

Application for interment

Cemeteries

Folder 119614Workflow Interment

Doc ID _____

Box No _____

This application must be acknowledged by a customer service representative in person or by phone.

Pursuant to Council Policy 252 - Cemeteries, four (4) working days' notice must be given to allow sufficient time for approvals and all arrangements to be completed.

Interment applications received outside the above period may not be approved.

Applicable fees and charges as set by Council are to be paid in advance of any interment.

Information Privacy Act 2009 collection notice – Council is collecting this information in order to process your application. This information will be provided to the Queensland Registry of Births, Deaths and Marriages for the purpose of registering this death.

TYPE OF INTERMENT

TIME FRAME *(Have you met our four working days' notice?)*

Cemetery Type

 Lawn or Monumental Columbarium

Is this interment within Council's required timeframe?

 Yes No (Please make written application)

DECEASED DETAILS

Surname

First name

Middle names

Date of birth

Date of death

Age

Gender

 Male Female

Birthplace

Religion

Former occupation

Cause of death

Death Certificate attached

 Yes No

Former residence

CEMETERY DETAILS

Cemetery

Cemetery Type

 Lawn Monumental Columbarium

Section

Row

Plot/Niche

FUNERAL DETAILS

Please note that additional charges apply on weekends, public holidays and outside of normal working hours. Refer to relevant fees and charges.

Service Type

 Venue and Graveside Graveside only

Venue

Date

Time of Service

Conductor name

Funeral service provider

Funeral provider contact number

Setup requested (availability may differ across locations)

 Marquee Chairs: how many?

DETAILS OF BURIAL RIGHT HOLDER ONE - REQUIRED

Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss	Surname	Given names	
Postal address		State	Postcode
Relationship – to the deceased		Contact number/s	

DETAILS OF BURIAL RIGHT HOLDER TWO - REQUIRED

Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss	Surname	Given names	
Postal address		State	Postcode
Relationship – to the deceased		Contact number/s	

BURIAL INTERMENT – GRAVE DETAILS

Leave answer blank if not known. If additional grave required, *Application for Reservation* must be attached.

Claim of existing reserve <input type="radio"/> Yes <input type="radio"/> No	Receipt / Other information attached <input type="radio"/> Yes <input type="radio"/> No	
List other names deceased has been known by	Is this a standard coffin? <input type="radio"/> Yes <input type="radio"/> No	If no, please indicate size
Required depth <input type="radio"/> Single 1.8m lawn (second interment) <input type="radio"/> Double 2.3m lawn <input type="radio"/> Single 1.8m monumental <input type="radio"/> Double 2.3m monumental (existing reserve)	Name of deceased already interred if 2.3m depth grave	
	Additional grave required <input type="radio"/> Yes (form required) <input type="radio"/> No	

INTERMENT OF ASHES – DETAILS – For burial location, complete Cemetery Details on page 1

Funeral Service already been held <input type="radio"/> Yes <input type="radio"/> No	Date of funeral	Date of ashes being placed
Items to be placed in Niche	Is a plaque to be supplied by Council? <input type="radio"/> Yes (form required) <input type="radio"/> No	
Next of kin / family members of existing grave notified <input type="radio"/> Yes <input type="radio"/> No	Names:	

LODGEMENT OF YOUR APPLICATION

MAIL Chief Executive Officer, PO Box 390, Gayndah, Qld 4625

EMAIL admin@northburnett.qld.gov.au

TELEPHONE 1300 MY NBRC (1300 696 272)

IN PERSON Visit your local library and customer service centre

OFFICE USE ONLY

Information Received From	Receipt Number	Date and Time
NBRC Receiving Officer	NBRC Contact Officers	

APPLICATION CHECKLIST TO BE COMPLETED WITH APPLICANT

- Form completed in full**
- All sections completed
 - Discussed burial details
 - Proposed interment date allows **four (4) full working days' notice** to Council (**excludes weekends and public holidays**), following receipt of completed forms
- Columbarium Wall**
- Plaque information provided (nonrefundable contribution towards plaque)
 - Double niches (Gayndah, Monto and Mundubbera)
 - Single niches (Degilbo, Coalstoun Lakes, Eidsvold, Gayndah, Monto, Mt Perry and Mundubbera)
- Lawn Cemetery**
- Dug to 2.3m (double depth) excluding Coalstoun Lakes (1.8m, single depth only)
 - No items placed on grassed areas
 - Plaque information provided (nonrefundable contribution towards plaque)
 - Council request family to install a plaque within two (2) years of interment
 - Council will install a plaque using nonrefundable contribution monies if plaque is not installed after the two (2) years.
- Monumental Cemetery**
- Dug to 1.8m (single depth)
 - Additional cost may apply for second interment (where existing monument is installed)
 - A monument will be required to be installed within three (3) years from interment date
 - When erecting new monuments, it is recommended that applicants wait 18-24 months before monumental work is undertaken to account for movement of soils
 - Monuments are required to be constructed on a slab of 1.2m wide x 1m long as a minimum, with a 1.2m x 2.4m slab required for a full memorial
 - Council is not responsible for the maintenance of monuments due to age, weather or vandalism
- General**
- Full fees are required prior to burial
 - Discuss General Policy 252 – *Cemeteries*
 - Two Burial Right Holders must be listed on interment application
 - Council will send a letter of condolence to the Burial Right Holder 1
 - Council is not responsible for missing/damaged ornaments, items are placed at own risk
 - Items shall not obstruct or encroach onto adjoining resting places
 - Deteriorated items must be removed
 - No glass, pebbles or fencing permitted
 - Any type of planting is prohibited throughout cemetery
 - Ornaments may drift away from graves at times, Council staff will place the items on nearby graves if they are unaware of the original location
 - Broken items on lawns or walkways that may cause risk to the public will be disposed of accordingly
 - Application to Erect Monument/Carry out Alteration form must be submitted prior to work commencing at any North Burnett Regional Council cemetery facility

Burial Right Holder / Next of Kin	Signed	Date
Funeral Service Provider	Signed	Date
Customer Service Officer	Signed	Date