

LITTLE MARLOW PARISH COUNCIL

Clerk to the Council: Jennie Phenix
Community Office, The Pavilion, Church Road, Little Marlow, Bucks, SL7 3RS
Telephone: 01628 890301
e-mail: clerk@littlemarlow-pc.gov.uk



Form of Assent of Executor or Administrator

Section 1. Details of Executor or Administrator	
Full name (print)	
Full address, including postcode	
Signature:	Contact Telephone or Email address:

Section 2. Details of grave ownership	
Name of deceased grave owner	
Grave Number	
Granted by Deed Number	
Name of cemetery	

Section 3. Asset of ownership	
I / we being the (delete as appropriate) a) Executor(s) of the will of the above named grave owner proved in; b) Administrator(s) of the estate of the above named grave owner and acting under Letters of Administration granted by;	
Name & Address of Probate Registry:	
Date of grant of probate or letter of administration:	
Do hereby assent to the transfer of the rights 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, to	
Full name of the new owner:	
Full address including postcode:	
Telephone number:	

Guidance notes for completing an Assent of Executor or Administrator

Burial Law (Local Authorities Cemeteries Order 1977) states that no burial may take place in a grave and no memorial may be placed on a grave without the written permission of the grave owner during the period of the Exclusive Rights, excluding the burial of the grave owner. The Council's Statutory Registers contain the details of the registered grave owners. It is important that grave owners keep safe their Deed of Grant as this is a legal document containing the grave details. The Council issues this document when the grave is first purchased and it should be produced for each burial. Possession of the Deed does not in itself signify ownership of the grave. 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 grave ownership must be transferred to another person(s) entitled to the rights. The Statutory Register of grave ownership will be updated following the transfer of ownership. There is a fee payable for the transfer of grave ownership.

Form of Assent of Executor or Administrator Form used to transfer ownership from an executor or administrator of a deceased person's estate with the Grant of Probate or Letters of Administration. The completed form should be sent to The Clerk at the address above.

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.

Letters of Administration When a deceased person dies intestate 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.

Burial Ground – Privacy Notice

Little Marlow Parish Council collects and uses personal information provided in connection with the burial ground, including names and contact details, to administer burial records, maintain statutory registers, grave ownerships and respond to correspondence or enquiries.

Personal data is used only for lawful council purposes, stored securely, and retained in accordance with legal and operational requirements.

More information about how we process personal data and your rights under data protection law can be found in the Council's General Privacy Notice, available on our website or from the Parish Clerk.