North Tyneside Council
Bereavement Services
Preston Cemetery Office, Walton Avenue,
North Shields, NE29 9NJ.
Tel: (0191) 643 6070
Email: bereavement@northtyneside.gov.uk

North Tyneside Council

Procedures for the transfer of Exclusive Rights of Burial

Owner Deceased

Did the deceased leave a valid will

Yes

Has Grant of Probate been obtained

Yes

On Production of

A Sealed Grant of Probate

And

Transfer of Deeds
Probate - Form 2

Ownership will be transferred to the named executor

No

On Production of

The Will

And

Statutory Declaration
Form 5

Signed before a JP or Commissioner for Oaths ownership will be transferred to the named executor

No

Have Letters of Administration been obtained

Yes

On Production of

A Sealed Grant of Letter of Administration

And

Transfer of Deeds
Letters of Administration
Form 3

Ownership will be transferred to the named executor

No

Rules of intestacy apply as laid down in the Administration of Estates Act 1925

Statutory Declaration
Form 5

Signed before a JP or Commissioner for Oaths and accompanied By

Original Deeds (If Deeds are lost this must be stated in the Declaration.)

And

A certified copy of owner's death certificate may be required. (If owner was not buried/cremated in North Tyneside.)

And

Written Agreement of all next of Kin to transfer (if more than 2) on

Transfer of Deeds
Renunciation - Form 6

Deeds can now be transferred

Deeds can now be transferred

Executor or Administrator then has the responsibility to identify the correct person to own the burial rights and transfer the rights to person/s

Transfer of Deeds
Assent - Form 4