

Application for Return of a Grave Space

1. Name: Mr/Mrs/Miss/Ms

2. Address

3. Email

4. Phone

5. Cemetery

6. Grave Number

7. Exclusive Rights Deed
Number

I, the undersigned, confirm that I am the deed holder for the above-mentioned plot and confirm that I wish to relinquish the deed of exclusive right of burial.

I understand that the Town Council will pay me the sum equal to the sum originally paid for the deed and that I will no longer have any right to the aforementioned grave space. The deed will be transferred to the Town Council.

8. Signed

Date

Please return this form to Witney Town Council, The Town Hall, Market Square, Witney, Oxon, OX28 6AG with the original deed.

When the application has been processed, you will be reimbursed by cheque.

Data Protection Statement

Witney Town Council collects names and contact details to manage its Burial & Cemetery services in compliance with the Local Authorities Cemeteries Order Act 1977.

The Council processes personal data in line with the Data Protection Act 2018 and GDPR. Personal data will be securely stored and retained as per the Council's retention policy for burial records. Data will be used to contact you regarding cemetery matters, and Exclusive Right holder details will remain in the burial register indefinitely. Please notify the Council of any changes to ensure accurate records.

Your name may be shared with funeral directors/Stone Masons for future grave reservation interactions and, with your consent, other family members. No other personal information will be shared unless required by law. **Tick the box to consent to sharing your name for reserved grave interactions with others:**

For more information on your data protection rights and how your data is used, please refer to the Council's data protection policy and privacy notice under Council policies on the website here www.witney-tc.gov.uk/