

## Application Form Perpetual Interment (Burial)

Crown Lands Management Act 2016  
 NSW Public Health Regulation (Disposal of Bodies) 2012  
 Cemeteries and Crematoria Act 2013 and Cemeteries and Crematorium Code of Practice 2018

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*Please tick as appropriate*

<b>Name of Deceased</b>	<input style="width: 90%;" type="text"/>		
Most recent address	<input style="width: 40%;" type="text"/>	Town	<input style="width: 40%;" type="text"/>
		Postcode	<input style="width: 40%;" type="text"/>
Gender	<input style="width: 20%;" type="text"/>	Age	<input style="width: 20%;" type="text"/>
		Date of Death	<input style="width: 40%;" type="text"/>
<b>Primary Grantee Name</b>	<input style="width: 90%;" type="text"/>		
Address	<input style="width: 40%;" type="text"/>	Town	<input style="width: 40%;" type="text"/>
		Postcode	<input style="width: 40%;" type="text"/>
Phone	<input style="width: 20%;" type="text"/>	Email	<input style="width: 40%;" type="text"/>
Relationship to the deceased	<input style="width: 90%;" type="text"/>		
<b>Is Grantee or any other family member aware of the deceased owning another Interment Right?</b>			
<b>IF YES</b> please supply Interment Right number <input style="width: 40%;" type="text"/>			
<b>Secondary Grantee Name</b>	<input style="width: 90%;" type="text"/>		
Address	<input style="width: 40%;" type="text"/>	Town	<input style="width: 40%;" type="text"/>
		Postcode	<input style="width: 40%;" type="text"/>
Phone	<input style="width: 20%;" type="text"/>	Email	<input style="width: 40%;" type="text"/>
Relationship to the deceased	<input style="width: 90%;" type="text"/>		

<b>Burial Details</b>			
Interment Date	<input style="width: 20%;" type="text"/>	Interment Time	<input style="width: 20%;" type="text"/> am/pm
		Reservation	<input type="checkbox"/>
Chapel Date	<input style="width: 20%;" type="text"/>	Service Time	<input style="width: 20%;" type="text"/> am/pm
(Tweed Valley Only)		Kitchen	<input type="checkbox"/>
<b>Cemetery Location</b>		<b>Attendance</b>	
<input type="checkbox"/> Tweed Valley Lawn	<input type="checkbox"/> Tweed Heads Lawn	<input type="checkbox"/> Tweed Heads General	<input type="checkbox"/> Committal Service
<input type="checkbox"/> Murwillumbah R. Catholic	<input type="checkbox"/> Murwillumbah Lawn	<input type="checkbox"/> Murwillumbah General	<input type="checkbox"/> Graveside Service
<input type="checkbox"/> Tyalgum			<input type="checkbox"/> No Attendance
<b>Burial Type</b>			
<input type="checkbox"/> Single	<input type="checkbox"/> Dual	<input type="checkbox"/> Dual (1 <sup>st</sup> burial)	<input type="checkbox"/> Re-Open
<input type="checkbox"/> Triple	<input type="checkbox"/> Triple (1 <sup>st</sup> burial)	<input type="checkbox"/> Triple (2 <sup>nd</sup> Burial)	<input type="checkbox"/> Reserved Grave
<b>Additional Fees</b>			
<input type="checkbox"/> After hours		<input type="checkbox"/> Tyalgum Cemetery Surcharge	

# Application Form Perpetual Interment (Burial) – All Cemeteries

## Site Details (if known)

Section  Row  Allotment

## Coffin/Casket (including handles)

Please specify exact outer dimensions – not grave dimensions (metric measurements only)

Length  Width  Please specify  Coffin OR  Casket

## Acceptance of information and conditions overleaf

Signature of **Grantee**

Signature of **Funeral Director (Applicant)**

Name

Address

Town

Postcode

Minister

Religion

## Re-opening

In addition to the above, Interment Right evidence and written consent of the holder is required.

I, \_\_\_\_\_ as the holder of the Interment Right, consent to the interment of \_\_\_\_\_ in the following grave:

IntR #

Section

Row

Allotment

I agree to the conditions as stated in Council's Cemetery Policy.

Signature

Date

## Office use only

Date

Receipt Number

Amount

*All fees are GST inclusive*

**N.B: A Burial Permit will not be issued by Council without a 'Medical Certificate of Death', 'Coroners Order for Burial' or 'Order Authorising the Disposal of a Body'.**

# Application Form Perpetual Interment (Burial) – All Cemeteries

## Information, Definitions and Conditions

### Privacy

The personal information you provide in this application will only be used or disclosed for the purpose of maintaining the cemetery registers as required under the *Crown Lands Management Act 2016, Crematoria and Memorial Gardens Policy*.

### Fees and lodgment

Current fees are available by contacting Cemeteries Administration or visiting Tweed Shire Council's Cemeteries web page: <https://www.tweed.nsw.gov.au/CemeteryServices>

This form must be lodged with Tweed Shire Council's Cemeteries Administration Office one clear working day prior to the service date.

### Policy

Tweed Shire Council manages all cemeteries in the Tweed Shire. Council Policy sets out conditions of use. A copy of the Policy is available [here](#) or from the Council's offices.

### Conditions

1. An Interment Right, if granted, is not an easement but a license and it is irrevocable once a body has been buried in the licensed plot.
2. If you decide at some future time that the Interment Right you have obtained will not be needed you can relinquish it to Council.
  - a. Only unused (vacant) Interment Right can be relinquished.
  - b. You must return the original Interment Right Certificate.
  - c. Council will refund you the amount originally paid for the Interment Right, from which will be deducted Council's Administration Fee.
3. Council will administer and arrange to carry out all work relating to the interment of a body or the cremated remains of a person in the Interment Right.
4. The Council is responsible for the administration, maintenance and appearance of the cemetery.
5. It is the Grantee's responsibility to maintain their loved one's gravestone and arrange for repairs. Please contact the Cemetery Administrator for further information.
6. Council reserves the right to conduct safety checks on gravestones and monuments. Every effort will be made to notify the Grantee of any safety issues regarding grave maintenance, but stones and tablets may be laid flat by cemetery staff if they are deemed to be a toppling hazard.
7. Council is responsible for the procurement of plaques and their fixings in cemeteries. Bronze memorial plaques have been selected for their long lasting qualities. However, plaques will exhibit signs of natural ageing or may be affected by the elements and environment.
8. Plaques can be restored to their original condition at the expense of the Grantee.
9. If you wish to scatter ashes (cremated remains) in any of Council's Cemeteries please obtain prior approval through the Administrator.
10. Cut flowers can be left in the vases provided by Council. Decaying flowers will be removed to maintain a tidy appearance in cemeteries. Artificial flowers are not permitted and will be removed without notice.
11. Please don't leave vases, glass jars, ceramic containers and statues, metal containers etc in cemeteries. For safety reasons such items will be removed without notice.
12. All plants (flora) within cemeteries including their selection, planting, maintenance and removal, are the sole responsibility of the Council. If you wish to plant flowers, shrubs, bushes, trees etc in a cemetery, please obtain prior approval through the Administrator.