

APPLICATION TO RESERVE A CEMETERY SITE

Please call Council's Facilities Officer on 4221 6320 to make an appointment to lodge application

1. Details of the Applicant

Mr Ms Mrs Other

Given name Family name

Unit/Street No. Street Name Suburb Postcode

Daytime Telephone Mobile Email

Applicant Signature Date ID Sighted

I have read and understood Council's Cemetery Operations Policy

2. Reservation Details

Reservation in the name of

Address (Not PO Box)

Section Allotment Number

Interment Rights Certificate Number (Office use only) Cemetery Site ID (Office use only)

Next of Kin Address

3. Additional Reservation Details (used for Double Depth and additional plots)

Reservation in the name of

Address (Not PO Box)

Section Allotment Number

Interment Rights Certificate Number Cemetery Site ID (Office Use Only)

4. Plot Type

Albion Park Cemetery	Number Required	Shellharbour Cemetery (Deposition of Ashes)	Number Required
Lawn – Single Depth	<input type="text"/>	Brick Wall of Niches	<input type="text"/>
Lawn – Double Depth	<input type="text"/>	Granite Wall of Niches	<input type="text"/>
Headstone – Single Depth	<input type="text"/>	Memorial Garden	<input type="text"/>
Headstone – Double Depth	<input type="text"/>		
Monumental – Single Depth	<input type="text"/>		
Monumental – Double Depth (Vault Required)	<input type="text"/>		
Existing Mixed Headstone/Monumental Section	<input type="text"/>		

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of providing you with a service. Your personal information will be used by Council staff for the purpose of determining your request. This completed form will be placed on a relevant file and/or saved in Council's electronic records management system. You may apply to Council for access to this information. Requests for correction of your personal information can be made under the *Privacy & Personal Information Protection Act 1998*. Please see Council's Privacy Management Plan or contact the Council's Public Information Officer for more information.

5. Checklist for Customer Service

Application Number

Debtor Number (CEM000000)

Fees

Paid by **CHEQUE** **EFT** **CASH**

Amount \$

Rec. No

DATE

Mail

Counter

6. Office Use Only

- Noted on Map
- Noted in Miscellaneous Accounts
- Burial Licence Completed
- Burial Licence Posted
- Application Scanned and Linked to P&R

Cemetery Officer

Date