



Application for Memorial Plaque Placement

Deceased Details

Full name of deceased:

Nee:

Known as:

Date of birth:

Age:

Sex:

Marital status:

Last address:

Date of death:

Place of death:

Denomination (religious beliefs)

Remains were Buried Cremated

Where are the remains located now:

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

Applicant Details and Declaration

Applicant's full name:

Address:

Phone:(H)

(W)

(M)

Email:

Relationship to deceased:

PLEASE NOTE: If the person making application, does not hold the Right of Burial over this burial site, written permission from the current Right of Burial holder will need to be obtained and supplied. Should the Right of Burial holder be deceased, then the Executor to their estate must supply written permission or, in the instance where there is no executor then written permission from all immediate family members is required.

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

Casino Lawn Cemetery

Coraki Cemetery

Evans Head Cemetery

Other _____

<input type="checkbox"/> Existing grave/gravesite	Section	Row	Plot
<input type="checkbox"/> Niche wall	Wall	Side	Niche No.
<input type="checkbox"/> Memorial garden	Garden	Section	Plot

Name/s on existing grave:

Relationship to deceased listed above:

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 that the plaque placement 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.

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
Memorial plaque placement	\$	
Perpetual maintenance	\$	
Total	\$	

Receipt No	Date
Debtor No.	Amount Pd