

<b>Title of Report:</b>	<b>Transfer of Burial Rights</b>
<b>Committee Report Submitted To:</b>	<b>Corporate Policy and Resources Committee</b>
<b>Date of Meeting:</b>	<b>22<sup>nd</sup> June 2021</b>
<b>For Decision or For Information</b>	<b>For Decision</b>

<b>Linkage to Council Strategy (2021-25)</b>	
Strategic Theme	Cohesive Leadership
Outcome	Council has agreed policies and procedures and decision making is consistent with them
Lead Officer	<b>Director of Corporate Services</b>

<b>Budgetary Considerations</b>	
Cost of Proposal	Nil cost to Council
Included in Current Year Estimates	N/A
Capital/Revenue	N/A
Code	N/A
Staffing Costs	N/A

<b>Screening Requirements</b>	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	Yes/No	Date: N/A
	EQIA Required and Completed:	Yes/No	Date: N/A
Rural Needs Assessment (RNA)	Screening Completed	Yes/No	Date: N/A
	RNA Required and Completed:	Yes/No	Date: N/A
Data Protection Impact Assessment (DPIA)	Screening Completed:	Yes/No	Date: N/A
	DPIA Required and Completed:	Yes/No	Date: N/A

## **1.0 Purpose of Report**

- 1.1 The purpose of this report is to present a procedure for the Transfer of Burial Rights.
- 1.2 The draft procedure is attached at Appendix A. A copy of the associated draft application form is attached for information at Appendix B.

## **2.0 Background**

- 2.1 The procedure has been formalised in response to a number of requests which in the former legacy Councils were dealt with varying informal or custom and practice procedures.
- 2.2 The reasons where a transfer of burial rights may be required include:
  - Occasions when plots have been purchased by family members or friends of the deceased (who is buried in the plot) to assist at a time of grief.
  - Occasions when plots may have been pre-purchased and later the Registrant has decided that they wish to be buried elsewhere and want to transfer the plot to a family member so that they can use it. If a Transfer is not permitted in such an instance, these plots would remain unused.

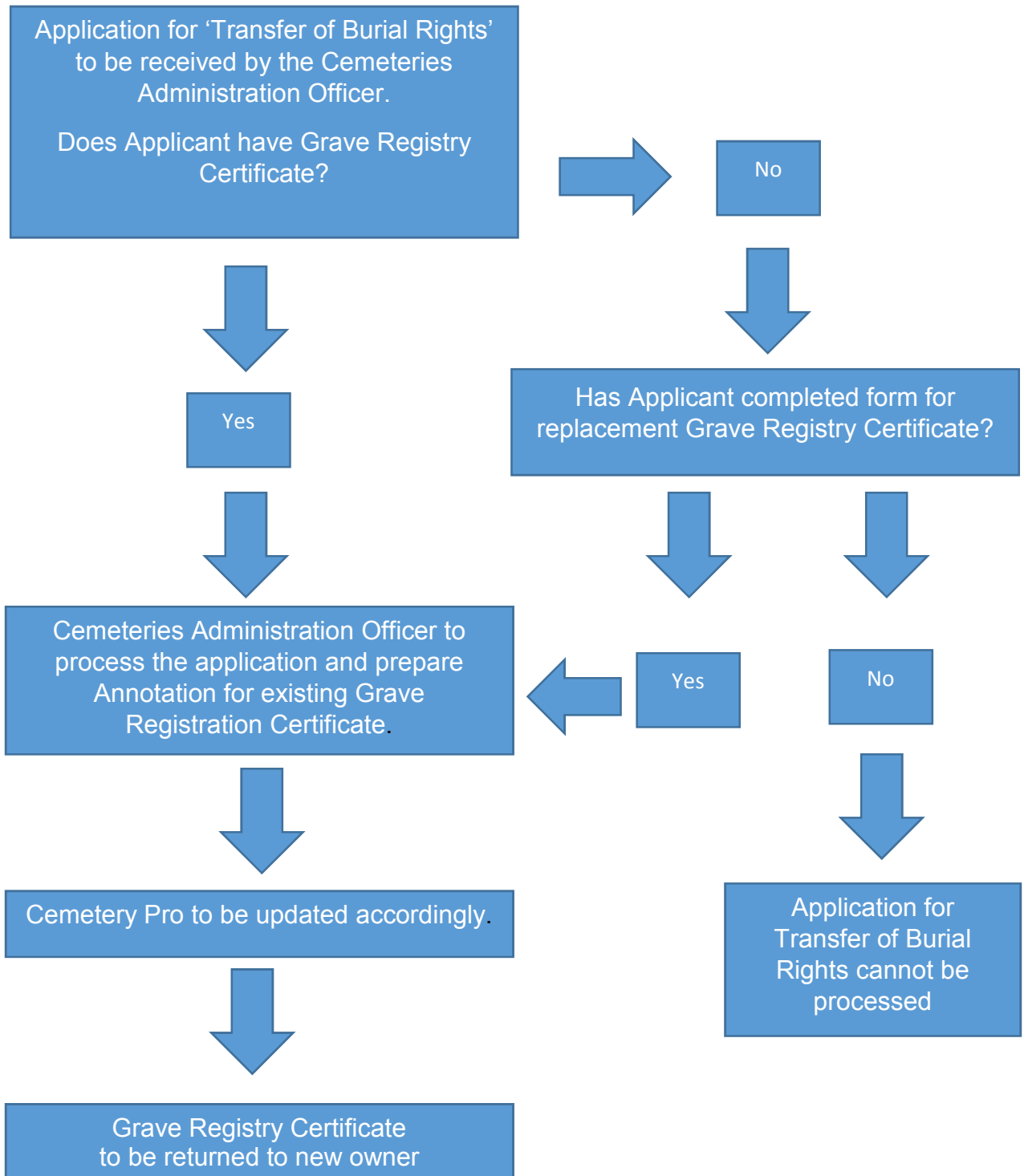
## **3.0 Legal and Financial Implications**

- 3.1 Legal advice has been sought and provided on the procedure and no significant issues were identified.
- 3.2 Currently, the Transfer fee is £45.00 for a resident of the Borough and £90.00 for a non-resident.

## **4.0 Recommendation**

It is recommended that Council approves the procedure for the Transfer of Burial Rights.

## Transfer of Burial Rights





**CAUSEWAY COAST AND GLENS BOROUGH COUNCIL  
-TRANSFER OF BURIAL RIGHTS-**

<b>Name of Cemetery:</b>	
<b>Plot Number(s)</b>	
<b>Current Owner - Name</b>	
<b>Current Owner - Address</b>	
<b>Proposed New Owner - Name</b>	
<b>Proposed New Owner - Address</b>	
<b>Proposed New Owner - Contact Number</b>	
<b>Relationship to Current Owner</b>	
<b>Is the Current Owner living or deceased?</b>	
<p>If you are the <b>Current Owner</b>, please complete <u>Section 1 only</u>.</p> <p>If the Current Owner is <u>deceased</u> and you are the <b>sole surviving next of kin</b>, please complete <u>Section 2 only</u>.</p> <p>If the Current Owner is <u>deceased</u> and you are <b>not the sole surviving</b> next of kin, please complete <u>Section 3 only</u>.</p>	
<p><b>Section 1</b> <i>To be completed by the current owner.</i></p> <p>I wish to transfer the burial rights of the above noted grave(s) to the new owner named above. I enclose the Grave Registry Certificate and appropriate fee.</p> <p><b>Signature of Grantee</b> _____ <b>Date</b> _____</p>	

**Section 2**

*If the current owner is deceased and you are the sole surviving next of kin, please complete the section below.*

I am the sole surviving immediate family member of the Grantee and I wish for the burial rights of the above noted grave(s) to be transferred to and registered in the name of the Proposed New Owner as stated above. I agree to indemnify the Council against any claims howsoever arising as a consequence of this transfer. I enclose the Grave Registry Certificate and appropriate fee.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section 3**

*If the current owner is deceased and you are not the sole surviving next of kin, please complete the section below.*

I am not the sole surviving immediate family member of the Grantee. The undersigned, being the only living family members that could have a right of burial in the above numbered plot(s) has/have no objection to the burial rights being transferred into the name of the proposed new owner as stated above. I enclose the Grave Registry Certificate and appropriate fee.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name	Signature	Address	Contact Number

*Continue on a separate sheet if necessary*

<b>For Office Use</b>	Date Application Received	
	Fee Received £_____	<input type="checkbox"/> Tick
	Grave Registry Certificate Received	<input type="checkbox"/> Tick