

## APPLICATION FOR INTERMENT PERMIT FOR PLACEMENT OF CREMATED REMAINS

Please contact our Cemetery Services Officer on 4221 6183 to make an appointment to lodge this application.

### PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

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 is 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. Your information will be stored securely on file and in Council's electronic records management system. 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*. Further information can be found in Council's Privacy Management Plan or by contacting Council's Public Information Officer.

#### 1. Applicant Details

*Note: If the deceased is not the right of interment holder, please ensure the applicant has the appropriate authority to request the opening of the site.*

<b>Title</b>	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
<b>Name</b>			
<b>Address</b>			
<b>Phone (H)</b>		<b>Phone (M)</b>	
<b>Email</b>			
<b>Relationship to Deceased</b>			

#### 2. Details of the Deceased

<b>Title</b>	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
<b>Name</b>			
<b>Last Address of Deceased</b>			
<b>Date of Birth</b>		<b>Date of Death</b>	
<b>Aged</b>		<b>Occupation</b>	
<b>Date of Cremation</b>		<b>Name of Crematorium</b>	

**3. Interment Right Details** *Select type of application and complete details*

<input type="radio"/> <b>Interment without an existing Interment Reservation</b>	
<input type="radio"/> <b>Interment with existing, approved Interment Licence/Reservation</b>	
<b>Full name on Interment Certificate</b>	<b>Certificate No</b>

**4. Plot / Memorial Site**

*If ashes are placed in a Monument, the applicant is responsible for the removal and refitting of any of the monument/ledger on the plot.*

<b>Cemetery</b>	<input type="radio"/> <b>Albion Park</b> <input type="radio"/> <b>Shellharbour</b>
<b>Area/Denomination</b> <i>e.g Catholic Lawn, Independent Monument, Memorial Garden, Granite Wall of Niches etc</i>	
<b>Plot Details</b> <i>Section, Row, Plot No</i>	
<b>Names of previous Interments</b> <i>(existing sites only)</i>	
<b>Cemetery Site ID</b> <i>(office use only)</i>	

**5. Container requirements for placement**

<input type="radio"/> <b>Wall of Niches –</b> <i>1 x small rectangular PVC box</i>	<input type="radio"/> <b>Granite Wall of Niches –</b> <i>Cylinder</i>
<input type="radio"/> <b>Memorial Garden –</b> <i>large PVC rectangular box</i>	<input type="radio"/> <b>Lawn / Headstone / Monument –</b> <i>large PVC rectangular box</i>

**6. Placement Details**

<b>Person transferring ashes to Council</b>	
<b>Do you wish to be present for the Interment of the Cremated Remains</b> <input type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>	
If yes, Council will contact you to make the arrangements. If no, the ashes will need to be delivered to the Council's Works Depot at 132 Industrial Road Oak Flats.	
Is a plaque required? <input type="radio"/> <b>No</b> <input type="radio"/> <b>Yes – please complete and attach the relevant plaque application form</b>	

**7. Acknowledgement and Indemnity**

I, the undersigned, being the applicant, do hereby request the Cemetery Operator (Shellharbour City Council) to allow the said interment site to be opened and the remains of the said deceased to be interred, and I certify that I am duly empowered to authorise the opening of the said interment site and that the said remains should be rightly interred in the said interment site. Further, I, the undersigned do indemnify and hold safe and harmless the Cemetery Operator against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever by reason of the Operator having consented to the opening of the site and interment of the deceased. I further agree to comply with Cemetery Operator's regulations regarding the erection of any memorials, plaques and monuments and agree to abide by the Cemetery Operations Policy.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**8. Receipt details (office use only)**

Application Number	
Debtor Number (CEM000000)	
Fees Paid	Amount \$
Paid by <input type="radio"/> Cheque <input type="radio"/> EFT <input type="radio"/> Cash	Date <span style="float: right;">Receipt No</span>

**9. Office Use only**

<input type="radio"/> Noted on map	<input type="radio"/> Recorded in Miscellaneous Accounts
<input type="radio"/> Works Order No	<input type="radio"/> Ashes received (if family not attending)
<input type="radio"/> Entered in calendar (if family to be present)	<input type="radio"/> Date Ashes interred / to be interred     /     /
<input type="radio"/> Date and time family advised (if not in attendance)	/     /
<input type="radio"/> Scanned & Registered	
Date:	Signature: