

## APPLICATION FOR A PERPETUAL INTERMENT RIGHT

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

<p><b>Do you already own a site/s at the Shellharbour or Albion Park Cemetery?</b> <i>If yes – there is a State Government imposed limit of two (2) burial sites per person from 3 March 2011</i></p>	<p><input type="radio"/> No      <input type="radio"/> Yes - Location</p>
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### 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 – (only complete if the applicant is not the intended holder of the interment right)

<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>			

#### 2. Intended Holder of Interment Right (who the site is reserved for)

Name/s listed below will have sole authority over interments/placements. If more than two applicants, please attach additional details

<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>Mobile</b>	
<b>Email</b>			
<b>Date of Birth</b>		<b>Relationship to applicant</b> <i>(if applicable)</i>	

<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>Mobile</b>	
<b>Email</b>			
<b>Date of Birth</b>		<b>Relationship to Applicant</b>	

### 3. Secondary Contact /Next of Kin nominated by holder of Interment right

This person has no claim over the Interment Rights – but may assist Council to contact Holder if address or other details have changed

<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>Date of Birth</b>		<b>Relationship to Applicant</b>	

### 4. Plot/Memorial Location

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

## 5. Key Terms and Conditions

Please refer to the Cemetery Operations Policy for full terms and Conditions.

1. An Interment Right is a contract with the cemetery operator that allows interments to take place in a particular location in a cemetery. The Interment Right does not transfer equity or any ownership of Cemetery land to the owner or the Right of any beneficiary of it.
2. Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the remaining joint interment Right holder/s.
3. An Interment Rights Certificate will be issued once payment is received to the holder/s as proof of ownership and may be requested when booking an interment service.
4. A memorial to the deceased person can be erected upon the interment site, subject to the following:
  - a. The memorial is of a type allowed under the Cemetery Operations Policy & Procedures in that specific interment section;
  - b. No memorial may be erected without the Cemetery Operator's prior written approval; and
  - c. No existing memorial may be altered or removed without the Cemetery Operators approval
5. The Cemetery Operator reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. The Cemetery Operator has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
6. The Cemetery Operator may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of written or documentary evidence satisfactory to the Cemetery Operator and payment to the associated fee).
7. A Holder's Interment Rights can be transferred and it is only operative when a Transfer of Interment Right application is submitted with payment of the associated fee, and approved and processed by the Cemetery Operator.
8. All attempts will be made to prepare the nominated grave when required by but occasionally, due to rock or stability problems not evident prior to commencement of digging the grave ground conditions may not allow for the burial in the allocated plot. In these circumstances an alternate plot will be allocated
9. Reservation of a Double Depth Monument plot will require a concrete vault to be installed to double depth and site to be secured with a removable concret slab lid.
10. Placing of any fragile, breakable or other items such as gardens, pebbles, trees or shrubs etc and the Cemetery Operator deems to be a safety hazard are not permitted, and if necessary may be removed without notice to any person.
11. The Cemetery Operator reserves the right to review and/or amend these Terms and Conditions, its holdings, interment sites and property within its cemeteries at any time, without notice to you
12. Additional information is available in the Cemetery Operations Policy available on Shellharbour City Council website [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au) or on request.

## 6. Acknowledgement

**I have read, understood and accept the attached terms and conditions for the purchase of a grave or other memorial site at Shellharbour or Albion Park Cemetery and agree to abide by the Cemetery regulations;**

1. **As contained in this application; and**
2. **As contained in the Cemetery Operations Policy available at [www.shellharbour.nsw.gov.au](http://www.shellharbour.nsw.gov.au) or available on request.**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Notes</b>	

**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		

**7. 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 <span style="float: right;">Receipt No</span>

**8. 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: