

Application for Interment for Funeral Directors



Purpose of this application form

- ONE application is required for EACH Interment / Burial at least 48 hours prior to burial.
- All interments / burials require approval by Council and all works must be undertaken by an authorised person.
- The cemetery fees will be calculated after submission. The applicant will be invoiced following the burial.
- All applications must comply with the guidelines laid out in the BVSC Cemetery procedures.

Application Details

Full Name						
Postal Address	Street or PO Box				State	Postcode
	Suburb					
Contact Details	Home Phone		Mobile		Work Phone	
Email						
Relationship to deceased						

Details of the Deceased

Full Name						
Also known as						
Last Address Before Death	Street				State	Postcode
	Suburb					
Occupation						
Age	Date of Birth		Place of Birth		Date of Death	

Next of Kin or Secondary Contact Nominated by Holder of Interment Right

Full Name						
Postal Address	Street or PO Box				State	Postcode
	Suburb					
Contact Details	Home Phone		Mobile		Work Phone	
Email						

Please attach an additional sheet to register more than one secondary contact.

Funeral Details

Funeral Director						
Do you have a current 'Permit to undertake works' with Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please contact Council on 02 6499 2222 or cemeteries@begavalley.nsw.gov.au			
Cemetery Location						
When	Date			Time		
Booking Details <i>(Surcharges apply to weekends or public holidays)</i>	Service Type	Church service <input type="checkbox"/>	Chapel service <input type="checkbox"/>	Graveside <input type="checkbox"/>	Private service <input type="checkbox"/>	
Church Service/Chapel Service address						
Name of officiating clergy						

Dates and times must be confirmed by Council prior to confirmation with the applicant.

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Burial Details				
Booking details	Single depth <input type="checkbox"/>	Double depth <input type="checkbox"/>	Lawn first interment <input type="checkbox"/>	Lawn second interment <input type="checkbox"/>
Reopening of existing graves	Existing monument in place <input type="checkbox"/>		Lift lid or removal of floor fee could apply.	
Coffin size (metric)	Oversize Opening Surcharge (in excess of 720mm x 2100mm)			
Plot Details				
Previous reservation <input type="checkbox"/>	If yes, provide Burial Licence No		or Perpetual Interment Right Certificate No	
Provide details of the reserved plot				
Religion	Section/Wall/Niche No		Row/Rock No	Plot/Rock No
<p>Where there is no previous reservation, a Perpetual Interment Right Application Form will need to be completed and submitted to Council separately. Council will endeavour to locate according to preferences where possible and at Council's discretion.</p>				
Location preferences				
Name of person (if any) who continues to hold an interment right to the allotment				
Full Name				
Postal Address	Street or PO Box			
	Suburb		State	Postcode
Contact Details	Home Phone		Mobile	Work Phone
Email				
Please attach an additional sheet to register more than two holders.				
Payment details				
Invoice to be sent to	Applicant <input type="checkbox"/>	Funeral Director <input type="checkbox"/>		Other <input type="checkbox"/> If yes, complete below
Payee's Name				
Postal Address	Street or PO Box			
	Suburb		State	Postcode
Contact Details	Home Phone		Mobile	Work Phone
Email				
<p>A schedule of Bega Valley Shire Council's fees and charges can be found at www.begavalley.nsw.gov.au All forms must be lodged to cemeteries@begavalley.nsw.gov.au.</p>				
Privacy Declaration				
<p>Information collected on this form is held in accordance with the <i>Privacy and Personal Information Protection Act 1998</i>. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the <i>Cemeteries and Crematoria Act 2013</i>. 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 legal 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 <i>Privacy and Personal Information Protection Act 1998</i>.</p>				
OFFICE USE ONLY: DO NOT PAY ON THIS FORM – AN INVOICE WILL BE SENT TO THE NOMINATED PAYEE.				
Site Allocation	Religion		Section	
	Row		Plot	
Fees Allocation	Perpetual Interment Right fee		Single Depth fee	
	Cemetery Maintenance fee		Double Depth fee	
	Lawn General / Monumental		Single Depth shored fee	
	Plot marking fee		Double Depth shored fee	
	Fixing of plaque fee		Other	
	Coffin oversize surcharge		Total fee	