



Application for Perpetual Internment Right (Reservation)

Under subsection 56(2) of the Cemeteries & Crematoria Act 2013

Applicant Details

Applicant's full name:

Address:

Postal address:

Phone:(H)

(W)

(M)

Email:

Relationship to internment holder/s:

Intended Holder/s of Internment Right

Holder 1.

Full name:

Address:

Phone:(H)

(W)

(M)

Email:

Holder 2.

Full name:

Address:

Phone:(H)

(W)

(M)

Email:

Attach sheet to register additional internment holders

Next of kin / secondary contact

Secondary contact nominated by holder of interment right, not already noted on this form. (*Attach sheet for additional contacts*)

Applicant's full name:

Address:

Postal address:

Phone:(H)

(W)

(M)

Email:

Relationship to applicant:

Internment site details

Casino Lawn Cemetery

Coraki Cemetery

Evans Head Cemetery

Other _____

Lawn cemetery plot

Section:

Row:

Plot:

Columbarium wall

Wall:

Side:

Niche no:

Closed wall (memorials only)

Side:

Niche no:

Memorial garden:

Garden:

Section:

Plot:

This internment site allows for a maximum _____ Full body internments

_____ Ashes in internments

Number of persons who may be interned _____ Total

Identity of person/s whose remains may be interned:

OR

Class of person/s (eg children, siblings, grandchildren) who remains may be interned:

Specify a person who may nominate the person/s whose remains may be interned:

OR

Specify the class of person (eg children, siblings, grandchildren) who may nominate the person/s whose remains may be interned:

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 all terms and conditions of this internment right have been disclosed and explained to me.

Applicant's Signature: _____ Date: _____

PRIVACY STATEMENT: Information collected on this form is held in accordance with the Privacy and personal Information Protection Act 1998. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the Cemeteries and Crematoria Act 2013. We will not collect any more information than necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the Privacy and Personal Information Protection Act 1998.

Proof of identity

Applicants must produce two original identification documents, one of which must provide photo identification. These may include a passport, license issued under Australian law (driver's licence or other government-issued licence), birth certificate/citizenship certificate, credit card, EFTPOS card, Medicare card and membership to a registered club.

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
Reservation application processing fee	(GST free)	\$	
Internment right (reservation)	(inc GST)	\$	
Total		\$	

Receipt No	Date
Debtor No.	Amount paid
Name ID:	Burial licence no: