

PERPETUAL INTERMENT RIGHT CONTRACT
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.

AGREEMENT STATEMENT

We, Shellharbour City Council grant you (the interment right holder) the perpetual interment right and related services in this contract.

Our agreement includes:

- the Perpetual Interment Right Contract (this contract)
- the Perpetual Interment Right Terms and Conditions (Annexure A)
- the Price breakdown (Annexure B)
- the details of any related services (Annexure C).
- any other annexures to this contract.

Some terms in this agreement are defined or explained in Annexure A. Notes on the right side of this contract highlight useful terms and tell you where to find them in Annexure A.

PART A PERPETUAL INTERMENT RIGHT (Reservation Fees)

1. Premises

Name and Address of selected premises	<input type="checkbox"/> Albion Park Cemetery – 61 Croome Road Albion Park Rail
	<input type="checkbox"/> Shellharbour Cemetery – 441 – 443 Shellharbour Road Shellharbour

2. Interment Site

Type	<input type="checkbox"/> Burial	<input type="checkbox"/> Ashes	<input type="checkbox"/> Memorial Only
------	--	---------------------------------------	---

Section / Site

Plot Details
Section, Row, Plot No

Other	<input type="checkbox"/> Double Depth	<input type="checkbox"/> Single Depth
-------	--	--

3. Type and maximum number of interments included in the interment right

<input type="checkbox"/> Burial	Number of bodily interments:
<input type="checkbox"/> Ash Interment (including memorial only)	Number of bodily interments:

4. The interment right holder(s)	
Full name	
Home address	
Postal address (if different)	
Contact No	Home: _____ Mobile: _____
Email	
Full name	
Home address	
Postal address (if different)	
Contact no	Home: _____ Mobile: _____
Email	
5. The person(s) to be interred	
Full name	
Date of Birth	
Date of Death (if applicable)	
Home address	
Postal address (if different)	
Contact No	Home: _____ Mobile: _____
Email	
Full name	
Date of Birth	
Date of Death (if applicable)	
Home address	
Postal address (if different)	
Contact no	Home: _____ Mobile: _____
Email	

6. Further contacts (next of kin or other secondary contact)	
Full name	
Home address	
Postal address (if different)	
Contact no	Home: _____ Mobile: _____
Email	

PART B SERVICES

7. Interment Service

We will provide you the interment(s) (the burial or placement of ashes into interment site specified above) –

At need – all fees to be paid at time of contract. *This service is included in the charges in Part C.*

Pre need – Reservation fee payable at time of contract – other costs at time of need – *This service is not included in Part C and will be charged later at the price that applies at the time of need.*

8. Related Services

We will provide the below services in addition to the perpetual interment right (see full details of these related services at Annexure C) –

Plaque

Other

AT NEED

If you include related services here, the cost will be included in this contract.

If you do not include any related services now, you may choose to do so at a later date by notifying us in writing. The cost of those related services will be payable at the time of your request, at the applicable costs at that time.

PRE-NEED

If you select any related services now, these services and their pricing will be reconfirmed with you at the time of need. The costs of these services are not included in this contract.

9. Religious and Cultural Requirements

This section reflects those requirements that you have requested, and we have agreed to provide.

10. Aboriginal Cultural or Spiritual Requirements

This section reflects those requirements that you have requested, and we have agreed to provide.

11. Other Interment Right Holder Requirements

If no additional requirements write N/A

12. Maintenance Responsibilities

You are responsible for the costs and activity of maintaining any memorial or monument erected on your interment site.

We are responsible for maintaining the premises, including any part of your interment site that does not contain a memorial or monument. This will also include the removal of all unapproved items as outlined in our Terms and Conditions.

All amendments / maintenance must be approved by Council.

PART C FEES AND CHARGES

An itemised price breakdown is attached at Annexure B, Price Breakdown

13.	
Part A: Perpetual Interment Right (Reservation Fees)	\$
Part B: Services :	<p>At Need</p> <p><input type="checkbox"/> 1st Interment – Weekday <input type="checkbox"/> 1st Interment – Saturdays</p> <p><input type="checkbox"/> 2nd Interment – Weekdays <input type="checkbox"/> 2nd Interment – Saturdays</p> <p><input type="checkbox"/> Prepared Site – Weekdays <input type="checkbox"/> Prepared Site – Saturdays</p> <p>Total Payable at time of contract - \$ _____</p> <p>Pre-Need</p> <p><input type="checkbox"/> To be determined</p>
Other Fees (if applicable)	
Total Price*	\$

*This total price only reflects the services being paid for now.

14. Interment service price disclosure

The current price for the interment service in item 7 is \$ _____ plus CCNSW Levy of \$ _____ (weekend fees are higher) however fees may change over time and the applicable price will be determined at the time of interment.

15. Payment

You must pay the total price within 30 days of signing the contract by either Credit Card, Eftpos, or Cash, unless we otherwise agree and confirm this in writing. If you are buying the perpetual interment right pre-need and some or all of the services later, we will provide you with the price, due date for payment and method for payment of the services when you need them in future.

16. Transfer Fee Disclosure

If you choose to transfer the perpetual interment right, the current fee for the a transfer application is stated in Council’s Fees & Charges, which is published on our Website.

17. End of agreement

If you end this agreement early for your convenience, you have the option to sell your interment right privately but it will need to be registered with Council and the above transfer fee will apply or surrender it back to Council at 10% less of the purchase price.

18. Special conditions

The interment right holder must update Council when their personal details (address, phone number etc) change to ensure records are accurate.

Declarations and signatures

The agreement starts on the date that all parties sign this contract. We will give you a signed copy once this is done.

Operator declaration and signature

- Our authorised agent confirms the following:
- a) Before offering , negotiating, or making this agreement, we gave you information about our relevant basic product (basic adult burial or basic ash interment) in our price breakdown (Annexure B) and the goods and services included in the price.
 - b) We explained the terms and conditions of this contract to you.
 - c) We gave you reasonable time and privacy to read these materials and ask questions about them and about the terms of this agreement.
 - d) They are authorised by us to act for us, and they are doing so with our authority.

Authorised agent signature

Name and position

Date

Interment Right holder declaration and signature

- You confirm and declare that:
- a) The operator, our representative has explained the terms and conditions of this contract to you.
 - b) Before offering, negotiating, or making this agreement, we gave you information about the operator’s least expensive packages (such as basic adult burial & basic ash interment), our Price breakdown (Annexure B) and the goods and services included in the price.
 - c) You have had reasonable time and privacy to read these materials and ask questions about them or about the terms of this agreement.
 - d) All information you have given the operator, in this contract or other documents, is true and correct.

Interment right holder signature

Name

Date

Interment right holder signature

Name

Date

Annexures

Annexure A: Perpetual Interment Right Terms and Conditions

Annexure B: Fees & Charges

Annexure C: Related services (as required)

Annexure A : Perpetual Interment Right Terms and Conditions

These terms and conditions are part of the agreement between Shellharbour City Council (we, us) and the Interment Right Holder(s) (you, your).

A.1. Perpetual Interment Right

- a) This agreement gives you the exclusive right to a specific burial place or place for ashes, permanently. This is called a perpetual interment right. As the person who has this right, you are the interment right holder.
- b) As the interment right holder, you can nominate who is interred into the interment site. This is known as the 'person(s) to be interred'. You may nominate:
 - Yourself or another person, if you are buying the right 'pre-need' – which means you do not immediately need a burial place or a place for ashes, or
 - A person who is deceased, if you are buying the right 'at-need' – which means you need a burial place or a place for ashes now.
- c) We issue certificates confirming perpetual interment rights, and list current interment right holders in our Cemetery Operator's register. We must keep this register up to date and available to the public for inspection or for copies to be made on payment of a fee, subject to any applicable privacy laws.
- d) A perpetual interment right does not include any rights or title in the land, roads, building or other structures in the interment site or on the premises.
- e) Both parties to this agreement (you and us) agree that changes to the Cemeteries and Crematoria Act 2013 (the CC Act) and other laws can affect perpetual interment rights.
- f) If you buy a perpetual interment right when you are 'at-need' the contract will describe the services that you have chosen.
- g) If you buy a perpetual interment right to use in the future ('pre-need'), you are buying the right now but (unless the contract states otherwise) you will need to pay for the interment service (the burial or placement of a body or ashes in the interment site) at the time of need. Whether you have selected related services (for example, a memorial service) within the contract or choose to add them later when needed, the price for these related services will be the price that applies in future when you need those services (if you still need them), unless otherwise specified in the contract. Council's Fees & Charges are reviewed annual and are published on Council's website.
- h) We must issue an order for interment before a person can be buried or their ashes placed in the interment site. We will contact you if we require any further information in order to do this.

A.2 Memorials, maintenance and goods and services

- a) As the interment right holder, you are the person authorised to place a memorial or monument at the interment site and deal with it in future as long as you comply with the below requirements.
- b) You must have our written approval to place a memorial or monument at the interment site (if it is not purchased as part of this contract). You also must place the memorial or monument in line with this approval.
- c) We will guide you on the type of memorial or monument that we will approve. We can prohibit, change or remove a memorial or monument if it does not have our approval or meet the requirements of the approval we provided.
- d) If you are buying a memorial or monument from us as part of this contract then it is already approved, although some types of memorial/monuments are only approved for specific interment sites. You can find out more by visiting our premises or our website.
- e) You are not allowed to place anything at the interment site that we believe is a public safety risk or impact Council's ability to effectively and efficiently maintain the cemetery. Anything we believe is hazardous may be removed by the operator without notice.
- f) We must maintain the premises regularly, at least to the minimum standard the law requires us to meet. This includes your interment site, with the exception of any memorial or monument built on your site. We may reduce the maintenance level in the future where we are no longer offering future interments at the premises.
- g) You are responsible for the costs or activity needed to install or maintain a memorial or monument unless otherwise specified in the contract.

- h) If the contract states we are responsible for maintaining the memorial or monument, we will take all reasonable steps to make sure that the maintenance:
 - Is in line with agreed standards
 - Respects any religious, spiritual or cultural requirements in the contract.
- i) We will take all reasonable steps to make sure that our goods and services meet any religious or cultural requirements outlined in the contract.
- j) You can buy extra goods and services from us after the agreement has started (which must be agreed in writing and will be a variation to this agreement). These items are not part of the total price. You must pay the rates that apply for them at the time.

A.3 Price and payment

- a) If you are buying the perpetual interment right at the time of need (at need), you agree to pay the total price for the perpetual interment right and any other goods and services selected at the start of our agreement, as listed in item 13 of the contract.
- b) If you are buying the perpetual interment right to use in the future (pre-need), you agree to pay for the perpetual interment right now (as listed in item 13 of the contract) and the interment service now or later at the time of need (in accordance with items 7 and 14 of the contract). You also agree to pay for any other related services selected at item 8 of the contract later, at the time of need if you still need them).
- c) We update our policies, guides, rules and process documents from time to time in line with our needs and any changes in the law. The updated details will apply to this agreement, except that the updated details will not affect the agreed price or agreed services listed in the contract.
- d) You will pay for the items included in this agreement as set out in item 15 of the contract. We can charge you interest as described in item 15 if you pay us late.
- e) Goods and services tax (GST) applies to certain (not all) goods and services that you buy from us. You must pay GST at the same time as you pay for your goods and services. If the contract does not state that GST applies to what you are buying, then you do not have to pay GST.

A.4 Changes and cancellations

- a) You can ask us to transfer ownership of the interment right to someone else. We must respond to a transfer request within a reasonable time. We charge a fee for transferring ownership.
- b) Perpetual interment rights can be held by 1 person (solely) or 2 or more people (jointly):
 - When a sole interment right holder dies, we must transfer the perpetual interment right to the person named in their will, or act as the law tells us if the interment right holder did not leave a will.
 - When a joint interment right holder dies, we must transfer the perpetual interment right to the surviving interment right holder.
- c) You must talk to us if you want to transfer your rights or duties under this agreement to someone else. Your changes must be legal, and we must agree to them in writing.
- d) Either party (you or we) can waive their own rights under this agreement by telling the other party in writing.
- e) We can cancel a perpetual interment right when:
 - The interment site has not been used within 50 years of the time when it was granted (as per the CC Act). The 50-year period may change if the law changes.
 - We follow all other cancellation requirements under the CC Act.

A.5 End of agreement

- a) You or we can end the agreement if the other party breaches the agreement and either:
 - The breach can be fixed, but the party does not fix it within (input) days of being told in writing about the breach, or
 - The breach cannot be fixed.
- b) You can end this agreement by writing to us (input) days before you want it to end, and in line with clause 5(c).
- c) You can only end this agreement if the interment site has not been used for a burial or to place ashes.
- d) The agreement automatically ends when you have paid us all the fees you owe and either:
 - The burial or placement of ashes in the interment site has been completed, or
 - We have cancelled your perpetual interment right, in line with section 52 of the CC Act.
- e) Some rights and duties that you and we have under this agreement continue after the agreement has ended. These include the rights and duties set out in:
 - Clauses 1(c), 2(b), 2(d), 2(e), 2(g), 2(h), 2(i), 4(c), 4(d), 7
 - Clause 6 (for as long as legally required)
 - Any other terms (including Contract details and Definitions) which are intended to continue after the agreement has ended.

- f) Where an exhumation has taken place in line with section 66 of the CC Act, the rights and duties set out in clauses 2(b), 2(d), 2(e), 2(g), 2(h), 2(i), 4(c), 4(d), 7 that you and we have under this agreement will no longer continue.
- g) If any part of the agreement cannot be enforced in court, then that part will be treated separately but the rest of the contract stands.

A.6 Consumer protections, disputes and complaints

- a) We will follow all relevant laws when we provide you with the rights goods and services included in this agreement. This includes complying with Australian Consumer Law, privacy laws, work health and safety law, the CC Act, and public health laws.
- b) Nothing in the contract changes or limits your legal rights as a consumer. Find out more about these rights at <https://www.accc.gov.au/consumers/buying-products-and-services>.
- c) We and you agree to follow our dispute resolution process if there is a disagreement about anything in this agreement. You can find and access our complaints and dispute resolution process at [Compliments, Complaints and Feedback | Shellharbour Council \(nsw.gov.au\)](#)
- d) Our dispute resolution process is consistent with the CC Act, and gives us the power to decide who holds the perpetual interment right for a particular site (on application), based on the CC Act.
- e) To give us your feedback or to complain, please contact Customer Service on 4221 6111.
- f) If you are not satisfied with how we deal with your complaint, our dispute resolution process shows you who to contact next. In addition, you can also contact the government authority that regulates us: Cemeteries & Crematoria NSW. Visit <https://www.cemeteries.nsw.gov.au/complaints-and-enquiries/complaints>.
- g) The laws of New South Wales govern this agreement. If you or we are unhappy with the dispute resolution outcome and the complaint is taken to court, you or we will use a New South Wales court.

Definitions

Some terms in this agreement have specific meanings, as shown below.

Term	Definition
At-need	The circumstances when a person needs a burial site or a place for ashes immediately. This usually means that a person has recently died (or where death is imminently expected).
Authorised agent	A party that we engage to act on our behalf, such as a funeral director.
CC Act	The Cemeteries and Crematoria Act 2013 (NSW)
Cremation	A process for reducing bodily remains by fire, heat, alkaline hydrolysis or another method allowed by the regulations.
Crematorium	A building where deceased people are cremated. It does not matter whether or not the building (or part of it) is also used for memorial services.
Interment	The process of either: <ul style="list-style-type: none"> - Burying human remains in the earth (directly in the earth or in a container) placing human remains in a mausoleum, vault, columbarium or other structure designed to hold human remains
Interment right holder or you or your To be completed	The person recorded in the Cemetery Operator's register as the person that currently has the perpetual interment right
Interment site	The specific location on the premises where a person will be buried or their ashes will be placed.
Memorial	A gravestone, plaque, cenotaph or other monument, or any other structure or permanent physical object used to memorialise a person.
Operator or we, our or us	Shellharbour City Council
Operator's register	A register kept by a cemetery or crematorium operator, in line with section 63 of the CC Act.
Order for interment	A written order that the operator creates to confirm the details of the interment immediately prior to its occurring.
Person(s) to be interred	The person(s) whose bodily remains or ashes are to be buried or placed in the interment site.

Perpetual interment right	The right to have a person permanently buried or their ashes placed at the interment site, in line with this agreement and section 44 of the CC Act.
Premises	The cemetery or crematorium named in item 1 of the Perpetual Interment Contract.
Pre-need	The circumstances when a person needs a burial site or a place for ashes at a future date. This usually means that no-one has recently died.
Representative	An officer, employee or volunteer that the operator authorises to act as its representative for the purpose of making this agreement. To be clear, a representative is not the same as an authorised agent.

Annexure B: Fees & Charges - Burials

Price Breakdown Element	Description of this Element	Operator Specific Information (if relevant)	Price (GST applicable element, includes GST)	Price (GST not applicable, excludes GST)
Right to inter (bury) bodily remains in a particular location in a cemetery				
Administration – Interment right	Preparation of key documentation and associated activities to issue an interment right (the right to be buried in a particular location) including: - Consumer Contract - Interment Right Certificate	Lawn burial at Council’s Albion Park Cemetery for a Shellharbour resident.		\$199.70
Land value	Relevant proportion of the cost of purchasing land for the cemetery	Not Applicable		
Site development	Relevant proportion of the cost of developing land for the cemetery, or the specific area of the cemetery (<i>Applies to new cemetery development only</i>).	Not Applicable		
Maintenance	Share of cost of activities required to maintain the site and the cemetery. Operator to specify whether perpetual maintenance (future) is included.	Lawn burial at Council’s Albion Park Cemetery for a Shellharbour resident.		\$1,797.30
Sub-Total				\$1,997.00
Burial or placement of bodily remains in grave or built structure				
Burial, or Placement	Burial of bodily remains in the ground, including excavation (digging a grave to the appropriate size and depth) and landscaping the site after burial, or Placement of bodily remains elsewhere than in the ground (e.g. crypt, mausoleum).	Weekday interment in a single depth plot or first interment in a double depth plot.	\$2,286.00	
Administration - Burial	Administrative costs associated with the burial for example issuing the Order for Interment (required to confirm all details correct before burial occurs)	Weekday interment in a single depth plot or first interment in a double depth plot.	\$254.00	
Sub-Total			\$2,540.00	

Memorial (if applicable)				
Plaque, monument, headstone, garden or other item installed on a site to commemorate or identify	Engraving and/or placement of a memorial	Standard Cast Bronze Plaque	\$1,075.00	
Religious, Cultural or Spiritual (if applicable)				
Religious, cultural or spiritual requirements	Details of religious, cultural or spiritual requirements included and an explanation of the components of the price. For example interment within 24 hours requiring staff overtime, backfill by hand requiring additional labour.	Not Applicable		
Additional fees, services or products (if applicable)				
Items or components that are not included in the above sections e.g. flowers, chapel hire, catering	Additional fees for customers that are not residents of Shellharbour	Interment right for Lawn burial at Albion Park Cemetery		\$954.00
	Cemeteries & Crematoria NSW (CCNSW) Interment Services Levy	Statutory Fee for each interment	\$171.60	
Discounts (if applicable)				
Discounts	For example if a discount is offered to local ratepayers by council operators.			
			GST applicable subtotal	GST not applicable subtotal
			\$3,786.60	\$2,951.00
Total price for Basic Adult Burial (including GST where it is applicable)				\$6,737.60

This price breakdown for the Basic Adult Burial is presented in the format approved by the regulator, as per Condition C.1 of the licence conditions for cemetery operators. In line with the approved format, all prescribed elements of the price breakdown must be shown in the table, with those that do not apply in our circumstances marked as not applicable. This price breakdown does not include any products or services not provided by the cemetery operators, such as the costs of the funeral director

Annexure B: Fees & Charges - Ashes

Price Breakdown Element	Description of this Element	Operator Specific Information (if relevant)	Price (GST applicable element, includes GST)	Price (GST not applicable, excludes GST)
Right to inter (place) ashes in a particular location in a cemetery				
Administration – Interment right	Preparation of key documentation and associated activities to issue an interment right (the right to place (inter) ashes in a particular location) including: - Consumer Contract - Interment Right Certificate	Granite Wall of Niches at Albion Park Note: Due to no availability, cheaper products listed at Shellharbour Cemetery are not offered.		\$124.20
Land value	Relevant proportion of the cost of purchasing land for the cemetery	No Applicable		
Site development	Relevant proportion of the cost of developing land for the cemetery, or the specific area of the cemetery (<i>Applies to new cemetery development only</i>).	Not Applicable		
Maintenance	Share of cost of activities required to maintain the site and the cemetery. Operator to specify whether perpetual maintenance (future) is included.	Granite Wall of Niches at Albion Park Note: Due to no availability, cheaper products listed at Shellharbour Cemetery are not offered.		\$1,117.80
Sub-Total				\$1,242.00
Placement of ashes				
Placement of ashes	Placement of ashes in the ground or another structure (such as a columbarium or niche wall)	Weekday deposition of Ashes in Granite Wall of Niches at Albion Park Cemetery, includes plaque and placement of	\$851.40	

Administration – Placement	Administrative costs associated with the placement of the ashes for example issuing the Order for Interment (required to confirm all details correct before any placement occurs)	plaque. Note: Due to no availability, cheaper products listed at Shellharbour Cemetery are not offered.	\$94.60	
Sub-Total			\$946.00	
Cremation (if applicable)				
Cremation	Cost of cremation, if included in the Basic Ash Interment	Not Applicable		
Administration – Cremation	Administrative costs or fees associated with the cremation, including any mortuary storage costs or transportation costs that apply.	Not Applicable		
Memorial (if applicable)				
Memorial plaque, garden or other item installed on a site to commemorate or identify	Engraving and/or placement of a memorial	Plaque included in placement costs		
Religious, Cultural or Spiritual (if applicable)				
Religious, cultural or spiritual requirements	Details of religious, cultural or spiritual requirements included and an explanation of the components of the price. For example, witness insertion costs.	Not Applicable		
Additional fees, services or products (if applicable)				
Items or components that are not included in the above sections e.g. flowers, chapel hire, catering	Additional fees for customers that are not residents of Shellharbour	Interment right for Granite Wall of Niches at Albion Park Cemetery		\$501
	Cemeteries & Crematoria NSW (CCNSW) Interment Services Levy	Statutory Fee for each interment		\$69.30
Discounts (if applicable)				

Discounts	For example if a discount is offered to local ratepayers by council operators.	No Applicable		
			GST applicable subtotal	GST not applicable subtotal
			\$946.00	\$1,812.30
Total price for Basic Ash Interment (including GST where it is applicable)				\$2,758.30

This price breakdown for the Basic Ash Interment is presented in the format approved by the regulator, as per Condition C.1 of the licence conditions for cemetery operators.

In line with the approved format, all prescribed elements of the price breakdown must be shown in the table, with those that do not apply in our circumstances marked as not applicable. This price breakdown does not include any products or services not provided by the cemetery operators, such as the costs of the funeral director.

Proof of Identity

At least two types of ID required – one must be photo ID.

<input type="radio"/> Passport	<input type="radio"/> Drivers Licence	<input type="radio"/> Tertiary Education Card
<input type="radio"/> Birth Certificate	<input type="radio"/> Credit Card	<input type="radio"/> Medicare Card
<input type="radio"/> EFTPOS Card	<input type="radio"/> Pension Card	<input type="radio"/> Healthcare Card
<input type="radio"/> Club Membership Card		

1. Receipt details

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

2. Office Use only

<input type="radio"/> Noted on map	<input type="radio"/> Recorded in Miscellaneous Accounts
<input type="radio"/> Interment Rights Certificate Printed and handed to Rights Owner	
<input type="radio"/> Scanned & Registered	
Date:	Signature: