

APPLICATION FOR PLACEMENT OF ASHES

Please contact Council's Facilities Officer on 4221 6320 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

Applicant 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)

Date of Cremation Name of Crematorium Person transferring ashes to Council

Do you wish to be present for the placement of the ashes? Yes No

If yes, Council will contact you to make arrangements. If no, you can deliver the ashes to Council's Works Depot (Stores Department). Phone arrangements must be made prior to delivery on 02 4221 6183

3. Reserved Site Details

Has this site been previously reserved? Yes No (**Go to section 4**)

Burial Licence Number

Cemetery Location

Row Plot Site ID

4. New Site Details

Memorial Garden Granite Wall of Niches

5. Additional Applications Required

- Is a plaque required? Yes Please complete and attach the relevant plaque application form
No
- Are any additional ashes reservations required? Yes Please complete Application for Reserving Cemetery Site
No

6. Consent to Interment

This section must be completed where the owner of the Burial Licence is not the Deceased

I
the holder of Burial Licence No Section
Allotment No do hereby consent to the Interment of (name)
 in the above allotment.
Signed Date

7. Privacy Notice

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of providing you with a service. Your personal information will be used by Council staff for the purpose of determining your request. This completed form will be placed on a relevant file and/or saved in Council's electronic records management system. You may apply to Council for access to this information. Requests for correction of your personal information can be made under the *Privacy & Personal Information Protection Act 1998*. Please see Council's **Privacy Management Plan** or contact Council's Public Officer for more information.

8. Payment Details (Office Use Only)

Cost of Plot: Cost of Placement :
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"/>

9. Office Use Only

- | | |
|--|--|
| <input type="checkbox"/> Application Scanned and linked to P&R | <input type="checkbox"/> Entered in RMS (if family present) |
| <input type="checkbox"/> Noted on map | <input type="checkbox"/> Ashes at Depot? (if family not attending) |
| <input type="checkbox"/> Noted in Miscellaneous Accounts | <input type="checkbox"/> Updated P & R with Date of Placement |
| <input type="checkbox"/> Works Order Completed. | |

W/O Number

Cemetery Administration Officer

Date

11. Placement Details

Date Ashes Placed/to Be Placed
Date and Time Family Advised