





Order For Interment Application Form

A cemetery operator must complete and issue this Order for Interment before it conducts an interment at the site.

Section 67 of the Crematoria Act 2013 provides that an interment must not take place in a cemetery, unless the cemetery operator has issued an Order for Interment.

LICENCE NUMBER:			
<input type="checkbox"/>	Immediate Use (also complete the Perpetual Interment Right Application Form)	<input type="checkbox"/>	First Interment (into a reserved plot)
<input type="checkbox"/>	Re-Opening (2 nd or subsequent interments)	<input type="checkbox"/>	Ash Interment

Please complete the following form in **PRINTED BLOCK LETTERS** only

SECTION 1 – INTERMENT DETAILS			
Cemetery:		Row:	
Denomination:		Plot Number:	
Section:	<input type="checkbox"/> Monumental	<input type="checkbox"/> Lawn	<input type="checkbox"/> Other
Name/s of existing Interment/s in Plot:			
Name of Gravedigger Contractor:			
Date of Interment:		Time of Interment:	
Casket/Coffin size:	(length)	(width)	(height)
Type:	Coffin: <input type="checkbox"/> 	Casket: <input type="checkbox"/> 	

SECTION 2 – DECEASED DETAILS			
Given Name/s:		Surname:	
Last Known Address:			
Suburb:		State:	Postcode:
Date of Birth:	Date of Death:	Age at Death:	Sex:
Religious Affiliation:			
Is the Deceased also the Interment Right Holder?			Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 3 – APPLICANT DETAILS		
Given Name/s:		Surname:
Address:		
Suburb:	State:	Postcode:

Phone Numbers:	(H)	(W)	(M)
Email:			
SECTION 3 – APPLICANT DETAILS (Continued)			
Is the applicant also the interment Right Holder?	Yes (complete section 4 (B))	<input type="checkbox"/>	No (complete all of section 4) <input type="checkbox"/>
Is the applicant also the next of kin for the deceased?	Yes		No (complete Section 5) <input type="checkbox"/>

SECTION 4 (a) – INTERMENT RIGHT HOLDER/S DETAILS			
Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
Email:			

SECTION 4 (b) – INTERMENT RIGHT HOLDER/S DETAILS			
Is there more than one living Interment Right holder?	Yes (please provide a statutory declaration/evidence on behalf of all right holders)	<input type="checkbox"/>	No <input type="checkbox"/>
Have you provided an original copy of the interment Right?	Yes	<input type="checkbox"/>	No (Please provide a statutory declaration or evidence of authority to sign) <input type="checkbox"/>

SECTION 5 – NEXT OF KIN/SECONDARY CONTACT DETAILS			
Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
Email:			

SECTION 6 – PAYMENT DETAILS			
Invoice Details		Order for Interment Fee:	
Central Coast Council			
Tax Invoice ABN 73 149 644 003			
Receipt Number:		TOTAL:	

SECTION 7 – TERMS AND CONDITIONS

- Graves can usually be dug to a depth to accommodate two coffins. However, occasionally, due to rock or stability problems not evident prior to commencement of digging the grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated
- Subject to the following, a memorial to the deceased person can be erected upon the interment site:

LICENCE NUMBER:

V1.1 4/14/20
D13873581

Wyong Office: 2 Hely St / PO Box 20 Wyong NSW 2259 | P 1300 463 954
Gosford Office: 49 Mann St / PO Box 21 Gosford NSW 2250 | P 1300 463 954
E ask@centralcoast.nsw.gov.au | W www.centralcoast.nsw.gov.au | ABN 73 149 644 003

- (a) Provided it is of the type allowed under the Cemetery Operator's policy 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 Operator's prior written approval.
3. 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.
 4. 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 and payment of the associated fee).
 5. The Interment Right holders/s is responsible for the care and maintenance of individual interment sites where the memorials have been erected by other than the Cemetery Operator.
 6. Glass or other items that the Cemetery Operator deems to be a safety hazard are not permitted and if necessary may be removed without notice to any person.
 7. The Cemetery Operator reserves the right to review and/or amend these Terms and Conditions, its holdings, interment plots and property within its cemeteries at any time, without notice to you.
 8. If an existing memorial impedes the conduct of the interment, the Cemetery Operator may require it to be removed, at the Applicants expense.
 9. Scattered cremated remains are irretrievable.
 10. Additional information is available in the Cemetery Operating Policy/Rules/Regulations, available by contacting the Cemeteries Bereavement team on 02 4350 5108.

SECTION 8 – FUNERAL DIRECTOR

Name of Funeral Director/Company:		
Address:		
Suburb:	State:	Postcode:
Phone Number:		
Name of Consultant:		
Email:		
I, the undersigned have:		
A. Read through the terms and conditions with the applicant/Interment Right holder(s) to ensure that they understand Council's cemetery requirements		
B. Explained that if the requirements outlined are not met, Council may contact the Interment Right Holder/s		
(full name of consultant)	(signature of consultant)	(Date: DD/MM/YYYY)

SECTION 9 PRIVACY DECLARATION

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 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. 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*.

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SECTION 10 – ACKNOWLEDGEMENT/DECLARATION

I, the undersigned have:

- A. Read through the terms and conditions with the funeral director, and understand Council’s Cemetery Requirements
- B. Understand that the holder/s of the Interment Right has/have the sole authority to allow inscriptions or council approved monuments to be installed on the grave site by a monumental mason
- C. Understand that if the requirements outlined are not met, Council may contact the Interment Right Holder/s

(full name of Applicant)

(signature of Applicant)

(Date: DD/MM/YYYY)

(full name of Interment Right Holder – if different to applicant)

(Signature of Interment Right Holder – if different to applicant)

(Date: DD/MM/YYYY)

OFFICE USE ONLY

ADDITIONAL FORMS ATTACHED:

FEE:	RECEIPT:	DATE:
FINAL INTERMENTS IN PLOT:	Full body interments	Ash interments
CEMETERY AUTHORITY REPRESENTATIVE NAME:		
CEMETERY AUTHORITY REPRESENTATIVE SIGNATURE:		

LICENCE NUMBER:

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