

 <b>NORWICH</b> City Council	<b>Transfer Of Exclusive Rights To Burial (ERB)</b> <b>Form 5 - Deed Of Assignment</b>	Ref No.	
		Date	

Person (a) must be the current registered living owner of the exclusive right of burial and is the Assignor.

Person (b) is the person to whom the rights are being assigned to and is the Assignee.

This deed must be signed by the Assignor and the Assignee in the presence of a witness who is not related to either the Assignor or the Assignee.

This deed must be returned with the original Deed of Grant and the appropriate fee.

THIS DEED IS DATED:

(a) Owner of the Exclusive Rights to Burial (ERB) - Assignor			
Cemetery			
Section & Plot Number		Grant Number	
Full Name			
Address			
Telephone Number		Email:	
<p><b>do hereby assign unto the Assignee the Exclusive Rights of Burial, in the above numbered Grave Plot and Grant Number, which was granted to myself, in accordance with Article 10 of the Local Authorities' Cemeteries Order 1977,</b></p>			

(b) Applicant – Assignee			
Full Name			
Address			
Telephone Number		Email:	
Relationship to Assignor			

(a) Owner of the Exclusive Rights to Burial (ERB) – Assignor	
Signed as a deed by [full name of assignor]:	
<b>In the presence of:</b>	
Signature of witness:	
Name of Witness:	
Address of Witness:	
Occupation of Witness:	



**(b) Applicant – Assignee**

Signed as a deed by [full name of assignee]:

**In the presence of:**

Signature of witness:

Name of Witness:

Address of Witness:

Occupation of Witness:

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

**The completed form should be sent to**  
Norwich City Council, Bereavement Services, St Peters Street, Norwich, Norfolk, NR2 1NH

For Office Use

	Yes	No	Charges	Date
ERB Granted				
New Grant Issued				

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**Terms and definitions in this guidance:**

Administrator	Where there is no Will, the person appointed to deal with the deceased's estate.
Assignee	The nominated person who the Assignor wishes to transfer their ERB to.
Assignor	Current registered living owner of the ERB that wishes to transfer their ERB to another person.
Beneficiary	The person who is entitled to receive the whole, or part, of the estate.
Death Certificate	Official document certifying the death of a person.
ERB	Exclusive Rights of Burial.
Estate	Everything a person owns.
Executor	The person appointed, in the Will, to deal with the estate.
Grant of Probate	Official document, supplied by the Probate Registry, confirming the executors appointed in the Will has authority to act and it validates the Will.
Letters of Administration	Official document, supplied by the Probate Registry, confirming the person appointed to distribute the deceased's estate. This document is required if there is no Will, or there are no executors willing to act.
Intestate	Where a person dies without leaving a Will.
Probate	<p>The legal process of administering a deceased's estate. This involves organising their money, assets and possessions and distributing them, after paying any taxes and debts.</p> <p>If the deceased has left a Will, they will appoint an executor to do this and the estate will be distributed in accordance with the Will.</p> <p>If the deceased died intestate (without leaving a Will), then someone can apply for this role, and they will be called an administrator and distribute the estate in accordance with the Rules of intestacy.</p>
Statutory Declaration	A Statutory Declaration is a typed sworn statement explaining the registered owner of a grave/plot is deceased and names who is entitled to the Exclusive Rights of Burial and why. This statement must give names of all those persons entitled to the Rights, whether they wish to be owners or not.
Will	Legal document setting out who is appointed to distribute the estate (called an executor) and who is entitled to benefit from the estate (called a beneficiary).



### Guidance Notes

If the current owner of the ERB wishes to transfer their Rights, then they must complete a Deed of Assignment.

Person (a) must be the current registered living owner of the exclusive right of burial and is the Assignor.

Person (b) is the person to whom the rights are being assigned and is the Assignee.

This form must be signed by the Assignor and the Assignee in the presence of a witness who is not related to either the Assignor or the Assignee.

Box 1 – Insert date

Box 2 – Insert details of the grave plot which will be transferred and insert details of the Assignor, the owner of the ERB.

Box 3 – Insert details of the Assignee, the person who will be receiving the ERB.

Box 4 – Assignor to sign here, in the presence of a witness.

Box 5 – Assignee to sign here, in the presence of a witness.