



Additional Interment Right Holder Application Form

To be used in conjunction with the Perpetual Interment Right Application Form

LICENCE NUMBER:

SECTION 1 (a) – INTERMENT SITE DETAILS

Cemetery:		Row:	
Denomination:		Plot Number:	
Section:	<input type="checkbox"/> Monumental	<input type="checkbox"/> Lawn	<input type="checkbox"/> other

SECTION 3 (a) – INTENDED RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)

PROOF OF IDENTITY – tick and initial two types of ID

Passport:	Driver's Licence:
Birth Certificate:	Credit Card:
EFTPOS Card:	Medicare Card:
Club Membership Card:	Tertiary Education Card:
Pension Card:	Healthcare Card:

SECTION 3 (b) – INTENDED RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)

PROOF OF IDENTITY – tick and initial two types of ID

Passport:	Driver's Licence:
Birth Certificate:	Credit Card:
EFTPOS Card:	Medicare Card:
Club Membership Card:	Tertiary Education Card:
Pension Card:	Healthcare Card:

SECTION 3 (c) – INTENDED RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
PROOF OF IDENTITY – tick and initial two types of ID			
Passport:		Driver's Licence:	
Birth Certificate:		Credit Card:	
EFTPOS Card:		Medicare Card:	
Club Membership Card:		Tertiary Education Card:	
Pension Card:		Healthcare Card:	

SECTION 3 (D) – INTENDED RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
PROOF OF IDENTITY – tick and initial two types of ID			
Passport:		Driver's Licence:	
Birth Certificate:		Credit Card:	
EFTPOS Card:		Medicare Card:	
Club Membership Card:		Tertiary Education Card:	
Pension Card:		Healthcare Card:	

I	of
..... <i>(name of Consultant)</i> <i>(Organisation)</i>
I declare that these are true and accurate copies of the original documents.	
Signed:	Date:

SECTION 7 – 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. **There is no entitlement to any real estate.**
2. No more than two (2) Interment Rights in a cemetery can be held for any individual person.

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V1.1 4/14/20
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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

3. 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
4. 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.
5. A certificate will be issued to the holder/s as proof of ownership and must be presented when booking an interment service.
6. The Holder/s of the Interment Right has the sole authority to determine who can be interred in the site and to allow Council approved memorials to be placed.
7. A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, on application and payment of the Cemetery Operator's associated fee.
8. The Interment Right application fee does not include extras, e.g. memorial permit fee, interment site digging fees, other administrative charges.
9. The Interment Right holders' preferred funeral director is responsible for coordinating the interment and funeral arrangements.
10. Subject to the following, a memorial to the deceased person can be erected upon the interment site:
 - a. Provided it is of the type allowed under the Cemetery Operator's policy/procedures/requirements 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
 - d. 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.
11. 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).
12. The Cemetery Operator may repurchase unused Interment Rights from the holder/s in accordance with the Cemetery Operator's then current policy.
13. An Interment Right can form part of a personal estate and be bequeathed, if not used.
14. Interment Rights can be transferred, after consultation with the Cemetery Operator. Transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee, and processed by the Cemetery Operator.
15. Unused Interment Rights can be transferred pursuant to the will or intestacy of a deceased Interment Right holder. In this instance, the transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee, and processed by the Cemetery Operator.
16. Monument ownership and all the responsibilities therein, reside with the Interment Right holder/s and his/her Executor/heirs and successors to the grave where the monument is erected.
17. A perpetual Interment Right must be used by the right holder within 50 years of purchase. If it is not used within this period, a cemetery operator can revoke the Interment Right.
18. 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.
19. 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.
20. Additional information is available in the (Cemetery Operator's Policy/Rules/Regulations) available by contacting the Cemeteries Bereavement team on 02 4350 5108.

SECTION 9 (A) – FUNERAL DIRECTOR

Name of Funeral Director/Company:

Address:

Suburb:

State:

Postcode:

Phone Number:

LICENCE NUMBER:

V1.1 4/14/20
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Name of Consultant:		
Email:		
I, the undersigned have:		
A.	Read through the terms and conditions with the applicant/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	
	<i>(full name of consultant)</i>	<i>(signature of consultant)</i>
		<i>(Date: DD/MM/YYYY)</i>

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*.

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 Intended Right Holder a)

(Signature of Intended Right Holder a)

(Date: DD/MM/YYYY)

(full name of Intended Right Holder b)

(Signature of Intended Right Holder b)

(Date: DD/MM/YYYY)

(full name of Intended Right Holder c)

(Signature of Intended Right Holder c)

(Date: DD/MM/YYYY)

(full name of Intended Right Holder d)

(Signature of Intended Right Holder d)

(Date: DD/MM/YYYY)

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