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| Purpose of this application form |
| * This form is to be used for cremated remains interments or memorial plaque requests. Once approved by Council, the work must be undertaken by an authorised person.
* ONE application required for EACH cremated remains interment and memorial plaque placement.
* The application fee will be calculated after submission.
* ALL applications must comply with the guidelines laid out in the BVSC Cemetery Procedures.
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| Application Details |
| **Full Name** |       |
| **Postal Address** | **Street or PO Box** |       |
|  | **Suburb** |       | **State**  |       | **Postcode**  |       |
| **Contact Details** | **Home Phone** |       | **Mobile** |       | **Work Phone** |       |
| **Email** |       |
| **Relationship to deceased** |       |
| Details of the Deceased |
| **Full Name** |       |
| **Also known as** |       |
| **Last Address** | **Street**  |       |
| **Before Death** | **Suburb** |       | **State** |       | **Postcode** |       |
| **Occupation** |       |
| **Age**       | **Date of Birth** |       | **Place of Birth** |       | **Date of Death** |       |
| Cremated Remains Interment Details  |
| **Cemetery Location**  |       |
| **Section Preference**  | Garden [ ]  | Niche Wall [ ]  | Existing grave under headstone [ ]  |
| **Previous Reservation**  | Yes [ ]  No [ ]  | **If yes, provide Perpetual Interment Right / Burial Licence Number**  |       |
| **Plot details**  | Religion       | Section / Wall Number       | Row/Rock/Niche Number      | Plot/Rock/Niche Number      |

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| **Plaque Details**  |
| **Do you require Council to order a memorial plaque?**  | Yes [ ]  No [ ]  |
| **If yes, the design will be produced in consultation with the applicant.** **A proof of the plaque and cost quotation will be sent to the applicant for approval. The applicant is to provide written approval to proceed with the plaque production.** |
| **Please provide preferred wording in the space below and specify any preferred symbols or details.**      |
| **Plaque will be fixed to**  | Memorial Rock [ ]  | Existing headstone [ ]  | Niche Wall [ ]  |
| **A schedule of Bega Valley Shire Council’s fees and charges can be found at www.begavalley.nsw.gov.au** |

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| 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/cremation 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 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 *Privacy and Personal Information Protection Act 1998*. |
| **OFFICE USE ONLY: DO NOT PAY ON THIS FORM – AN INVOICE WILL BE SENT TO THE APPLICANT** |
| **Site Allocation** | Religion |       | Section / Wall No. |       |
| Row / Rock / Niche No. |       | Plot / Row / Niche No. |       |
| **Fees Allocation** | Perpetual Interment Right fee |       | Fixing of plaque fee  |       |
| Cemetery Maintenance fee |       | Niche Wall / Memorial Wall (includes fixing of plaque fee) |       |
| Memorial Garden fee (includes fixing of plaque) |       | Memorial plaque purchase  |       |
| Placement of ashes fee |       | Weekend or public Holiday surcharge |       |
| **Payment Details**  | Receipt No. |       | Receipt Date  |       |
| Staff |       | **Total Fee** |       |