

Please print clearly in BLOCK LETTERS with a black pen. Please tick the appropriate boxes.

- ONE application required for EACH ash interment and memorial plaque placement.
- All ash interments and plaques require approval by Council and must be undertaken by an authorised person.
- The application fee will be calculated after submission. The applicant will be invoiced once the interment has occurred.

All applications must comply with the guidelines laid out in the BVSC Cemetery Procedures.

1 Applicant details

Applicant's name	Full name	<input type="text"/>	
Postal address <input checked="" type="checkbox"/>	Street or PO	<input type="text"/>	
Daytime contact details	Phone	<input type="text"/>	Fax <input type="text"/>
	Mobile	<input type="text"/>	Email <input type="text"/>
Relationship to the deceased	<input type="text"/>		

2 Details of the deceased

Full Name	Full name	<input type="text"/>	
	Also Known As	<input type="text"/>	
	Occupation	<input type="text"/>	
Residential address <input checked="" type="checkbox"/>	<input type="text"/>		
	Date of Birth	<input type="text"/>	Date of Death <input type="text"/>
	Place of Birth	<input type="text"/>	Age <input type="text"/>

3 Ash interment details

Cemetery location	Town/Locality	<input type="text"/>	
Section preference	e.g. Garden or Niche Wall	<input type="text"/>	
Previous reservation	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please provide Certificate/Licence number	<input type="text"/>
OR, please provide details of reserved plot	Religion	Section/Wall Number	<input type="text"/>
	Row/Rock/Niche Number	Plot/Rock/Niche Number	<input type="text"/>

4 Plaque details

Do you require Council to order a memorial plaque? Yes No

If yes, please provide preferred wording (please use overleaf if more space is required)

Please specify any preferred symbols

Other details?

The design will be conducted in consultation with you. The plaque will not be ordered without your written approval.

A schedule of Bega Valley Shire Council's fees and charges can be found at www.begavalley.nsw.gov.au

OFFICE USE ONLY – After Receipt Please Give to Cemetery Section

SITE ALLOCATION	Religion		Section/Wall No.	
	Row/Rock/Niche No.		Plot/Rock/Niche No.	
FEES ALLOCATION	Burial Licence fee		Niche Wall/Memorial Wall <small>(Includes placement of plaque)</small>	
	Cemetery Maintenance fee			
	Memorial Garden Fee <small>(Payment for spot in the garden)</small>			
	Placement of ashes fee		Memorial plaque purchase Weekend or Public Holiday surcharge	
	Fixing of plaque fee			
PAYMENT DETAILS	Receipt No.		Receipt date	
	Staff		Total fee	\$

