

EROB Grant Transfer Request Form

Town Hall, Market Square
Witney, OX28 6AG

Tel: 01993 704379
E-mail: info@witney-tc.gov.uk

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

1. Full Name of Deceased	
2. Date of Death	/ /
3. Executive Rights Grant Number	
4. Grave / Cremation Plot Number	
5. Full Name & Address of the Current Holder of the Exclusive Right of Burial	
6. Full Name & Address of Transferee	
7. Email Address	
8. Phone Number	

I hereby request that the Exclusive Right of Burial be transferred into my name.

Signed

Date

 / /

Relationship to
Deceased

I enclose my proof of my right to ownership of the grave: (Please tick as appropriate)

Copy of Will ☐

Copy of Probate ☐

Statutory Declaration ☐

Forms of Assignment ☐

Copy of ID ☐

Grant of Letters of Administration ☐

Form of Renunciation ☐

Please return this form along with payment to: Witney Town Council, Market Square, Witney Oxon, OX28 6AG. Payment can be by cheque payable to "Witney Town Council"

Or, alternatively, please make the payment to Sort Code: 20-97-48 Account: 00974935 and use the applicants name and deed number as the payment reference.

e.g. "Mrs E Smith EROB Ref 1234"

I have:

Enclosed a Cheque ☐

Paid by Bank Transfer ☐

Payment must be received before the New EROB Grant can be transferred - Please see our fee schedule.

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/