

Application for Columbarium Wall & Garden Niche

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

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

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

SECTION A – INTERMENT DETAILS			
<input type="checkbox"/> New Purchase (reservation) <input type="checkbox"/> New Purchase (immediate use) <input type="checkbox"/> Open Reserved Niche	COLUMBARIUM LOCATION: _____		
	Wall:	Row No:	Niche No:
	GARDEN LOCATION:	Garden No:	Niche No:

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

SECTION C – ASHES TO BE COLLECTED FROM FUNERAL DIRECTOR <i>(if applicable)</i>		
Name:	Phone:	Fax:
Special Instructions:		

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

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

OFFICE USE ONLY – Payment Codes		Data Entry Completed	Niche:	\$
		Payment Code	Plaque	\$
Carumbah Gardens		83	Vase:	\$
Raymond Terrace		84	Extra Line/s:	\$
Anna Bay		320	TOTAL	\$
Karuah		81		

GENERAL CONDITIONS

- a) Interments will only be allowed if the relevant legislation including but not limited to *Public Health Regulation, 2012*, the *Work Health and Safety Act, 2011*, and the policies of Port Stephens Council can be satisfied.
- 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) 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 interred 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 inter the cremated remains of the deceased in the niche subject to the Right of Burial Certificate.

COLUMBARIUM WALLS & GARDENS

Council shall:

- a) Maintain, preserve and repair Columbarium Walls and Gardens.
- b) Ensure that no monuments shall be erected on the columbarium wall or gardens other than the flat bronze plaques of the style and design allowed.
- c) Place over the niche in the columbarium wall or garden as soon as practicable upon receipt of written instructions from the grantee, a memorial plaque, supplied by the Council, of a standard size and type as determined by the Council.
- d) Ashes are held free of charge for placement in niches, for 6 months however no responsibility can be accepted for ashes. Ashes not placed in niches within 6 months may be disposed of in a manner determined by Council.

Council reserves the right to realign or alter the position of niches or other memorials at its discretion.

Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed in a columbarium wall.

Grantee shall:

- a) Ensure no monument, memorial, inscription or token plant, floral tributes, containers or such like shall be erected or placed on or within the columbarium walls or surrounds without Council's written consent. Council may remove and/or dispose of any unauthorised monument, memorial etc without reference to any person.
- b) Pay all fees for the lodgement of the application. No memorial right for placement of ashes will be reserved or arrangements for the placing of the ashes will be made until all charges ruling at the date of placement have been paid.

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/memorial 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 interred in the burial plot/niche and to allow memorials etc to be placed on the grave/niche.

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's Cemetery 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.