

APPLICATION FOR REMOVAL OF ASHES

Please contact Council's Cemetery Services Officer on 4221 6183 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

Applicants Signature Date Relationship to Deceased

I have read and understood Council's Cemetery Operations Policy

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. Site Details

Burial Licence Number

Cemetery Location

Row Plot Site ID

4. Authority to Remove

Are you the holder of the Burial Licence for this plot? Yes No

Documentary evidence must be attached to prove authority to remove, such as Burial Licence, Identification, Will

5. Surrender of Plot

Would you like to surrender the site to Council Yes No

A refund may apply, refer to Council's fees and charges

Proof of payment may be requested

A Statutory Declaration must be attached

6. Privacy Notice

PRIVACY & 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, 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.

7. Payment Details (Office Use Only)

Cost of Removal:

Application Number

Debtor Number (CEM000000)

Paid by CHEQUE <input type="checkbox"/>	EFT <input type="checkbox"/>	CASH <input type="checkbox"/>
Amount \$	Rec. No	
DATE	Mail <input type="checkbox"/>	Counter <input type="checkbox"/>

8. Office Use Only

- | | |
|--|---|
| <input type="checkbox"/> Application Scanned and linked to P&R | <input type="checkbox"/> Updated P & R with Date of Removal |
| <input type="checkbox"/> Noted on map | <input type="checkbox"/> Ashes/Plaque returned to family |
| <input type="checkbox"/> Noted in Miscellaneous Accounts | |
| <input type="checkbox"/> Works Order Completed. | |

W/O Number

Cemetery Administration Officer

Date

9. Removal Details

Date Ashes Placed/to Be Removed

Date and Time Family Advised