

# APPLICATION FOR CEMETERY PLOT RESERVATION – PERPETUAL EXCLUSIVE RIGHT OF INTERMENT

Please complete this form to purchase a reservation for a plot or wall niche within one of Dubbo Regional Council operated cemeteries.

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](mailto:council@dubbo.nsw.gov.au).

APPLICANT DETAILS				
Name/s listed below will become the "Holder" of the Interment Right and will have sole authority over interments/placements and future memorialisation for the site/s concerned. If more than two applicants, please attach additional 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 (optional)				
Invoiced to	<input type="checkbox"/> Applicant <input type="checkbox"/> Owner of Right of Interment		Debtor No (if known)	

OWNER OF RIGHT OF INTERMENT				
Is the Applicant the intended Owner of the Right of Interment: <input type="checkbox"/> Yes - leave this section blank <input type="checkbox"/> No - <b>complete this section</b>				
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 (optional)				

ALSO RESERVED FOR				
Is an additional person to be named on the Right of Interment: <input type="checkbox"/> Yes - <b>complete this section</b> <input type="checkbox"/> No - leave this bottom section blank				
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 (optional)	Relationship to Applicant			

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PLOT DETAILS							
Cemetery							
Section				Row		Plot No	
Grave Type	Lawn Plot	<input type="checkbox"/>	Columbarium Wall Niche	<input type="checkbox"/>	Ashes Garden	<input type="checkbox"/>	

NEXT OF KIN / SECONDARY CONTACT					
This person has no claim over the Interment Rights - but may assist Council to contact Holder if address or other details have changed in the future.					
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			

TERMS AND CONDITIONS
<ol style="list-style-type: none"> <li>1. A Reservation cannot be held for any period of time, without generation of an invoice and receipt of full payment.</li> <li>2. Purchase of Right of Interment is based on availability at the time of processing the application.</li> <li>3. Purchase of Right of Interment includes perpetual maintenance of the cemetery grounds.</li> <li>4. 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.</li> <li>5. The Interment Right application fee does not include extras, e.g. interment site digging fees or other administrative charges.</li> <li>6. Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure over a burial site.</li> <li>7. 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.</li> <li>8. For lump sum payments, the Applicant will be issued an invoice and will be required to pay the full balance of the purchase price within three (3) business days prior to the scheduled funeral service or within 14 days if not for immediate interment.</li> <li>9. If payment is not received in accordance with the above conditions, Council may cancel the application. If this occurs, Council will refund any payments already made (less cancellation fee).</li> <li>10. Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the surviving joint Interment Right holder/s.</li> <li>11. A certificate will be issued to the Internment Rights Holder/s as proof of ownership and may be requested when booking an interment service. A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, upon application and payment of Council's associated fee.</li> <li>12. The Interment Right holders' preferred funeral director or other designated person is responsible for coordinating the interment and funeral arrangements (including compliance with Council's policies and applicable legislation and regulations).</li> <li>13. 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 written or documentary evidence satisfactory to Council and payment of the associated fee).</li> <li>14. Council may repurchase unused Interment Rights from the holder/s in accordance with Council's then current policy.</li> <li>15. A living Holder's Interment Rights may be transferred, but only after consultation with Council. Transfer of the Interment Right is only operative upon successful approval of the Transfer of Interment Right Application.</li> <li>16. Any unused Interment Rights of a deceased Holder can be transferred pursuant to the will or intestacy of a deceased Interment Rights holder. In this instance, the transfer of the Interment Right is only operative upon successful approval of the transfer application.</li> </ol>

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17. Right of Interment may be returned to Council for resale, with the completion of transfer section of original certificate, for which Council will refund the original price paid less administration fee, in line with Council fees and charges.
18. Council may revoke unused interment rights in accordance with the then current requirements of the Cemeteries and Crematoria Act or future equivalent.
19. A person must not do any of the following within a cemetery:
  - a. Damage, deface, interfere with or alter interment sites
  - b. Damage, deface, interfere with, alter or remove any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, rail or other structure from a cemetery without Council's written permission
  - c. Disturb or interrupt any service, procession, cortege, gathering, meeting or assembly
  - d. Inter or exhume any human remains, whether cremated or not
  - e. Enter or remain in a cemetery between sunset and sunrise
  - f. Cause or permit an animal that is under the person's control to enter or remain in a cemetery (this does not prevent a person from riding a horse or leading or walking a dog on a leash)
  - g. Take part in any gathering, meeting or assemble, except for the purpose of religious, research, historical, educational or other ceremony of interment or commemoration
  - h. Engage in trade or commerce without Council's written consent
  - i. Distribute any circulars, advertisements, paper drawn or photographic materials without prior Council consent
  - j. Drive a vehicle at a speed of more than eight (8) kilometres per hour
  - k. Drive a vehicle or a vehicle and trailer having an unladen weight of more than three (3) tonnes
  - l. Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
  - m. Park a vehicle on any known interment site, verge or plantation, or in a manner that is likely to impede traffic
  - n. Teach, learn or practice driving a vehicle
  - o. Camp or reside on any cemetery land
  - p. Possess or consume an alcoholic or intoxicating beverage or substance
  - q. Urinate or defecate
  - r. Bring or leave any rubbish, refuse, scrap metal, rock, soil, sand or any other such substances
  - s. Leave any form of seating or table on cemetery grounds
  - t. Remove any dead timber, logs, trees, flora, whether standing or fallen
  - u. Create a rockery or pebble garden unless approved by cemetery administration
  - v. Kill, capture or in any way interfere with any animal, bird, fish or other fauna whether native or introduced
  - w. Plant any tree, shrub, herbage or other plant without prior Council consent
  - x. Place fresh flowers unless in approved vases (unbreakable containers). A maximum of two vases per site. Excessive arrangements or wilted arrangements will be removed.
  - y. Place artificial flowers
  - z. Place any ceramic or glass objects
  - aa. Place metal objects, or any other objects, that are likely to cause a risk to health or safety of visitors or workers at the cemetery
  - bb. Use a hose for the washing of monuments or watering of plots
  - cc. Construct or install any monument, memorial, foundation, headstone, gravestone, kerbing, railing, pebbles, rock, matting or other structure on a burial plot or plots, unless it is of a material and design approved by council cemeteries administration and carried out by an approved funeral home, monumental mason or contractor
  - dd. Glue or permanently attach items to gardens, wall sites or lawn cemetery concrete beams
  - ee. Place out any adornment including large ornaments and candle holders upon a burial plot or plots, unless approved by the cemetery administration, and made or installed to a standard of workmanship approved by the cemetery administration
  - ff. Place or install any item that extends beyond the constructed headstone, monument or niche, including pot plants, flower holders or live plants; that includes no items placed on grassed or landscaped areas both within burial plots and general areas
20. The Council may remove any structure, edging, adornment, trees, shrubs or other vegetation from the Cemetery where, in their opinion, are encroaching onto adjoining burial sites, are encroaching into aisle ways, or it is in the interest of the Cemetery to do so.
21. 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.

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## APPLICANT ACKNOWLEDGEMENT/DECLARATION

I have read, understood and accept the attached terms and conditions for the purchase of interment rights and agree to abide by the cemetery regulations as contained in this application.

Name			
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](http://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	