

Application for private property reserve / 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, five (5) working days' notice must be given to allow sufficient time for approvals and other arrangements to be completed.

Interment applications received outside the above period will only be approved in exceptional circumstances.

Information Privacy Act 2009 collection notice – Council is collecting this information in order to process your application.

TIME FRAME

Is this interment outside of Council's required timeframe?

No Yes (Please make written application)

APPLICANT DETAILS

Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss		Surname	Given names	
Date of birth	Gender <input type="radio"/> Male <input type="radio"/> Female	Relationship to the reserve / deceased		
Postal address		State	Postcode	
Contact number	Email address			
Additional contact information			Signed	

LOCATION DETAILS

Property Owner(s)	Contact number/s
Property Address	
Relationship – to the reserve / deceased	Owner's Signature

GPS Data	Lot and Plan	Map attached <input type="radio"/> Yes <input type="radio"/> No
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RESERVATION DETAILS

Surname	First name	Middle names
Postal address	State	Postcode
Contact Number	Email address	
Date of birth	Gender <input type="radio"/> Male <input type="radio"/> Female	Religion
Signed	Date	

DECEASED DETAILS

Surname		First name		Middle names	
Date of birth		Date of death		Age	Gender <input type="radio"/> Male <input type="radio"/> Female
Birthplace		Religion		Former occupation	
Cause of death				Death Certificate attached <input type="radio"/> Yes <input type="radio"/> No	
Former residence					

FUNERAL DETAILS

Service Type <input type="radio"/> Venue and Graveside <input type="radio"/> Graveside only		Venue	
Date	Time of Service	Conductor name	
Funeral service provider		Funeral provider contact number	

GRAVE DETAILS

Claim of existing reserve <input type="radio"/> Yes <input type="radio"/> No		Additional grave required <input type="radio"/> Yes (application is required) <input type="radio"/> No	
List other names deceased has been known by		Contractor (Company name and machine operator)	
Depth <input type="radio"/> Single 1.8m <input type="radio"/> Double 2.3m		Name of deceased already interred if 2.3m depth grave	

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		Date and Time	
NBRC Receiving Officer		NBRC Contact Officers	