

Application for Interment for Funeral Directors



Purpose of this application form

- ONE application is required for EACH Interment / Burial at least 48 hours prior to burial.
- All interments / burials require approval by Council and all works must be undertaken by an authorised person.
- The cemetery fees will be calculated after submission. The applicant will be invoiced following the burial.
- All applications must comply with the guidelines laid out in the BVSC Cemetery procedures.

Application Details

Full Name							
Postal Address	Street or PO Box					State	Postcode
	Suburb						
Contact Details	Home Phone		Mobile		Work Phone		
Email							
Relationship to Deceased							

Details of the Deceased

Full Name							
Also known as							
Last Address Before Death	Street					State	Postcode
	Suburb						
Occupation							
Place of Birth		Age		Date of Birth		Date of Death	

Next of Kin or Secondary Contact Nominated by Holder of Interment Right

Full Name							
Postal Address	Street or PO Box					State	Postcode
	Suburb						
Contact Details	Home Phone		Mobile		Work Phone		
Email							

Please attach an additional sheet to register more than one secondary contact.

Funeral Details

Funeral Director							
Do you have a current 'Permit to undertake works' with Council?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please contact Council on (02) 6499 2222 or email cemeteries@begavalley.nsw.gov.au				
Cemetery Location (Town/Locality)							
Booking Details (see note below)	Date				Time		
	Service Type <input type="checkbox"/> Church service <input type="checkbox"/> Graveside <input type="checkbox"/> Private service						
Please note	Surcharges apply to weekends or public holidays. Dates and times must be confirmed by Council prior to confirmation with the applicant.						
Name of officiating clergy							

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Burial Details					
Booking details	<input type="checkbox"/> Single depth <input type="checkbox"/> Double depth <input type="checkbox"/> Lawn first interment <input type="checkbox"/> Lawn second interment				
Reopening of existing graves	<input type="checkbox"/> Existing monument in place		<input type="checkbox"/> Lift lid or removal of floor fee could apply.		
Coffin size	<input type="checkbox"/> Oversize Opening Surcharge (in excess of 720mm x 2100mm)				
Plot Details					
Previous reservation <input type="checkbox"/>	If yes, provide Burial Licence No		or Perpetual Interment Right Certificate No		
Details of the reserved plot					
Religion	Section/Wall/Niche No		Row/Rock No		Plot/Rock No
Details of person (if any) who continues to hold an interment right to the allotment					
Full Name					
Postal Address	Street or PO Box				
	Suburb		State		Postcode
Contact Details	Home Phone		Mobile		Work Phone
Email					
<i>Please attach an additional sheet to register more than two holders.</i>					
Where there is no previous reservation, a Perpetual Interment Right Application Form will need to be completed and submitted to Council separately.					
Council will endeavour to locate according to preferences, where possible, and at Council's discretion.					
Location preferences					
Payment Details					
Invoice to be sent to	<input type="checkbox"/> Applicant		<input type="checkbox"/> Funeral Director		<input type="checkbox"/> Other, please complete below
Payee's Name					
Postal Address	Street or PO Box				
	Suburb		State		Postcode
Contact Details	Home Phone		Mobile		Work Phone
Email					
Please note	A schedule of Bega Valley Shire Council's fees and charges can be found at www.begavalley.nsw.gov.au . All forms must be lodged to cemeteries@begavalley.nsw.gov.au .				
Privacy Declaration					
Information collected on this form is held in accordance with the <i>Privacy and Personal Information Protection Act 1998</i> . Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the <i>Cemeteries and Crematoria Act 2013</i> . 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 legal 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 <i>Privacy and Personal Information Protection Act 1998</i> .					
OFFICE USE ONLY: DO NOT PAY ON THIS FORM – AN INVOICE WILL BE SENT TO THE NOMINATED PAYEE					
Site Allocation	Religion		Section/Wall/Niche No.		
	Row/Rock No		Plot/Rock No		
Fees Allocation	Perpetual Interment Right fee		Single Depth fee		
	Cemetery Maintenance fee		Double Depth fee		
	Lawn General / Monumental		Single Depth shored fee		
	Plot marking fee		Double Depth shored fee		
	Fixing of plaque fee		Other		
	Coffin oversize surcharge		Total fee		\$