

APPLICATION FOR STAINLESS STEEL PLAQUE

(Used for Memorial Gardens and Wall of Niches)

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

Postal Address
Locked Bag 155
Shellharbour City Centre NSW 2529

p. 02 4221 6111
f. 02 4221 6016
council@shellharbour.nsw.gov.au
www.shellharbour.nsw.gov.au

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: Please ensure the applicant has the appropriate authority to request a plaque

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

2. Details of the Deceased

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other			
Name				
Date of Birth		Date of Death		

3. Plot / Memorial Site

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

4. Type of Plaque

<input type="radio"/> Brick Wall of Niches <i>Cost included in placement of Ashes</i> - 135mm x 95mm	<input type="radio"/> Memorial Garden <i>Cost is included in placement of Ashes</i> - 75mm x 50mm
<i>Note: Council is not responsible for replacement of plaques damaged by vandalism. Plaques will be placed by Shellharbour City Council. Family will be notified after placement. Orders currently can take up to 6 – 8 weeks for delivery</i>	

4. Plaque wording

Line 1	
Line 2	
Line 3	
Line 4	
Line 5	
Line 6	

5. Emblems – (if applicable)

Description	Preferred Placement

6. Acknowledgement

I 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.

Name	
Signature	
Date	

7. 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	Receipt No	

8. Office Use only

<input type="radio"/> Recorded in Miscellaneous Accounts			
<input type="radio"/> Plaque ordered from Brookes Engraving – Requisition Number			
Date layout received		Date layout approved by family and ordered	
<input type="radio"/> Noted in plaques ordered folder			

9. Plaque Placement Details

Date Plaque received			
Works order number for placement			
Date plaque placed at Cemetery		Date and time family advised	
<input type="radio"/> Scanned & Registered	Date:	Signature	