

# Application for Burial (Perpetual) Interment

Crown Lands Management Act 2016  
NSW Public Health Regulation (Disposal of Bodies) 2012  
Cemeteries and Crematoria Act 2013 and Cemeteries and Crematoria Code of Practice 2018

BCEM10

## (OFFICE USE)

<input type="checkbox"/> Map Record Complete	<input type="checkbox"/> Database Updated	ROB	<input type="text"/>	CEM ID	<input type="text"/>
<input type="checkbox"/> Medical death certificate	<input type="checkbox"/> Coroners order for burial	<input type="checkbox"/>	Order authorizing the disposal of a body		
Date	<input type="text"/>	Receipt Number	<input type="text"/>	Amount	\$ <input type="text"/>

## A1. Deceased Details (most recent) – Mr / Mrs / Ms / Other \_\_\_\_\_

Name	<input type="text"/>	Surname	<input type="text"/>					
<b>Last Known Address</b>								
Street	<input type="text"/>							
Suburb	<input type="text"/>	State	<input type="text"/>	Post Code	<input type="text"/>			
Gender	<input type="text"/>	Date of Birth	<input type="text"/>	Date of Death	<input type="text"/>	Age	<input type="text"/>	
Are ashes to be placed in the coffin?						<input type="checkbox"/> No	or	<input type="checkbox"/> Yes – <u>Please complete Ash Interment Form</u>

## A2. Grantee Details

### Primary Grantee - Mr / Mrs / Ms / Other \_\_\_\_\_

Name	<input type="text"/>	Surname	<input type="text"/>		
Street	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post Code	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>	Relationship to deceased	<input type="text"/>		
<b>Signature of Primary Grantee</b>		<input type="text"/>			

### Secondary Grantee – Mr / Mrs / Ms / Other \_\_\_\_\_

Name	<input type="text"/>	Surname	<input type="text"/>		
Street	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Post Code	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>		
Email	<input type="text"/>	Relationship to deceased	<input type="text"/>		
<b>Signature of Secondary Grantee</b>		<input type="text"/>			

Are you aware of the deceased owning another Right of Burial? If Yes, ROB no.

## A3. Site Details

Cemetery	<input type="text"/>					
Section	<input type="text"/>	Row	<input type="text"/>	Allotment	<input type="text"/>	
<input type="checkbox"/> Single	<input type="checkbox"/> Dual – First burial	<input type="checkbox"/> Dual - Re-open	<input type="checkbox"/> Reserved Grave			
<input type="checkbox"/> Triple	<input type="checkbox"/> Triple – First burial	<input type="checkbox"/> Triple – Second burial	<input type="checkbox"/> Triple – Third burial			
<b>Coffin/Casket Details - Outer metric dimensions (include handles and specify)</b>						
<input type="checkbox"/> Coffin	or	<input type="checkbox"/> Casket	<input type="text"/>	Length	<input type="text"/>	Width

#### A4. Service Details

Interment Day  Date  Time   
 Committal Service  Graveside Service  No Attendance

#### Tweed Valley Only

Outdoor  Chapel  Kitchen Is a viewing required?  Yes  No  
Day  Date  Time

#### Funeral Director

Name  Surname   
Street   
Suburb  State  Post Code

Minister  Religion

#### A5. Re-opening

Right of Burial (ROB) evidence and written consent of the ROB holder is required.

I,  as the holder of right of burial number   
consent to the interment of  at this site.

#### A6. Applicants Declaration

I declare that all the information in this application is true and correct. I acknowledge that by signing this declaration I have read and understood the Conditions and Rules and am in agreeance to them or any future changes to the terms.

Applicants Name   
(please print)  
Applicants Signature  Date   
Relationship to the deceased

**N.B: A Burial Permit will not be issued by Council without a Medical Certificate Cause of Death, Coroners Order for Burial or Order Authorising the Disposal of a Body.**

#### Privacy

The personal information you provide in this application will only be used or disclosed for the purpose of maintaining the cemetery registers as required under the *Crown Lands Management Act 2016, Crematoria and Memorial Gardens Policy*.

#### Fees and lodgment

Current fees are available by contacting Cemeteries Administration or visiting Tweed Shire Council's Cemeteries web page: <https://www.tweed.nsw.gov.au/cemeteryservices>

This form must be lodged with Tweed Shire Council's Cemeteries Administration Office one clear working day prior to the service date.

## CONDITIONS AND RULES

Tweed Shire Council manages all Cemeteries in the Tweed Shire.

Council has a "Policy" which sets out general conditions and rules that affect the cemeteries and those who enter them. If you would like a copy of the Policy please contact the Tweed Shire Council Office.

Additional conditions and rules apply. These rules are set out below. Your application can only be considered if you consent to comply with them.

1. Council is responsible for the administration, maintenance and appearance of the cemetery.
2. By "*Cemetery*" we mean ALL of the area that makes up the Cemetery.
3. A Burial Licence (Right of Burial), if granted, is not an easement, but a licence: it is irrevocable once a body has been buried in the licensed plot.
4. If you decide at some future time that the Burial Licence (Right of Burial) you have obtained will not be needed you can relinquish it to Council under the following constraints:
  - a. Only unused (vacant) Burial Licenses (Rights of Burial) can be relinquished.
  - b. *You must return the original Burial Licence (Right of Burial) you were issued to Council.*
  - c. *Council will refund to you the amount originally paid for the Burial Licence (Right of Burial), from which will be deducted Council's "Administration Fee".*
5. Council will administer and arrange to carry out all work relating to the interment of a deceased person or the cremated remains of a deceased person named in the Burial Licence (Right of Burial).
6. The scattering of ashes (cremated remains) is NOT permitted in any of Council's Cemeteries without prior approval.
7. Council will determine the maintenance of all graves in the "*Cemetery*".
8. Trinkets, wooden crosses and unapproved monuments are not permitted.
9. You are not permitted to place any structure or construction in any part of the "*Cemetery*".
10. The procurement of lawn memorial plaques and bases and the lawn memorial monuments is the responsibility of the grantee/executor and must be in accordance with Council's memorial specifications.
11. Bronze memorial plaques have been selected for their long lasting qualities. However, plaques will exhibit signs of natural ageing or may be affected by the elements and environment. The resultant changes should not be confused with faulty workmanship.
12. Granite Memorial Headstones have been selected for their quality appearance. It is permissible to attach a cast bronze plaque to a granite memorial provided it is within the confines of the granite memorial specifications.
13. Plaques and memorials can be restored to their original condition at the expense of the grantee. The repair and/or replacement of damaged, lost or stolen plaques is at the expense of the grantee. An application to undertake work at the cemetery must be made to address current Work Health and Safety legislation.
14. It is the grantee's responsibility to maintain the gravestone and arrange for repairs. Repair and/or replacement of damaged, lost or stolen headstones, fixtures, attachments or objects will be at the expense of the grantee. This includes, but is not limited to plaque photos, vases and other plaque embellishments. An application to undertake work at the cemetery must be made to address current Work Health and Safety legislation.
15. All plants (flora) within the "*Cemetery*", including their selection, planting, maintenance and removal, are the sole responsibility of the Council.
16. You are not allowed to plant flowers, shrubs, bushes, trees etc in the Cemetery without prior approval from Council.
17. **It is not permitted to leave vases, glass jars, ceramic containers, statues, metal containers etc in the "*Cemetery*". For Workplace Health and Safety reasons, such items will be removed without notice. Families may supply their own vases provided they are made of non-breakable material such as plastic, copper or stainless steel and have a spike on the base to stop them tipping over.**
18. Artificial Flowers are NOT permitted and will be removed without notice.
19. Council provides approved plastic vases for cut flowers at distribution points in the cemetery and gardens. A maximum of 3 vases per gravesite is permitted.
20. Decaying flowers will be removed without notice.