

INTERMENT PERMIT APPLICATION

Application form for all interments in cemeteries within the Dubbo Regional Council LGA.

For plot or niche availability and specific details of cemetery sections names or locations, please contact Cemetery Administration on (02) 6801 4000 or email council@dubbo.nsw.gov.au.

FUNERAL DIRECTOR DETAILS

Name					
Business Name					
ABN					
Address					
Suburb		State		Postcode	
Contact Phone		Email			

DECEASED DETAILS

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify: <input type="text"/>				
Given Name		Middle		Surname	
Address of Deceased					
Suburb		State		Postcode	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Age					
Date of death		Date of birth			
Former Occupation					

PLOT DETAILS

Cemetery					
	<input type="checkbox"/> Single depth <input type="checkbox"/> Double depth <input type="checkbox"/> Re-opening				
Section				Row	Plot No
Grave Type	Lawn Plot <input type="checkbox"/>	Columbarium Wall Niche <input type="checkbox"/>	Ashes Garden <input type="checkbox"/>		
Coffin Size	<input type="checkbox"/> Large Oversize Adult - 2200L x 800W x 450D (including handles) <input type="checkbox"/> Oversize Adult - 2040L x 700W x <400D (including handles) <input type="checkbox"/> Standard Adult - 2040L x 660W x <400D (including handles) <input type="checkbox"/> Small - Child / Baby - put size into comments				
Comments					

APPLICANT DETAILS				
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:			
Given Name		Middle		Surname
Residential Address				
Suburb		State		Postcode
Phone		Email		
Date of Birth <i>(optional)</i>				
Relationship to deceased				

NEXT OF KIN / SECONDARY CONTACT				
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:			
Given Name		Middle		Surname
Residential Address				
Suburb		State		Postcode
Phone		Email		
Date of Birth <i>(optional)</i>		Relationship to Applicant		

INTERMENT DETAILS	
Date of Interment	
Set up time at the Cemetery	
Service	<input type="checkbox"/> Church <input type="checkbox"/> Graveside
Time of Church Service	
Expected time of burial	
Estimated time of family/funeral staff departure	

CEMETERY FEES
Note: payment is required minimum three (3) business days prior to interment.

TERMS AND CONDITIONS

1. I, the undersigned, request the Cemetery Operator (Dubbo Regional Council) to issue an Order for Interment for the opening of the burial site and perpetual interment of the deceased, and certify that I am duly empowered to authorise the opening of the burial site and that the said deceased should be rightly interred in that site. Further, I, the undersigned do indemnify and hold safe and harmless the Cemetery Operator against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever by reason of the Operator having consented to the opening of the site and interment of the deceased.
2. Fees must be paid in full three (3) business days prior to the scheduled funeral service. Council accepts VISA, MasterCard, cheque and Bpay payments. Please note: if a purchase is for a service that is to occur within three (3) business days, a cheque is not acceptable.
3. If payment is not received in accordance with the above conditions, Council may cancel the application.
4. A memorial to the deceased person can be erected upon the interment site, subject to the following;
 - It is of the type allowed under the Cemetery Operator's policy/procedures/requirements in that specific interment section
 - No memorial may be erected without prior written approval of the Cemetery Operator
 - No existing memorial may be altered or removed without the Cemetery Operator's prior written approval
5. Council reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. The Cemetery Operator has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
6. Council may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of satisfactory written or documentary evidence satisfactory to Council and payment of the associated fee)
7. The Interment Right holder/s is/are responsible for the care and maintenance of individual interment sites where they have erected a monument.
8. An Interment Right is a contract with the cemetery operator that allows perpetual interments of human remains to take place in a particular location in a cemetery. There is no entitlement to any real estate.
9. Council reserves the right to review and/or amend these Terms and Conditions, its holdings, interment sites and property within its cemeteries at any time, without notice to you.
10. If an existing memorial impedes the conduct of the interment, Council may require it to be removed, at the Applicant's expense.
11. Applicant must abide by Council's general public terms and conditions available at <https://www.dubbo.nsw.gov.au/Households-Residents/Health-safety-and-education/cemeteries>

APPLICANT ACKNOWLEDGEMENT/DECLARATION

I hereby acknowledge that I have read, understood and accept the attached terms and conditions for an interment permit application and agree to abide by the cemetery regulations as stated above.

Name			
Signature		Date	

FUNERAL DIRECTOR ACKNOWLEDGEMENT

Name		Position	
Signature		Date	

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au

DUBBO REGIONAL COUNCIL OFFICE USE ONLY

FILE12/167

Invoice Number		Receipt Number		Processed Date	
Plot / Interment Reg No.	/	Fee		Staff Member	