

# Application for Cemetery Burial

Port Stephens Council Memorial Gardens & Cemeteries  
116 Adelaide Street, (PO Box 42) Raymond Terrace NSW 2324  
ABN 16 744 377 876

(Please complete form in BLOCK LETTERS, tick appropriate boxes, complete all relevant sections and **sign & date form**)

- RESERVATION** - Complete details in Section A, D & E       **IMMEDIATE USE** - Complete All Sections

SECTION A – INTERMENT (BURIAL) DETAILS			
<input type="checkbox"/> New Purchase (reservation)	<b>Cemetery:</b>	<b>Section:</b>	
<input type="checkbox"/> New Purchase (immediate use)	<b>Religion:</b>	<b>Row:</b>	
<input type="checkbox"/> Open Reserved Grave	<b>Clergy/Celebrant:</b>	<b>Plot No:</b>	
<input type="checkbox"/> Open Existing Grave (2 <sup>nd</sup> Interment)	<b>Other Details:</b>		

SECTION B – DETAILS ABOUT DECEASED <i>(if for immediate use)</i>			
<b>Surname:</b>	<b>Name:</b>	<b>Title:</b>	
<b>Last Residential Address:</b>			
<b>Suburb/Town:</b>			<b>Postcode:</b>
<b>Personal Details:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female			
<b>Date of Birth:</b>	<b>Date of Death:</b>	<b>Date of Burial:</b>	<b>Age:</b>

SECTION C – FUNERAL DIRECTOR	
<b>Name:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Fax:</b>

SECTION D – APPLICANT			
<b>Surname:</b>	<b>Name:</b>	<b>Title:</b>	
<b>Address:</b>			
<b>Suburb/Town:</b>			<b>Postcode:</b>
<b>Phone No:</b>	<b>Relationship to Deceased:</b>	<b>Reservation for Self:</b>	<input type="checkbox"/>

SECTION E – SIGNATURES	
I the undersigned	
<input type="checkbox"/>	Being the person registered as the <b>Holder of the Right of Burial (Grantee)</b> or in the case of a new grave the person to be registered as the <b>Holder of the Right of Burial (Grantee)</b>
<b>OR</b>	
<input type="checkbox"/>	<b>Propose to use an existing Right of Burial</b> in the absence of or acting on behalf of the person registered as the Holder of the Right of Burial. State grounds for authority: <b>(see conditions overleaf)</b>
state that all the information supplied is true and correct and agree to the conditions under which the Right of Burial is issued.	
<b>Signature:</b>	<b>(Applicant)      Date:</b>
I, the above- mentioned <b>Funeral Director</b> , have advised the applicant:	
a)	The requirements of the cemetery (monumental/lawn)
b)	That the holder of the Right of the Burial has the sole authority to determine who can be buried in the grave and to allow inscriptions, memorials etc to be placed on the grave
<b>Signature:</b>	<b>Date:</b>

(Funeral Director Authorised Signatory)

OFFICE USE ONLY – Payment Codes		Data Entry Completed	Burial Plot:	\$
Raymond Terrace 82	Anna Bay 79	Karuah 81	Interment Fee	\$
Nelson Bay 85	Seaham 80		TOTAL	\$

## GENERAL CONDITIONS

- a) Burials will only be allowed if the relevant legislation including but not limited to *Public Health Regulation, 2012*, the *Work, Health and Safety Act, 2011*, the *Heritage Act, 1977*, and the policies of Port Stephens Council can be satisfied. It is the obligation of the grantee or their agent (e.g. Funeral Director) of this application to ensure compliance with those Acts and those policies.
- b) Council requires all agents who work within Council's cemeteries to hold a 'Permit to Work In Port Stephens Council Cemeteries'. Permits are issued according to conditions stated in "Requirements For Work Within Council Cemeteries By External Agents".
- c) *Port Stephens Council Cemeteries Policy* shall apply.
- d) Monument ownership, and all the responsibilities therein, reside with the grantee and his or her heirs and successors to the grave where the monument is erected.
- e) Payment of Council's fees must be made or arranged prior to burial service. Payment can be made by Cash, Credit Card or Cheque / Money Order (made out to Port Stephens Council).

## THE APPLICANT MAY PROPOSE TO USE AN EXISTING RIGHT OF BURIAL IF:

(Grounds for Authority)

- a) The person named on the certificate for the Right of Burial is the deceased person to be buried and the applicant is considered by Council to have had a sufficient relationship with the deceased person; Council may require statutory declaration as proof of relationship;  
**or**
- b) The Right of Burial Certificate has been issued in the name of the applicant; **or**
- c) The grantee has given written authority and the applicant has provided Council with a copy of that written authority that the applicant may issue instructions to bury the deceased in the burial plot subject to the Right of Burial Certificate.

## MONUMENTS, HEADSTONES, PLAQUES ETC.

- a) It is the grantee's responsibility to erect & maintain a permanent marker or approved monument upon completion of the burial.
- b) A person shall not, construct or install any monument, memorial, foundation, table, headstone, gravestone, kerbing railing or other structure in a cemetery, unless permission has been granted by Council.
- c) Application must be made for approval on the correct form – (Permit to Carry Out Monumental Work in Port Stephens Council Cemeteries).
- d) Monumental work to be undertaken by qualified tradesmen in accordance with Monumental & Headstones in Cemeteries (1994) AS4204 and the Work, Health and Safety Act 2011.
- e) Council will not be liable for the future care, maintenance, preservation, conservation or restoration of any construction erected or placed over the gravesite.

## GLOSSARY OF TERMS

**Applicant** - any person making application for a Right of Burial issued by Council pursuant to Port Stephens Council Cemeteries Policy.

**Grantee** - a person granted a Right of Burial issued by Council pursuant to Port Stephens Council Cemeteries Policy - where there are two grantees, they shall be "joint tenants".

**Right of Burial** - an exclusive right granted by Council (or its predecessors) for use of a burial site. There is no entitlement to any real estate. The holder of the Right of Burial has the sole authority to determine who can be buried in the burial plot and to allow headstones, inscriptions, memorials etc to be placed on the grave.

## OPERATIONAL CEMETERIES IN PORT STEPHENS COUNCIL

CEMETERY	LOCATION	TYPE OF CEMETERY
➤ Raymond Terrace	1A Elizabeth St, Raymond Terrace	Monumental
➤ Anna Bay	4124 Nelson Bay Rd, Anna Bay	Lawn Cemetery
➤ Seaham	10 Grape St (Off Wighton), Seaham	Monumental
➤ Karuah	388 Tarean Rd, Karuah	Monumental
➤ Nelson Bay	43A & 43B Stockton Street, Nelson Bay	Monumental

### YOUR PRIVACY

Port Stephens Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** The information is collected only for Council Officers records.

**Intended recipients:** The information will only be used by Council Officers.

**Supply:** This information is supplied voluntarily.

**Consequence of Non Provision:** Non provision of the information results in the application not being processed.

**Storage and security:** This document will be placed on the relevant file and/or saved in Council's records management system in accordance with Council policy and relevant legislation.

**Access:** Please contact Council on (02) 4980 0255 to enquire how you can access information.