



Application for Burial

Deceased Details

Full name of deceased:

Nee:

Known as:

Date of birth:

Age:

Sex:

Marital status:

Last address:

Denomination (religious beliefs)

Date of death:

Place of death:

Service Details

Date of Internment:

Time of Service:

am

Church service

pm

Graveside

Name of clergy / celebrant:

Medical / Coroners certificate issued by: (copy to be supplied)

Funeral Director:

Phone:

Funeral Company & address:

Undertakers signature:

Date:

Applicant Details and Declaration

Applicant's full name:

Address:

Phone:(H)

(W)

(M)

Email:

Relationship to deceased:

I hereby make application to Richmond Valley Council for the burial allotment as described:

Plot Details

Casino Lawn Cemetery

Coraki Cemetery

Evans Head Cemetery

Other _____

Lawn cemetery plots

Section:

Row:

Plot:

New grave

Use existing reservation

Re-open grave

Name on grave:

Other (please specify)

Double depth

Standard coffin (up to L1980mm x W600mm x D450mm)

Oversize coffin (specify dimensions in mm)

L:

W:

D:

Ashes Placements

Ashes – burial into gravesite

Section:

Row:

Plot:

Ashes – niche walls

Wall:

Side:

Niche No:

Ashes – memorial gardens

Garden:

Section:

Plot:

Do family wish to be present when ashes are placed Yes No

Holder of Internment Right

Provide details of the person holding the internment right for the second internment into the double depth plot.

Full name:

Address:

Phone:(H)

(W)

(M)

Email:

In making this application I accept personal responsibility for payment of the applicable fees and the receipt of correspondence in connection herewith. I also acknowledge the headstone installation / modification is by application only, with work to be carried out by an approved licenced Monumental Mason.

Applicant's Signature: _____

Date: _____

PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters in relation to dealing with your application. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is voluntary and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information which will ultimately be stored in Council's records system. You may make application for access to or amendment of information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.

Terms & Conditions

- Shade canopy, chairs, lowering device and artificial grass is not provided by Council
- A funeral booking is not confirmed until it has been approved by Council
- Council required a minimum of two (2) business days' notice prior to burial and lodgement of application.
- Climatic conditions may affect Council's ability allow services to be conducted on cemetery sites at previously agreed date and time.

Fees

A perpetual maintenance fee may be applicable to the plot/niche the plaque/s are to be placed upon, this is a one-time only fee.

Quoted fees are per Council's current revenue policy, [Richmond Valley Council - Revenue Policy](#).

Office Use		Applicable Fees	Mnemonic
Burial application processing fee	(GST free)	\$	
New grave (at need)	(inc GST)	\$	
Burial / place ashes	(inc GST)	\$	
Re-open (2nd interment)	(inc GST)	\$	
Perpetual maintenance	(inc GST)	\$	
Other		\$	
Total		\$	

Receipt No	Date
Debtor No.	Amount Pd