

Pre-need/ At-need Application

Application type

Pre-need (reservation)	\$1,490
At-need (immediate use)	\$1,957.14
Burial Permit Interment (per application)	\$467.14
Interment of Ashes (in burial plot per application)	\$364.84

Section A – Burial details

Cemetery: Denomination:
Section: Plot no:

Section B – Details about deceased (not required for pre-need)

Surname: First name:
Last residential address:
Date of birth: Age:
Date deceased: Interment date: Interment time:
Contracted grave digger:

Section C – Applicant/s (holder/s or intended holder/s of interment right)

Holder 1

Name:
Address:
Phone: Relationship: Reservation for self

Holder 2

Name:
Address:
Phone: Relationship: Reservation for self

Section D – Proof of identity (check two forms of ID)

Interment right applicants must produce two original identification documents, one of which must provide photo identification. These may include a passport, license issued under Australian law (driver's license or other government issued license), birth certificate/citizenship certificate, credit card, EFTPOS card, Medicare card, and membership to a registered club.

Proof of two identity documents sighted holder 1:

Passport	Drivers Licence
Birth Certificate	Credit Card
EFTPOS Card	Medicare Card
Pension Card	Healthcare Card

Proof of two identity documents sighted holder 2:

Passport	Drivers Licence
Birth Certificate	Credit Card
EFTPOS Card	Medicare Card
Pension Card	Healthcare Card

I _____ of _____ declare that I have sighted two of the above original forms of identification, provided by below Applicant/Interment Right Holder.

Signature of consultant:

Date:

Section E – Interment nomination

Identify the name/identity of the person/s whose remains may be interred:

Specify a person who may nominate the person/s whose remains may be interred:

Specify the type of person, in relation to the Right Holder/s, who may nominate the person/s whose remains may be interred. E.g. family, children, friends, partners etc.:

Section F – Next of kin (any next of kin or other persons nominated by the holder/s as secondary contact)

Name:

Address:

Phone:

Relationship:

Signature:

Section G – Funeral director (not required for pre-need)

Business name:

Consultant Name:

Postal address:

Phone:

Contact email:

Consultant signature:

NOTE: Upon payment of the current fee to purchase an interment right in one of Maitland City Council's Cemeteries, an Interment Right certificate will be issued to the person nominated as the Holder (the applicant/s). This Interment Right gives that person/s, or any other person/s they nominate, the right to be interred in that plot.

Should the deceased be the holder, then the Interment Right becomes part of his or her estate, to be administrated by his or her executor. If there is no executor, then the next of kin who is the 'major beneficiary' may authorise the opening of the interment site for the interment of the deceased. Only the holder of the Interment Right can authorise an interment into the plot and the placement of any Monumental Works on the interment site.

The Interment Right can be transferred to another person as long as the grave is vacant. This is not legally complete until any transfer is registered in Maitland City Council's Cemetery Register. It is necessary to supply relevant information such as a will, death certificate, or evidence of identity to transfer the ownership of an interment right. Please refer to the "transfer of interment right fact sheet" which is available on our website.

Interment sites can usually be dug to a depth to accommodate two coffins and six ashes. However, occasionally, due to rock or stability problems not evident prior to commencement of digging the interment site, ground conditions may not allow for interment in an allocated plot. In these circumstances an alternate interment site will be allocated.

Council does not insure the interment site/ headstones/ or monumental work.

Section H – Signature/s (all applicant/s)

I declare the information I have supplied in this application is true and correct and I have legal authority to make this application.

Signed:

Date:

Name of registered holder 1:

Signed:

Date:

Name of registered holder 2:

Return the form to:

Maitland City Council

PO Box 220, Maitland NSW 2320

OR

cemeteries@maitland.nsw.gov.au

Privacy and personal information protection notice

The collection of this information is a statutory requirement under the *Cemeteries & Crematoria Act 2013*, *Interment Industry Scheme 2018* & *Public Health Regulation 2012*. This document will form part of a public record that council may use and or make available in accordance with the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. A consequence of non-provision may result in burial plot not being allocated. Council will take all reasonable steps to protect the personal information it holds from misuse, unauthorised access and modification. Council will retain your personal information for a period that is in accordance with the State Records General Authority 39 (GA39).

OFFICE USE ONLY (payment codes – reservations gl 30401 BCI/ interment gl 30400 BCI/ ccnsw interment service levy 1873.3177 BCI)

Amount paid:

Date:

Receipt no: