

Application for Interment: cremated remains and memorial plaque



Purpose of this application form										
<ul style="list-style-type: none"> This form is to be used for cremated remains interments or memorial plaque requests. Once approved by Council, the work must be undertaken by an authorised person. ONE application required for EACH cremated remains interment and memorial plaque placement. The application fee will be calculated after submission. ALL applications must comply with the guidelines laid out in the BVSC Cemetery Procedures. 										
Application Details										
Full Name										
Postal Address	Street or PO Box									
	Suburb				State				Postcode	
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									
	Suburb			State				Postcode		
Occupation										
Age	Date of Birth				Place of Birth				Date of Death	
Cremated Remains Interment Details										
Cemetery Location										
Section Preference		Garden <input type="checkbox"/>			Niche Wall <input type="checkbox"/>			Existing grave under headstone <input type="checkbox"/>		
Previous Reservation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, provide Perpetual Interment Right / Burial Licence Number							
Plot details	Religion		Section / Wall Number		Row/Rock/Niche Number		Plot/Rock/Niche Number			

Plaque Details

Do you require Council to order a memorial plaque?

Yes No

If yes, the design will be produced in consultation with the applicant.

A proof of the plaque and cost quotation will be sent to the applicant for approval. The applicant is to provide written approval to proceed with the plaque production.

Please provide preferred wording in the space below and specify any preferred symbols or details.

Plaque will be fixed to

Memorial Rock

Existing headstone

Niche Wall

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

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/cremation 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 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 *Privacy and Personal Information Protection Act 1998*.

OFFICE USE ONLY: DO NOT PAY ON THIS FORM – AN INVOICE WILL BE SENT TO THE APPLICANT

Site Allocation	Religion		Section / Wall No.	
	Row / Rock / Niche No.		Plot / Row / Niche No.	
Fees Allocation	Perpetual Interment Right fee		Fixing of plaque fee	
	Cemetery Maintenance fee		Niche Wall / Memorial Wall (includes fixing of plaque fee)	
	Memorial Garden fee (includes fixing of plaque)		Memorial plaque purchase	
	Placement of ashes fee		Weekend or public Holiday surcharge	
Payment Details	Receipt No.		Receipt Date	
	Staff		Total Fee	