
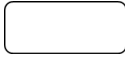




# Order for Interment Application Form

A cemetery operator must complete and issue this Order for Interment before it conducts an interment at the site. Section 67 of the Crematoria Act 2013 provides that an interment must not take place in a cemetery unless the cemetery operator has issued an Order for Interment.

|  |  |   |
|--|--|---|
| Licence Number:  |  |   |
| <input type="checkbox"/> First Interment   | <input type="checkbox"/> Second Interment  | <input type="checkbox"/> Placement of ashes   |
| <b>SECTION 1 – INTERMENT SITE DETAILS</b> <i>(Please complete in printed blocked letters)</i>  |  |   |
| Cemetery:  |  | Denomination:   |
| Section/Garden Site:   | Row:   | Plot:   |
| <input type="checkbox"/> Monumental  | <input type="checkbox"/> Lawn  | <input type="checkbox"/> Ashes <input type="checkbox"/> Other   |
| Name/s of existing Interment/s in plot:  |  |   |
| Date of Interment:   |  |   |
| Time of Interment:   |  |   |
| Name of Gravedigger Contractor:  |  |   |
| Type:  | <input type="checkbox"/> Coffin  | <input type="checkbox"/> Casket           |
|  | <input type="checkbox"/> Urn   | <input type="checkbox"/> Cremation Box  |
| Coffin/casket size: length:  | width:   | height:   |
| <b>SECTION 2 – DECEASED DETAILS</b>  |  |   |
| Given Name/s:  |  | Surname:  |
| Last known address:  |  |   |
| Suburb:  | State:   | Postcode:   |
| Date of Birth:   | Date of Death:   | Age:  |
| Religious Affiliation:   |  | Gender:   |
| Is the deceased also the Interment Right Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |
| <b>SECTION 3 – APPLICANT DETAILS</b>   |  |   |
| Given Name/s:  |  | Surname:  |
| Address:   |  |   |
| Suburb:  | State:   | Postcode:   |
| Phone Numbers: (H):  | (M):   |   |
| Email:   |  |   |
| Is the applicant also the Interment Right Holder? <input type="checkbox"/> Yes (complete section 4b) <input type="checkbox"/> No (complete all of section 4) |  |   |
| Is the applicant also the next of kin for the deceased? <input type="checkbox"/> Yes (skip section 5) <input type="checkbox"/> No (complete section 5)       |  |   |
| <b>SECTION 4 – INTERMENT RIGHT HOLDER/S DETAILS</b>  |  |   |
| Given Name/s:  |  | Surname:  |
| Address:   |  |   |
| Suburb:  | State:   | Postcode:   |

|  |                          |           |
|--|--------------------------|-----------|
| Phone Numbers: (H):  | (M):                     |           |
| Email:   |                          |           |
| <b>SECTION 4B – INTERMENT RIGHT HOLDER DETAILS CONTINUED</b>   |                          |           |
| Is there more than one living Interment Right Holder?  |                          |           |
| <input type="checkbox"/> Yes <i>(please provide a stat dec/evidence on behalf of all Right Holders)</i> <input type="checkbox"/> No  |                          |           |
| Have you provided an original copy of the Interment Right?   |                          |           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Please provide a statutory declaration or evidence of authority to sign)</i>  |                          |           |
| <b>SECTION 5 – NEXT OF KIN / SECONDARY CONTACT DETAILS</b>   |                          |           |
| Given Name/s:  | Surname:                 |           |
| Address:   |                          |           |
| Suburb:  | State:                   | Postcode: |
| Phone Numbers: (H):  | (M):                     |           |
| Email:   |                          |           |
| <b>SECTION 6 – PAYMENT DETAILS</b>   |                          |           |
| Invoice details:   | Order for Interment Fee: |           |
| Personal Services Australia  | Open/close Fee:          |           |
| Tax Invoice ABN 81 137 714 704   | TOTAL:                   |           |
| <b>SECTION 7 – TERMS &amp; CONDITIONS</b>  |                          |           |
| <p>1. Graves 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 grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated</p> <p>2. Subject to the following, a memorial to the deceased person can be erected upon the interment site:</p> <p>(a) Provided it is of the type allowed under the Cemetery Operator’s policy in that specific interment section.</p> <p>(b) No memorial may be erected without the Cemetery Operator’s prior written approval; and</p> <p>(c) No existing memorial may be altered or removed without the Cemetery Operator’s prior written approval.</p> <p>3. 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.</p> <p>4. 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 associated fee).</p> <p>5. The Interment Right holders/s is responsible for the care and maintenance of individual interment sites where the memorials have been erected by other than the Cemetery Operator.</p> <p>6. 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.</p> <p>7. The Cemetery Operator reserves the right to review and/or amend these Terms and Conditions, its holdings, interment plots and property within its cemeteries at any time, without notice to you.</p> <p>8. If an existing memorial impedes the conduct of the interment, the Cemetery Operator may require it to be removed, at the Applicants expense.</p> <p>9. If an existing memorial impedes the conduct of the interment, the Cemetery Operator may require it to be removed, at the Applicants expense.</p> <p>10. Scattered cremated remains are irretrievable.</p> <p>11. Additional information is available in the Cemetery Operating Policy/Rules/Regulations, available by contacting the Cemeteries Bereavement team on 0488 555 868.</p> |                          |           |
| <b>SECTION 8 – FUNERAL DIRECTOR</b>  |                          |           |
| Name of Funeral Director/Company:  |                          |           |
| Address:   |                          |           |
| Suburb:  | State:                   | Postcode: |
| Phone Numbers: (H):  | (M):                     |           |
| Email:   |                          |           |

I, as the undersigned have:  
a) Read through the terms and conditions with the applicant/Interment Right Holder/s to ensure that they understand Council's cemetery requirements  
b) Explained that if the requirements are not met, Cemetery Authority may contact the Interment Right Holder/s

Name of Consultant:

Signature of Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 9 – PRIVACY DECLARATION**

Information collected on this form is held in accordance with the Privacy and Personal Information Protection Act 1998. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery services in accordance with the Cemeteries and Crematoria Act 2013. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the Privacy and Personal Information Protection Act 1998.

**SECTION 10 – ACKNOWLEDGEMENT/DECLARATION**

For more than one intended Interment Right Holder, please complete the Additional Interment Right Holder Form if needed

I, the undersigned have:

A. Read through the terms and conditions and understand Council's Cemetery Requirements

B. An understanding that the holder/s of the Interment Right has/have the sole authority to allow inscriptions or council approved monuments to be installed on the grave site by a monumental mason

C. An understanding that if the requirements outlined are not met, Council may contact the Interment Right Holder/s

Full name of applicant: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of Interment Right Holder (if different to the applicant) \_\_\_\_\_

Signature of Interment Right Holder (if different to the applicant) \_\_\_\_\_ Date: \_\_\_\_\_

Full name of 2<sup>nd</sup> Interment Right Holder: \_\_\_\_\_

Signature of 2<sup>nd</sup> Interment Right Holder: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

ADDITIONAL FORMS ATTACHED: \_\_\_\_\_

FEE: \_\_\_\_\_ RECEIPT: \_\_\_\_\_ DATE: \_\_\_\_\_

CEMETERY AUTHORITY REPRESENTATIVE NAME: \_\_\_\_\_

CEMETERY AUTHORITY REPRESENTATIVE SIGNATURE: \_\_\_\_\_