

## Application for Grave in Local Government Cemetery

**This form is to be used when seeking approval to dispose of human remains in a Local Government Cemetery, or bring human remains into a Local Government Cemetery.**

<b>Cemetery Location</b>	<input type="checkbox"/> Charters Towers <input type="checkbox"/> Greenvale <input type="checkbox"/> Pentland <input type="checkbox"/> Ravenswood <input type="checkbox"/> Mingela <input type="checkbox"/> Sellheim			
<b>Applicant Details</b>	Full Name			
	Company			
	Postal address	.....		
	Telephone	Home:	Mobile:	
	Email			
<b>Deceased Details</b>	Full Name			
	Any other names Deceased was known as			
	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
	Date of Death		Age	
	Place of Death			
	Religion			
	Cultural Burial	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Requirements			
	Burial Day & Date	Day:	Date:	Time:
	Minister to Officiate			
	Graveside Burial	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Plot Reservation</b>	Does Council have a plot already reserved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If Yes, Identify	Section:	Plot:	Grave:
<b>Next of Kin Details</b>	Full Name			
	Postal address	.....		
	Telephone	Home:	Mobile:	
	Relationship to Deceased			
	Consent	(Required if burial is in a pre-existing plot)		

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<b>Invoice Instructions</b>	The account is to be issued to	<input type="checkbox"/> Applicant (details above) <input type="checkbox"/> Other (details below)	
	Full Name		
	Postal address	----- -----	
	Telephone	Home:	Mobile:
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. <b>A copy of the Cause of Death Certificate, Cremation Certificate or Coroner's Release is required with each application.</b></li> <li>2. Purchase/burial fees are payable at the time of burial (except approved account holders).</li> <li>3. Monumental works are not included in the purchase of a site, additional fees apply.</li> <li>4. The purchaser of the site has the "right of burial and monument" to the said site.</li> <li>5. The <i>Succession Act 1981</i> may be referred to should the original purchaser no longer exist.</li> </ol>		
<b>Declaration</b>	<p>I apply for an approval under Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011 and declare:-</p> <ol style="list-style-type: none"> <li>1. that I have provided the necessary Certificate as stated at Condition 1;</li> <li>2. that the particulars provided above are correct in every detail; and,</li> <li>3. that I understand and accept the conditions as noted above.</li> </ol> <p>Applicant's signature ..... Date .....</p>		
<p>The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.</p>			
<b>Office Use Only</b>			
Date Received:	Receipt No:	Amount: \$	
<input type="checkbox"/> Memo to Sexton	<input type="checkbox"/> Town Officer Notified	Date:	PSD Officer Name:
Cemetery	Pioneer	01	Columbarium & Rose
	CT Monumental	02	<input type="checkbox"/> Side A <input type="checkbox"/> Side B
	Harry Birgan Lawn	03	Garden Sect 64
			04
			03
Location	Section:	Plot:	Grave:
Religion			
Minister to Officiate			
Additional comments by Sexton: (i.e. Ashes)	----- -----		
<b>APPROVAL BY AUTHORISED OFFICER</b>	Permit for burial in the above location is approved subject to the following conditions:		
	SPECIAL CONDITIONS:		
	----- -----		
Authorised Officer Signature			
Authorised Officer Name			
Date:			