

# Request to Transfer Exclusive Right of Burial /Grave Ownership

Effective 1 July 2019 to 30 June 2020

## BPOINT RECEIPT NUMBER:

This number must be included before application is submitted if payment is made by B Point.

## AMOUNT PAID:

## ABOUT THIS FORM

Use this form to request to transfer the "Exclusive Right of Burial" from existing owner to a new recipient.

## GLOSSARY OF TERMS

- **Right of Burial:** an exclusive right granted by Council for use of a burial/interment of ashes site. There is no entitlement to any real estate. The holder of the right of burial has the sole authority to determine who can be buried in the burial plot and to allow headstones, inscriptions, memorials etc. to be placed on the memorial plot.
- **Grantee/Owner:** person(s) granted a right to burial being the person registered as the holder of the right of burial issued by Council.
- **Recipient:** any person to be transferred right of burial from the owner and approved by Council.

## WHAT YOU NEED

If the current owner is deceased, this form will need to be completed by the administrator/executor of the estate and a certified copy of the grant of probate or letter of administration of the estate will need to be attached.

If the Grantee is deceased, the Recipient must provide sufficient information to Council to satisfy that they are the rightful beneficiary of the "Exclusive Right of Burial".

## DETAILS OF GRANTEE/OWNER

Title:  Mr  Mrs  Ms  Other

First Name: ..... Last Name: .....

Postal Address: .....

Suburb: ..... Post Code: .....

Email: .....

Phone No(s): Home: ..... Mobile: .....

Allotment Number: ..... Section: ..... Area/Religion: .....

I, (Right of Burial Grantee/Grave Owner) do hereby declare that I am the grantee administrator/executor or owner of the above allotment and of the estate of the grantee of the exclusive right to burial. I hereby give notice that I apply to transfer my burial right to the Recipient detailed below.

Signature (Grantee/Owner or Executor): ..... Date: .....

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## DETAILS OF RECIPIENT

Title:  Mr  Mrs  Ms  Other

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Signature of Recipient: \_\_\_\_\_ Date: \_\_\_\_\_

## HOW TO LODGE THIS APPLICATION

<b>BY MAIL</b> Address the Application to: Randwick City Council 30 Frances Street Randwick NSW 2031	<b>OVER THE COUNTER</b> at: Customer Service Centre Randwick City Council 30 Frances Street Randwick Open 8:30am – 5:00pm, Monday – Friday	<b>BY EMAIL:</b> Scan and send to <a href="mailto:council@randwick.nsw.gov.au">council@randwick.nsw.gov.au</a>	<b>DX:</b> 4121 Maroubra Junction
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## FEES

Transfer fees are in accordance with Council's Fees and Charges Policy Fees and may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

### Fees can be paid by:

- **BY BPOINT** payment: Please put receipt number on Page 1 of this form and email application to: [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
To make a BPOINT payment with your credit card visit [www.bpoint.com.au](http://www.bpoint.com.au) and quote **Bill Code: 1594084**

**If you are not paying by BPoint Council will invoice you for the relevant fees.**

### FEES

- Grave Probe – Fee per plot: \$73.00 per search
- Transfer of Grave Fee: \$66.00 per transfer

## PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.