Shellharbour
CITY COUNCIL

Address all communication to the General Manager
Shellharbour City Council,
Locked Bag 155
Shellharbour City Centre, NSW 2529
DX 26402 Shellharbour City Centre
p. 02 4221 6111 **f.** 02 4221 6016
council@shellharbour.nsw.gov.au
www.shellharbour.nsw.gov.au

APPLICATION FOR MEMORIAL PLAQUE

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   Relationship to Deceased

2. Details of the Deceased

Given Name

Surname

Last Address of Deceased

Date of Birth   Date of Death   Age at Death   Sex (Male/Female)

3. Location

Street Address

Suburb

Landmark/Identifying Characteristic

Property ID *(Office Use Only)*:

4. Plaque Wording (Plaques are 136mm x 76mm with standard font up to 6 lines of text)

Line 1

Line 2
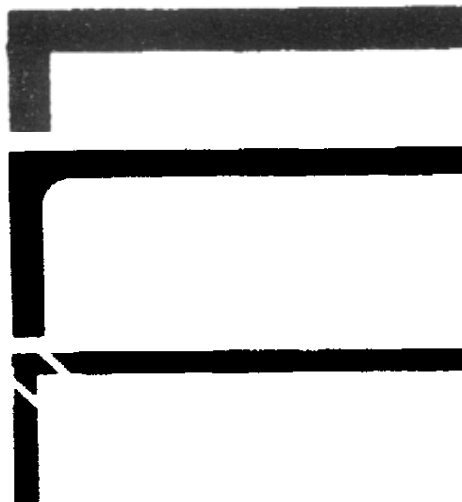
Line 3

Line 4

Line 5

Line 6

5. Borders

Please tick to indicate preferred border. If nothing chosen Border No. 1 will be used

Border No. 1 ☐

Border No. 2 ☐

Border No. 4 ☐

6. Privacy Notice

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 Council's Public Officer for more information.

7. Checklist for Customer Services

Cost of Plot: [   ]

Application Number [   ]

Debtor Number (CEM000000) [   ]

Paid by	CHEQUE ☐	EFT ☐	CASH ☐
Amount $		Rec. No	
DATE		Mail ☐	Counter ☐

8. Office Use Only

☐ Application Scanned

☐ Noted in Miscellaneous Accounts

☐ Plaque Ordered from Arrow Bronze

☐ Requisition Number [   ]

☐ Plaque Arrived [   ]

☐ Works Order Completed?

W/O Number [   ]

☐ Plaque delivered to depot [   ]

☐ Family advised [   ]

☐ Update P&R with Date of Placement

Cemetery Administration Officer [   ] Date [   ]

Updated 7 August 2025