



# Much Wenlock Town Council

Corn Exchange  
Much Wenlock  
Shropshire  
TF13 6AE  
01952 727509  
[www.muchwenlock-tc.gov.uk](http://www.muchwenlock-tc.gov.uk)

---

## EXCLUSIVE RIGHTS OF BURIAL PURCHASE FORM

FULL NAME \_\_\_\_\_ DATE OF BIRTH DATE \_\_\_ / \_\_\_ / \_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ POST CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ MOBILE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SECTION \_\_\_\_\_ PLOT NUMBER \_\_\_\_\_ SINGLE DEPTH / DOUBLE DEPTH (IF APPLICABLE)

DATE OF PURCHASE DATE \_\_\_ / \_\_\_ / \_\_\_ LEASE END DATE \_\_\_ / \_\_\_ / \_\_\_

### Plot Purchase

All ground in the cemetery is consecrated and you may only purchase plots in certain parts. You should decide whether you would like a single or double depth plot and what type of interment it will be (coffin or casket). Plots may be reserved upon request. When purchasing a plot at Much Wenlock Cemetery you are buying the Exclusive Rights of Burial for a period of 100 years. The Council issues a Deed of Grant when the plot is first purchased. The Town Council's records contain details of all registered grave owners but it is important that each grave owner keeps their Deed of Grant document in a safe place, as it is proof of ownership. Possession of the Deed does not in itself signify ownership of the Exclusive Rights.

### Extending Ownership

Exclusive Rights may be renewed for a further term towards the end of the lease, but the further term must not exceed 99 years.

### Transferring Ownership

Applicant/s may apply to transfer grave ownership.

- Documents required for transferring the Exclusive Rights of Burial when the owner is alive: Form of Assignment, identification, Deed of Grant and Death Certificate.
- Documents required for transferring the Exclusive Rights of Burial when the owner is deceased, has left a Will and applicant/s have obtained Probate: The Grant of Probate bearing the impressed seal, Assent of Executor or Administration Forms, identification, Deed of Grant, Death Certificate.
- Documents required for transferring the Exclusive Rights of Burial when the owner is deceased and has left a Will but no Probate was obtained by applicant/s: Statutory Declaration Form, Form of Renunciation, identification, Deed of Grant, Death Certificate.

- Documents required for transferring the Exclusive Rights of Burial when the owner is deceased and hasn't left a Will but Letters of Administration have been obtained by the applicant/s: The Letter of Administration bearing the impressed seal, identification, Deed of Grant, Death Certificate.
- Documents required for transferring the Exclusive Rights of Burial when the deceased owner has not left a Will and Letters of Administration have not been obtained by the applicant/s: Statutory Declaration Form, Form of Renunciation, identification, Deed of Grant, Death Certificate.

Cemetery Forms must be completed in full and require the signed approval from the Town Clerk. Statutory Declaration Forms and Renunciation Forms must be witnessed before a Magistrate or Court of Justice, and bear the impressed seal.

**Burials**

The Deed of Grant along with identification and a death certificate of the deceased must be legally produced before each burial. Each burial requires an Interment Form and fees paid for the preparation of the ground before it takes place. The interment form must include the depth of the grave, overall dimensions of the coffin or casket, also whether it is a new or old grave. Please note that Interments on Saturdays must take place between 9:00am and 2:00pm.

ALL applications with headstones, inscriptions, materials and colours must have the signed approval from the Town Clerk, prior to installation. Any additional changes or alterations to inscriptions also require the signed approval from the Town Clerk.

**Memorials**

Before installations of monuments, gravestones, tablets and inscriptions the plot owner must complete a Memorial Application Form and produce the Deed of Grant along with identification. A NAMM approved fixing method is required for all memorials. The Town Council is responsible for memorial safety and security and therefore all masons who carry out work in the cemetery are required to produce a Fixer License, which can be obtained annually from NAMM.

Please note that curbstones are no longer permitted in section E and F of the Much Wenlock Cemetery.

**The Town Council reserves the right to remove any hazardous headstones or any headstone that have been installed or inscribed without prior permission.**

If you would like to place a commemorate seat on Town Council Land, you will need permission from the Town Council. Please apply in writing to the Town Clerk.

AMOUNT PAID \_\_\_\_\_ RECEIPT NUMBER \_\_\_\_\_

SIGNED APPROVAL FROM THE TOWN CLERK \_\_\_\_\_ DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*The Town Clerk is the Cemetery Officer appointed by the Town Council to ensure that the cemetery is properly managed within the law.*