

Application for Burial

Purpose of this form:

To be completed by the Funeral Director prior to burial.

Burial applications to be submitted at least two clear working days prior to interment.

Funeral Director

Company: _____ Contact: _____

Address (not PO Box): _____

Phone: _____ Email: _____

Deceased details

Given name/s: _____ Surname: _____

Last known address: _____

Date of birth: _____ Date of death: _____ Age at death: _____

Place of death: _____ Sex: _____

Marital status: _____ Maiden name: _____

Occupation: _____ Religion: _____

Did the deceased have a notifiable infectious disease? YES NO

If yes, please provide details _____

Copy of death certificate attached? YES NO

Burial details

Cemetery: _____

New position Existing reservation Reservation Number: _____

Section: _____ Lawn Monumental

Row: _____ Allotment: _____ Day: _____ Date: _____

Location (church) _____ Time: _____ am/pm

Graveside: _____ Time: _____ am/pm

Family attending: yes no

Person conducting the ceremony: _____

Depth of Grave: Single Double Re-open

IF re-opening name of person/s currently buried: _____

Relationship: _____

Site opening size (dimensions in mm): _____

Special requests:

Applicant for the burial (Consenter)

Given name/s: _____ Surname: _____

Address (not PO Box): _____

Phone: _____ Email: _____

Additional Interment Rights Required (Example: Reservation of adjacent plot for spouse)

Please complete Application for a Perpetual Interment Right

Applicant's acknowledgement/declaration

I, the undersigned, being the person responsible for the funeral arrangements DO HEREBY REQUEST Kempsey Shire Council to allow the said grave to be opened and the body of the deceased interred.

I certify that I am the _____ (state relationship) of the said deceased and I am duly empowered to authorise the opening of the said grave and that the said body should be rightly interred in the grave of the said deceased. I, the undersigned, DO HEREBY INDEMNIFY and hold safe and harmless the said Council against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever which may be made or instituted against or suffered by the said Council in any manner whatsoever by reason the said Council having consented to opening the such grave and the interment therein of the body of the abovementioned deceased. I further agree to comply with Council's regulations regarding the erection of the monuments and to pay the costs involved in erecting a monument to the deceased. All memorials, must be of a design and material approved by Kempsey Shire Council and cannot be erected without Council's prior written consent.

Signature: _____ Name: _____ Date: _____

Witness of signature: _____ Name: _____

Funeral Director's acknowledgement/declaration

I confirm that as the Funeral Director/Applicant, I am acting on behalf of the Interment Right holder and that all Regulatory and Legislative requirements have been met in regards to this burial request. I also confirm that I have advised the applicant to refer to Council's policies and procedures for information regarding management of the cemeteries.

I have also advised the Applicant that the Grantee has sole authority to determine who can be buried in the grave and also sole authority over any future headstone / monument to be erected on the grave, and that no works are permitted without the prior written consent of Council.

Signature: _____ Name: _____ Date: _____

Office Use Only

Fees: _____ Tax Invoice: _____ Receipt: _____

Register #: _____ IR: _____

Privacy declaration: Council collects and holds personal information for a number of reasons related to Council business e.g to process applications, to issue rate notices to property owners and to process correspondence, as per legislation and regulation which council operates under. When you provide personal information to Council it is used and stored in accordance with the *Privacy and Personal Information Protection Act 1998*. This means your personal information will only be used in relation to Council business. Your personal information will not be used for any other purposes unless you are asked permission.

If you wish to know what personal information Council may hold on you then you can make application to Council to determine what information is held.