Grant has been obtained and whether an Assent has been completed in your favour). Please send us copies of documents that prove your entitlement.</p> <p>(See Note 4)</p>	
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Note 1 The current table of cemetery fees is published on the Council's website www.ringwood.gov.uk. The basic fee only is payable if the application is straightforward. In more complex cases the Council reserves the right to charge more but any larger fee will be agreed with the applicant(s) before the work is undertaken and the fee incurred. Fees may be paid by cheque payable to Ringwood Town Council or by BACS to sort code 30 97 08 account number 00215966.

Note 2 Rights may be held by one or more people up to a maximum of four. Notice of an interment and any application for approval of a memorial must be signed by all current rights owners. Provided there is enough space in the plot, however, the remains of a registered owner may be interred whether all other rights owners agree or not. The personal information provided here will be held in accordance with Data Protection legislation and will not be used for any purpose that is not compatible with the purpose for which it was collected nor will it be shared with third parties other than funeral directors, grave-diggers or memorial masons concerned in applications affecting the grave space or, in the case of consecrated ground, the Diocese of Winchester. Upon successful completion of the application we will issue the Certificate of Registration to the first-named person in this box.

Note 3 If the answer here is "Yes", we will prepare an Assignment deed from the current registered owner(s) to the intended new owner(s). If the answer here is "No" the application cannot proceed.

Note 4 The applicants must show us how they have become entitled to ownership of the rights. We will need to see relevant documents and may need to assist the applicants to complete suitable documents where none exist at present. We will explain what documents are needed once the circumstances have been adequately explained to us. If it becomes apparent that the applicants cannot meet this requirement we will explain why and the options available.

Signature of applicant(s):
(all to sign)

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Date:

This form must be fully completed and delivered to the Council Office, by hand delivery, post or email.

Council Office: Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood
BH24 1AT Tel.: (01425) 473883 Email: town.council@ringwood.gov.uk

Date:

Signature:

Amount of fee paid: £