

**APPLICATION FOR CAST BRONZE PLAQUE**  
(Used for Granite Wall of Niches, Lawn Plots & Rockeries)  
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: Please ensure the applicant has the appropriate authority to request a plaque*

|                                 |   |                  |  |
|---------------------------------|---|------------------|--|
| <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>Date of Birth</b> |   | <b>Date of Death</b> |  |

**3. Plot / Memorial Site**

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

**4. Type of Plaque –**

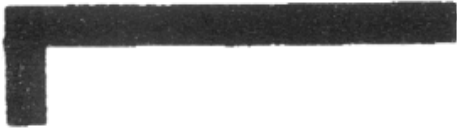


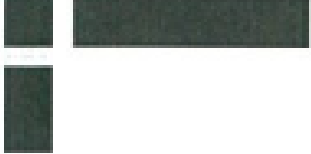
|   |  |
|---|--|
| <input type="radio"/> <b>Granite Wall of Niches – with vase</b><br><i>Cost included in placement of Ashes</i><br><ul style="list-style-type: none"> <li>- 17cm x 17cm</li> <li>- 10 Lines of Inscription</li> <li>- Includes attached Vase</li> <li>- Additional lines are charged at cost</li> </ul>                               | <input type="radio"/> <b>Rockery</b><br><ul style="list-style-type: none"> <li>- 13.5cm x 10cm</li> <li>- 8 Lines of Inscription</li> <li>- Additional lines are charged at cost</li> </ul>                |
| <input type="radio"/> <b>Lawn – Single</b><br><ul style="list-style-type: none"> <li>- 38cm x 21.5cm</li> <li>- 6 Lines of Inscription</li> <li>- Additional lines are charged at cost</li> </ul>   | <input type="radio"/> <b>Lawn – Double All Cast</b><br><ul style="list-style-type: none"> <li>- 38cm x 21.5cm</li> <li>- 6 Lines of Inscription</li> <li>- Additional lines are charged at cost</li> </ul> |
| <input type="radio"/> <b>Lawn – Double (with 1<sup>st</sup> Detachable Plate)</b><br><ul style="list-style-type: none"> <li>- 38cm x 21.5cm</li> <li>- 8 Lines of Inscription<br/><i>(5 lines maximum on detachable plate)</i></li> <li>- Detachable plate is 14cm x 7cm</li> <li>- Additional Lines are charged at cost</li> </ul> | <input type="radio"/> <b>2<sup>nd</sup> Detachable Plate</b><br><ul style="list-style-type: none"> <li>- 14cm x 7cm</li> <li>- 5 lines maximum</li> </ul>  |
| <p><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 8 – 12 weeks for delivery</i></p>   |  |

**5. Plaque wording**

|        |  |
|--------|--|
| Line 1 |  |
| Line 2 |  |
| Line 3 |  |
| Line 4 |  |
| Line 5 |  |
| Line 6 |  |
| Line 7 |  |

**6. Borders**

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

|                                       |   |                                       |   |
|---------------------------------------|---|---------------------------------------|---|
| <input type="radio"/> <b>Border 1</b> |  | <input type="radio"/> <b>Border 2</b> |  |
| <input type="radio"/> <b>Border 4</b> |  | <input type="radio"/> <b>Border 5</b> |  |

**7. Motifs – One type A motif can be selected at no cost. Additional motifs are charged at cost.**

|                    |                            |                                     |
|--------------------|----------------------------|-------------------------------------|
| <b>FM Number</b>   |                            | <b>Type A B C</b> (Circle the type) |
| <b>Description</b> | <b>Preferred Placement</b> |                                     |
|                    |                            |                                     |
| <b>FM Number</b>   |                            | <b>Type A B C</b> (Circle the type) |
| <b>Description</b> | <b>Preferred Placement</b> |                                     |
|                    |                            |                                     |
| <b>FM Number</b>   |                            | <b>Type A B C</b> (Circle the type) |
| <b>Description</b> | <b>Preferred Placement</b> |                                     |
|                    |                            |                                     |

**8. Acknowledgement and Indemnity**

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.

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

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

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

**10. Office Use only**

|   |
|---|
| <input type="radio"/> Recorded in Miscellaneous Accounts  |
| <input type="radio"/> Plaque ordered from Arrow Bronze – Requisition Number <input type="text"/>    |
| <input type="radio"/> Layout Proof received Date: <input type="text"/>                              |
| <input type="radio"/> Layout approved by family and sent to Arrow Bronze Date: <input type="text"/> |
| <input type="radio"/> Noted in plaques ordered folder   |

**11. Plaque Placement Details**

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

**SAMPLES OF "A" MOTIFS AVAILABLE – (First "A" Motif is free of charge)**  
*\*Motifs diagrams are not to scale. The size of motif will be balanced to the size of the plaque*



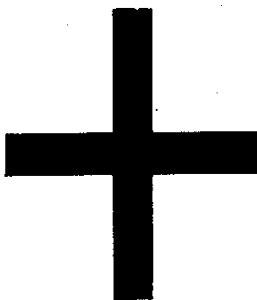
**239A**  
 Cross Bottonée  
 flat-relief



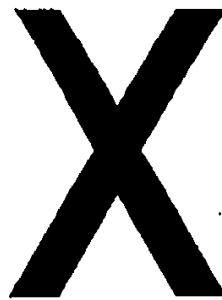
**246A**  
 Eastern Orthodox Cross  
 flat-relief



**267A**  
 St George Cross  
 flat-relief



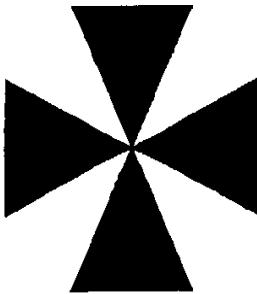
**268A**  
 Greek Cross  
 flat-relief



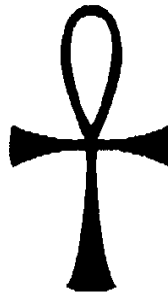
**269A**  
 St Andrew Cross  
 flat-relief



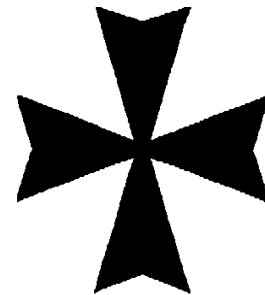
**270A**  
 Calvary Cross  
 flat-relief



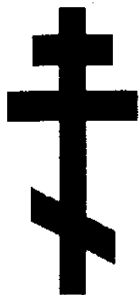
**272A**  
 cross  
 flat-relief



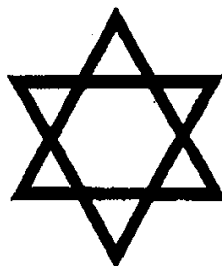
**273A**  
 Crux Ansata  
 Cross  
 flat-relief



**3011**  
 Maltese Cross  
 flat-relief



**3171A**  
 Eastern Orthodox Cross  
 flat-relief



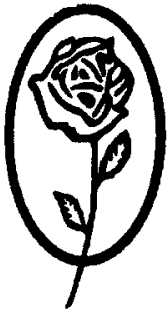
**240A**  
 Star of David  
 flat-relief



**CCC**  
 Celtic Cross  
 flat-relief

**ADDITIONAL SAMPLES**

Other motifs are available upon request, please advise Cemetery Services Officer  
(additional fee is applicable)



304-B



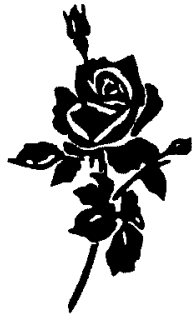
2143-B LEFT



2143-B RIGHT



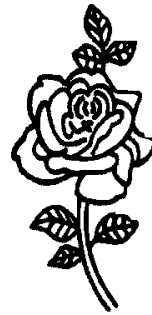
2145-B



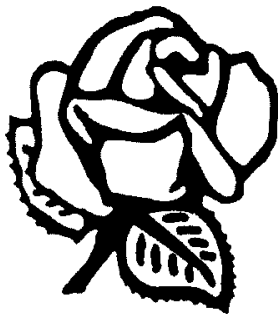
2148-B



2149-B



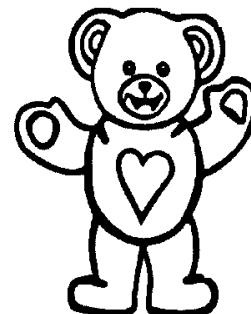
2152-B



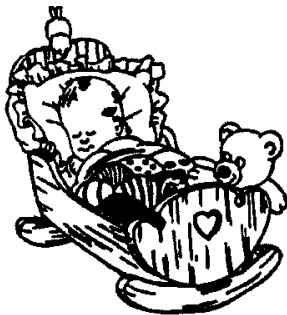
200-B



415-B



2017-B



2027-B



341-B



2087-B