

This application form should be completed by a person who seeks to arrange an Interment at a Cemetery. Form approved by Cemeteries & Crematoria NSW under subsection 56 (2) of the **Cemeteries and Crematoria Act 2013**

Section 1 – APPLICANT DETAILS

Full Name of Applicant		Title	
Residential Address			
Suburb		H	
State/Territory	Postcode	Phone Numbers	W
Email		M	
Relationship to Deceased			
Proof of Identity	<input type="checkbox"/> Driver's Licence	<input type="checkbox"/> Passport	
<i>consultant to tick and initial two types of ID</i>	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Credit/EFTPOS Card	
<i>one form of ID MUST be Photo ID</i>	<input type="checkbox"/> Medicare Card	<input type="checkbox"/> Healthcare Card	
	<input type="checkbox"/> Other		

Section 2 – DECEASED'S DETAILS

Full Name of Deceased:		Title	
Residential Address:			
Suburb		Date of Birth	
State/Territory	Postcode		
Occupation		Date of Death	
Marital Status			
Religion		<input type="checkbox"/> M	<input type="checkbox"/> F

Section 3 – NEXT OF KIN/SECONDARY CONTACT DETAILS

Full Name of Next of Kin/Secondary Contact:		Title	
Residential Address			
Suburb		H	
State/Territory	Postcode	Phone Numbers	W
Email		M	
Relationship to Deceased			

Section 4 – YOUR INSTRUCTIONS FOR PLACEMENT

Is this a Memorial ONLY? (no ashes) Yes No If no, who has the ashes currently? _____

Cremated at? _____ Are the ashes in crematorium urn? Yes No

If not in a crematorium urn please provide dimensions L _____ W _____ H _____

Placement to be at _____ Cemetery/Garden

Preferred location, details of existing Right or alternative instructions _____

PLEASE PLACE ASHES WITH TEMPORARY PLAQUE (Not available for wall or Columbarium placements)

I/WE WISH TO ATTEND AT TIME OF PLACEMENT (Requires separate application and fee)

I WANT TO RESERVE THE ADJOINING RIGHT (Requires separate application and fee)

Section 5 – PAYMENT DETAILS

Please bill Funeral Director: NOTE : Fees must be paid or arranged to be paid prior to the service date and time.

Please bill Applicant:

	Fee Description	Fee
Invoice Details		\$
		\$
	TOTAL	\$
	RECEIPT NO:	

Section 7 – APPLICANT’S ACKNOWLEDGEMENT/DECLARATION

I have read, acknowledge disclosure and explanation of, and accept the Terms and Conditions applicable to this Cemetery:

(a) As contained in this application; and

(b) As contained in the Cemeteries and Memorial Gardens Policy, available ator available upon request.

Name of Applicant
Signature of Applicant
dd/mm/yyyy

Please initial each page of the Terms and Conditions

Section 8 – TERMS AND CONDITIONS FOR PERPETUAL INTERMENT RIGHT

1. An Interment Right is a contract with the Cemetery Operator that allows interments to take place in a particular location in a cemetery.
2. No more than two (2) Interment Rights in a cemetery can be held for any individual person without approval of the Cemetery Agency.
3. Interment sites can usually be dug to a depth to accommodate two coffins. However, occasionally, due to rock or stability problems not evident prior to commencement of digging the site, ground conditions may not allow for interment in an allocated plot. In these circumstances an alternate plot will be allocated
4. Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the remaining joint Interment Right holder/s.
5. A certificate will be issued to the holder/s as proof of ownership and must be presented when booking an interment service.
6. The Holder/s of the Interment Right has the sole authority to determine who can be interred in the site and to allow Council approved memorials to be placed.
7. A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, on application and payment of the Cemetery Operator’s associated fee.
8. The Interment Right application fee does not include extras, e.g. maintenance fee, memorial permit fee, interment site digging fees, other administrative charges.
9. The Interment Right holders’ preferred funeral director or designated person is responsible for coordinating the interment and funeral arrangements (including compliance with Cemetery Operator policies and applicable regulations).
10. Subject to the following, a memorial to the deceased person can be erected upon the interment site:
 - Provided it is of the type allowed under the Cemetery Operator’s policy/procedures/requirements in that specific interment section
 - No memorial may be erected without the Cemetery Operator’s prior written approval; and
 - No existing memorial may be altered or removed without the Cemetery Operator’s prior

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- written approval
 - The Cemetery Operator reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. The Cemetery Operator has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
11. The Cemetery Operator may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of written or documentary evidence and payment of the association fee).
 12. The Cemetery Operator may repurchase unused Interment Rights from the holder/s in accordance with the Cemetery Operator's then current policy.
 13. An interment Right can form part of a personal estate and be bequeathed, if not used and not held jointly.
 14. Interment Rights can be transferred after consultation with the Cemetery Operator. Transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee and processed by the Cemetery Operator.
 15. Unused Interment Rights can be transferred pursuant to the will or intestacy of a deceased Interment Right holder. In this instance, the transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee and processed by the Cemetery Operator.
 16. Monument ownership and all the responsibilities therein, reside with the Interment Right holder/s or interred deceased's Executor/heirs and successors to the interment site where they have erected a monument. Monuments erected by the Cemetery Operator are the responsibility of the Cemetery Operator.
 17. A perpetual Interment Right must be used by the right holder within 50 years of purchase. If it is not used within this period, a cemetery operator can revoke the Interment Right.
 18. A person must not do any of the following within a cemetery:
 - Damage, deface, interfere with or alter interment sites
 - Damage, deface, interfere with or alter monuments
 - Inter or exhume any human remains, whether cremated or not
 - Enter or remain in a cemetery between sunset and sunrise
 - Cause or permit an animal that is under the person's control to enter or remain in a cemetery (this does not prevent a person from riding a horse or leading or walking a dog on a leash)
 - Take part in any gathering, meeting or assemble, except for the purpose of religious, research, historical, educational or other ceremony of interment or commemoration
 - Engage in trade or commerce without Council's written consent
 - Distribute any circulars, advertisements, paper drawn or photographic materials without prior Council consent
 - Drive a vehicle at a speed of more than eight (8) kilometres per hour
 - Drive a vehicle or a vehicle and trailer having greater than twenty (20) tonnes GVM
 - Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
 - Park a vehicle on any known interment site, verge or plantation, or in a manner that is likely to impede traffic
 - Teach, learn or practice driving a vehicle
 - Camp reside on any cemetery land
 - Possess or consume an alcoholic or intoxicating beverage or substance
 - Urinate or defecate
 - Bring or leave any rubbish, refuse, scrap metal, rock, soil, sand or any other such substances
 - Remove any dead timber, logs, trees, flora, whether standing or fallen
 - Kill, capture or in any way interfere with any animal, bird, fish or other fauna whether native or introduced
 - Plant any tree, shrub, herbage or other plant without prior Council consent
 - Place artificial flowers in the cemetery portions unless they are securely fixed into a vase approved by Council
 19. Glass or other items that the Cemetery Operator deems to be a safety hazard are not permitted and if necessary, may be removed without notice to any person (as per Council's cemetery policies).
 20. **(Privacy statement)** We may collect, store and process personal information in the course of performing our obligations under this Agreement (including personal information of yours, the persons you nominate for Interment and any authorised representatives). you are responsible for ensuring you have all consents and approvals to provide the personal information of others (e.g. nominees for Interment). Such personal information will be:
 - (a) primarily used by us to perform its obligations as set out in these terms; and
 - (b) dealt with in accordance with our privacy policy and applicable privacy legislation
 21. You are responsible for ensuring that your contact details and the details of any next of kin, nominees for Interment or authorised representatives you provide us are current and correct. If you wish to access, update or correct any of your personal information held by us, please contact Council offices.

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22. You acknowledge that we are required to collect information in accordance with the *CC Act*. We may be required to disclose information to other regulatory authorities or as required by law.
23. Information and materials provided by us (such as policies, guides, rules, and process documents) referred to in these terms may be updated from time to time by us to reflect our changing requirements (including changing legal requirements). The updated information will apply to this Agreement. Prices payable under this Agreement will not change once you make payment at those prices according to these terms.

Additional information is available in the Coonamble Shire Council's Cemeteries, Memorial Gardens and Monuments Policy available at Coonamble Shire Council's offices.

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OFFICE USE ONLY

	Application Form	Responsible	
Form Number:	Version No.	Issue Date:	Next Review Date: