

APPLICATION FOR STAINLESS STEEL PLAQUE

(Used for Memorial Garden and Wall of Niches only)

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

Date of Death Cemetery

Section Row Plot Site ID (Office Use Only)

3. Location Details

Brick Wall of Niches Memorial Garden

4. Plaque Wording

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Additional Lines

Sample Wording: In Memory of – JOHN CITIZEN – 1931 – 2015 – SADLY MISSED

5. 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.

6. Checklist for Customer Service

Application Number

Debtor Number (CEM000000)

Fees

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"/>

5.

7. Office Use Only

Application Scanned and linked to P&R

Noted in Miscellaneous Accounts

Plaque ordered from Brookes Engraving

Requisition Number

Noted in Plaques Ordered Folder

Cemetery Administration Officer

Date

8. Plaque Placement Details

Date Plaque Delivered

Plaque Collected By

Works Order Number

Date Plaque Placed at Cemetery

Date and Time Family Advised