

Application for interment

Cemeteries

Folder 119614

Workflow Interment

Doc ID

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.

Right of Interment Applicant (ROI) holds the rights to authorise burials and/or works to a particular burial site.

TYPE OF INTERMENT	TIME FRAME <i>(Have you met our four working days' notice?)</i>
Cemetery Type <input type="radio"/> Lawn or Monumental <input type="radio"/> Ashes	Is this interment within Council's required timeframe? <input type="radio"/> Yes <input type="radio"/> No (Please make written application)

DECEASED DETAILS			
Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss	Surname	Given names	
Date of birth	Date of death	Age	Gender <input type="radio"/> Male <input type="radio"/> Female
Birthplace		Cause of death	
Former occupation		Religion	
Former residence		State	Postcode

CEMETERY DETAILS		
Cemetery	Cemetery Type <input type="radio"/> Lawn <input type="radio"/> Monumental <input type="radio"/> Columbarium	
Section	Row	Plot/Niche

APPLICATION SUBMITTED BY:		
Title <input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Miss	Surname	Given names
Contact number	Are you the ROI Applicant? If unknown, contact Council <input type="radio"/> Yes <input type="radio"/> No	Relationship to deceased
Postal address	State	Postcode

FUNERAL DETAILS

Please note additional charges apply on weekends, public holidays and outside of normal working hours.

Service Location <input type="radio"/> Venue and Graveside <input type="radio"/> Graveside only		Service Type <input type="radio"/> Public Service <input type="radio"/> Private Service	
Date	Time	Venue	
Funeral service company name		Funeral service contact number	
Funeral service conductor name		Minister name (if applicable)	
Setup requested (availability may differ across locations) <input type="radio"/> Marquee <input type="radio"/> Chairs: how many? (max 30)			

BURIAL INTERMENT – GRAVE DETAILS

Claim of existing reserve <input type="radio"/> Yes <input type="radio"/> No Leave blank if unknown		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 Complete, application or amendment to reservation. <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 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	Are you providing your own plaque <input type="radio"/> Yes (plaque photo to be supplied before interment)	

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

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.

OFFICE USE ONLY

Information received from	Date and time	Receipt number
NBRC Receiving Officer	NBRC Contact Officers	Receipt amount

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*
- Right of Interment Applicant must match Council records
- If no Right of Interment exists an *Application for Right of Interment* is to be completed
- Council will send a letter of condolence to the person who submitted application
- 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 Cemtery Works form must be submitted prior to work commencing at any North Burnett Regional Council cemetery facility

Deceased name

Right of Interment Applicant

Signed

Date

Funeral Service Provider

Signed

Date

Customer Service Officer

Signed

Date