

# Application for interment

## Cemeteries



Folder 119614    Workflow 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.

Right of Interment Applicant 1 (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>	
<b>Cemetery Type</b> <input type="checkbox"/> Lawn or Monumental <input type="checkbox"/> Ashes		<b>Is this interment within Council's required timeframe?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Please make written application)	

DECEASED DETAILS			
<b>Title</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	<b>Surname</b>	<b>First name</b>	<b>Middle name</b>
<b>Date of birth</b>	<b>Date of death</b>	<b>Age</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Birthplace</b>		<b>Cause of death</b>	
<b>Former occupation</b>		<b>Religion</b>	
<b>Former residence</b>	<b>Town</b>	<b>State</b>	<b>Postcode</b>

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

FUNERAL SERVICE PROVIDER	
<b>Company name</b>	<b>Funeral service contact number</b>

RIGHT OF INTERMENT APPLICANT 1			
<b>Title</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	<b>Surname</b>	<b>First name</b>	<b>Middle name</b>
<b>Contact number</b>	<b>Relationship to deceased</b>	<b>Email</b>	
<b>Postal address</b>	<b>Town</b>	<b>State</b>	<b>Postcode</b>

## FUNERAL DETAILS

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

### Service Location

Venue and Graveside  Graveside only

### Service Type

Public Service  Private Service

### Date

### Time

### Venue

### Conductor name

### Minister name (if applicable)

### Setup requested (availability may differ across locations)

Marquee  Chairs: how many? (max 30)

## BURIAL INTERMENT – GRAVE DETAILS

### Claim of existing reserve

Yes  No Leave blank if unknown

### Reserve receipt / Other information attached

Yes  No

### List other names deceased has been known by

### Is this a standard coffin?

Yes  No

### If no, please indicate size

### Required depth

- Single 1.8 lawn (second interment)
- Double 2.3m lawn
- Single 1.8m monumental
- Double 2.3 monumental (existing reserve)

### Name of deceased already interred if 2.3m depth grave

### Additional grave required

Yes  No Complete application or amendment to reservation.

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

### Funeral Service already been held

Yes  No

### Date of ashes being placed

### Items to be placed in Niche

### Is a plaque to be supplied by Council?

Yes (form required)  No

### Are you providing your own plaque

Yes (plaque photo to be supplied before interment)

## CEMETERY - TERMS AND CONDITIONS

### Right of Interment - ROI

- Right of Interment Holder holds the rights to the burial site while still alive. This is applicable for reservation only
- When the Right of Interment Holder has passed, Right of Interment Applicant 1 has final authorisation on all matters relating to the burial site

### Columbarium Wall

- Plaque information provided (nonrefundable contribution towards plaque)
- Contribution only applies for the first interment
- Closed cemeteries do not have columbarium wall
- No columbarium walls (Byrnestown, Chowey, Dallarnil, Mulgildie)
- Single niches (Degilbo, Coalstoun Lakes, Eidsvold No.2, Gayndah, Monto No.2, Mount Perry and Mundubbera)
- Double niches (Gayndah, Monto No.2. 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
- A slab of 1.2m wide x 1m long as a minimum, with a 1.2m x 2.4m slab required for a full monument
- It is recommended that applicants wait 18-24 months before monumental work is undertaken to account for movement of soils
- Council is not responsible for the maintenance of monuments due to age, weather or vandalism

## General

- Full fees are required prior to burial
- 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 ROI Applicant 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 Cemetery Works form must be submitted prior to work commencing at any North Burnett Regional Council cemetery facility

## DECLARATION

In signing below, I hereby,

1. have authorisation to request this interment application (*Right of Interment Applicant 1*)
2. I declare that information provided in this form is true and correct to the best of my knowledge.
3. I have read, understood and will abide by the terms and conditions set out by Council.

<b>Right of Interment Applicant 1</b>	<b>Signature</b>	<b>Date</b>
<b>Funeral Service Provider Name</b>	<b>Signature</b>	<b>Date</b>

## LODGEMENT OF YOUR APPLICATION

MAIL Chief Executive Officer, North Burnett Regional Council, PO Box 390, Gayndah, Qld 4625

EMAIL [admin@northburnett.qld.gov.au](mailto: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

<b>Information received from</b>	<b>Date and time</b>	<b>Receipt number</b>
<b>NBRC Receiving Officer</b>	<b>NBRC Contact Officers</b>	<b>Receipt amount</b>

### *Information Privacy Act 2009 collection notice*

NBRC is collecting the information on this form for the purposes of processing your application. NBRC may share some or all of this information with other government authorities and third parties involved in the processing of this Application. Your personal details will not be disclosed to any other third party without your consent unless required or authorised to do so by law.