

APPLICATION FOR CEMETERY PLAQUE – PLOT OR WALL NICHE

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

Please Note: If applicant not owner of exclusive right of plot/niche – written signed permission will be required.

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>					
Invoiced to	<input type="checkbox"/> Applicant <input type="checkbox"/> Owner of Right of Interment			Debtor No <i>(if known)</i>	

DECEASED DETAILS					
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			

DECEASED DETAILS IF BEING INSTALLED ON EXISTING INTERMENT					
Given Name		Middle		Surname	

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"/>	

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PLAQUE DETAILS

Proposed wording on plaque:

TERMS AND CONDITIONS

The following terms and conditions are intended to fully inform potential applicants. Additional requirements and conditions may be applicable, depending on the nature of each application and legal requirements:

1. Application is sent to supplier for generation of proof – this will take up to 4-6 weeks.
2. Proof provided by supplier for approval – this will be sent to Applicant for signed approval and/or any amendments requested.
3. On receipt of approved proof Applicant will be invoiced for cost of plaque.
4. Payment and signed proof must be received prior to ordering.
5. On receipt of invoice payment, approved proof is sent to supplier requesting manufacture of plaque – this will take up to 6-8 weeks.
6. Once plaque received from supplier – Community Culture and Places Team will notify applicant.
7. Cemetery Team will install plaque at Applicants discretion.

Please note: plaque size and cost are determined by the location of plot/niche i.e. Cemetery.

APPLICANT ACKNOWLEDGEMENT/DECLARATION

I have read and accepted the cemetery plaque terms and conditions as stated above.

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

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DUBBO REGIONAL COUNCIL OFFICE USE ONLY				FILE12/165	
Proof Ordered Date		Proof Received		Proof sent for Approval	
Invoice Number		Receipt Number		Processed Date	
Plaque Order Date		Plaque Fee		Staff Member	