



# GRANTING, EXERCISING AND TRANSFERRING EXCLUSIVE RIGHTS OF BURIAL (EROB)

## Course overview

Putting things in context

Benefits of having a proper system

Does the funeral director need to be involved?

Background and research findings

Legal documents – wills, grant of probate, letters of administration

Memorial rights

Statutory declarations – how to gain information and draft the declaration

Questions and answers

Suitable for: anyone involved in cemetery administration

## Learning Outcomes

- To be able to identify the documentation that is available or required for a range of circumstances.
- In the absence of certain legal documents how to properly draft a statutory declaration
- How to advise families on purchasing and transferring the exclusive right of burial
- How to protect your authority against potential claims from feuding families

## Attendance:

£170.00 plus VAT for ICCM members

£185.00 plus VAT for non-members

During the Onsite training, attendees can submit questions and comments using the Chat function. The trainer will answer these at the end of Session 2 and 4.

Following Sessions 1 and 2, attendees are invited to email specific questions about grave ownership to be answered during sessions 3 & 4. Questions should be submitted by email to [julie.callender@iccm-uk.com](mailto:julie.callender@iccm-uk.com).



# ICCM

Institute of Cemetery and  
Crematorium Management

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An ICCM quality  
Onsite training event

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4 interactive sessions

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Learn about the  
benefits of having a  
proper, legally  
compliant EROB  
system

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Learn new skills

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Have your questions  
answered

# Booking Form

I wish to attend/have the following attend the ICCM Granting, exercising and transferring exclusive rights of burial (EROB) onsite training course at:

Fownhope Room, Herefordshire Council, Plough Lane, Hereford, HR4 0LE on Thursday, 8<sup>th</sup> June 2023

Name 1: \_\_\_\_\_ ICCM Member?  
Email: \_\_\_\_\_ Y/N

Name 2: \_\_\_\_\_ Y/N  
Email: \_\_\_\_\_

Representing: \_\_\_\_\_

Email: \_\_\_\_\_  
Confirmation and link to the training course will be sent by email

Phone No: \_\_\_\_\_

Address for invoice: \_\_\_\_\_

Order No: \_\_\_\_\_

The fee for the Onsite training covers attendance and documentation. The fee is £170.00 + VAT for ICCM members and £185.00 + VAT for non-members.

Please do not send cash or a cheque with the booking form – an invoice will be sent to you at the address you give above.

Cancellations and refunds – receipt of the completed booking form is a contract. Cancellations must be made in writing at least 10 working days before the workshop, and will incur a 20% administration fee. Cancellations made after 10 working days before the workshop will not be refunded. No refund will be given for non-attendance. Substitution of delegates at no extra charge may be made by emailing [enquiries@iccm-uk.com](mailto:enquiries@iccm-uk.com). In the unlikely event of cancellation by the organisers, any fees paid will be refunded but no further liability will be accepted. The organisers reserve the right to make changes to the programme, speakers and venue should this be necessary.

Please return completed forms to Julie Darroux at [julie.darroux@iccm-uk.com](mailto:julie.darroux@iccm-uk.com), or to

ICCM National Office, City of London Cemetery, Aldersbrook Road, Manor Park, London, E12  
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## **Granting, Exercising and Transferring Rights of Burial**

- 10.30 **Introduction to the course**
- **Getting it in context**
  - **Benefits from having a proper system**
  - **Does the Funeral Director need to be involved?**
- Questions so far**
- 11.00 **Getting your system going**
- **Background and research findings**
  - **Setting up a legally compliant system that protects your authority**
  - **Legal documents – Will, Grant of Probate and Letters of Administration Forms – Which one to use?**
  - **Granting of Memorial Rights – considerations in light of memorial management issues**
- 12.00 **Statutory Declarations**
- **Content**
  - **How to gain the information required**
  - **Drafting the Declaration**
  - **Obtaining the signatures required**
  - **Examples**
- 12.30 **Lunch**
- 13.30 **Workshop**
- **Team working – From the various scenarios given the teams will identify the form or forms to be used. Where a Statutory Declaration is required the teams will draft the appropriate wording.**
- 15.30 **Discussion, Questions and Answers**
- 16.00 **Close**