

Order For Interment Application

Application type

Burial Order of Interment (per application)	\$508.20
Ashes Order of Interment (in burial plot per application)	\$401.50
Two year – 12 year Order for interment (per application)	\$165
Immediate Use (Require Perpetual Interment Right contract)	First Interment (Into Pre-need, reserved plot)
	Re-Opening (2 nd or Subsequent Interments)

Interment details



Cemetery: _____ Denomination: _____

Section: _____ Plot no: _____

Name/s of existing interment/s in plot: _____

Company name of contracted grave digger: _____

Date of Interment: _____ Time of Interment: _____

Coffin  Casket  Ashes

Other interment _____

Casket / Coffin size (length) (width) (height)

Ashes (size of opening) (length) (width) (height)

Ashes interment location, into plot space: _____

Details about deceased (not required for pre-need)

Surname: _____ First name: _____

Last residential address: _____

Date of birth: _____ Date deceased: _____ Age: _____

Spiritual or Religious Alignment: _____

Was deceased the Interment Right Holder: Y N

To the best of your knowledge, was the deceased affected by a disease or condition that must be reported under the Public Health Act 2010 (NSW)? Y N

Applicant/s (holder/s of the interment right)

Applicant 1

Interment right holder? Yes No if No, in what capacity:

Name:

Address:

Phone:

Relationship:

Email:

Applicant 2

Interment right holder? Yes No if No, in what capacity:

Name:

Address:

Phone:

Relationship:

Email:

Proof of identity (check two forms of ID)

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. Please do not attach copies of identification to this application.

Proof of two identity documents sighted applicant 1:

Passport

Drivers Licence

Birth Certificate

Credit Card

EFTPOS Card

Medicare Card

Pension Card

Healthcare Card

Proof of two identity documents sighted applicant 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:

Future Interment nomination

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

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

Next of kin (next of kin or other persons nominated by the applicant as secondary contact)

Name:

Address:

Phone:

Relationship:

Email:

Funeral director (not required for pre-need)

Business name:

Consultant Name:

Postal address:

Phone:

Contact email:

Council permit number:

Purchase order number (if required):

I, the undersigned have:

- A. read through the terms and conditions with the applicant/Interment Right holder(s) to ensure that they understand Council's cemetery requirements
- B. Explained that if the requirements outlined are not met, Council may contact the Interment Right Holder/s
- C. Explained that the holder/s of the Interment Right have the sole authority to apply for further interment/s into plot.

Consultant signature:

Date:

NOTE: Upon payment of the applicable fee, an application, order for interment must be completed by the Interment Right holder or their legally authorised representative. The Interment Right holder may nominate themselves or others to be interred in the allocated plot. If the deceased is the Interment Right holder, the right becomes part of their estate and may be actioned by the executor, or if none exists, by the major beneficiary next of kin.

Only the Interment Right holder can authorise an interment or approve any monumental works. Alternatively, where the holder is deceased or cannot be contacted after reasonable notification guidelines have been followed, in line with the *Cemeteries and Crematoria Act 2013*, with the procedures outlined in the *Monumental Works Without Interment Right* factsheet. This factsheet is available on our website. Then the application for “Monumental Works Without Interment Right” can be applied for.

Interment Rights may be transferred in accordance with the *Cemeteries and Crematoria Act 2013* and *Interment Industry Scheme 2018*, but are not valid until registered in Maitland City Council’s Cemetery Register. Supporting documents (e.g., will, death certificate, proof of identity) are required. See the “Transfer of Interment Right” factsheet for details.

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 may be arranged.

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

A cemetery operator must complete and issue this order for interment before the contractor conducts an interment at the site. Section 67 of the *Cemeteries and Crematoria Act 2013* provides that an interment must not take place in a cemetery unless the cemetery operator has issued an order for interment.

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. I have read the terms and conditions of this application.

Signed:

Date:

Name of applicant 1:

Signed:

Date:

Name of applicant 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 order for interment 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 an accordance with the State Records Retention and Disposal Authority (FA450).

OFFICE USE ONLY

Payment codes Cemeteries

Interment GL 30400 BCI - \$330 - GST XMPT - Order for Interment Application fee.

Interment GL 30400 BCI - \$165 - GST XMPT - 2yr - 12yr Order for Interment Application fee.

CCNSW Interment Service Levy 1873.3177 BCI - \$178.20 - GST Inc - CCNSW (burial) Service Levy.

CCNSW Interment Service Levy 1873.3177 BCI - \$71.50 - GST Inc - CCNSW (ashes) Service Levy.

Amount paid:

Date:

Receipt no:

This Approval is issued by Maitland City Council (“Council”) as the cemetery operator. It authorises the named Contractor or Funeral Director to undertake works or conduct funeral services in Council-managed cemeteries, subject to the following conditions.

This Approval is conditional approval only. It is not an entitlement, and ongoing compliance is required. Council may suspend or withdraw a Approval at its discretion for non-compliance.

1. General Compliance – All Approval Holders

- All works and services must comply with this Approval, Council policies (Councils Cemetery Policy, Monument & Memento Policy), codes of practice, NSW legislation, and Australian Standards.
- Work must be professional, durable, and respectful of cemetery safety, dignity, and environment

2. Access and Site Controls

- Approval Holders must comply with all access restrictions and site control measures specified by Council, including (but not limited to):
- Restrictions on vehicle entry and movement;
- Closure periods, weather-related restrictions, or protocols notified by Council;
- Observance of signage, barriers, and protective measures.
- Unauthorised access, vehicle use, or interference with access controls (including gates, bollards, or barriers) constitutes a breach of this Approval.
- Vehicles must remain on designated roadways and pathways unless expressly authorised.

3. Responsibility for Subcontractors and Service Providers

- Approval Holders are fully responsible for the conduct of subcontractors and associated service providers engaged in works or funeral services, including grave diggers, monumental masons, celebrants, musicians, or other participants.
- Any breach by a subcontractor or service provider is deemed a breach by the Approval Holder.

4. Damage and Remediation

- Approval Holders are liable for any damage caused to cemetery grounds, graves, monuments, structures, utilities, pathways, fencing, signage, vegetation, or other property in connection with their activities.
- Council may, at its discretion:
 - (a) require the Approval Holder to remediate damage within a reasonable timeframe; or
 - (b) undertake remediation itself and recover the full cost from the Approval Holder.

5. Enforcement and Penalties

- Administrative Penalties: Where a breach of this Approval occurs, Council may impose an administrative penalty of up to \$550 per breach, reflecting compliance and administrative costs.
- Remediation Costs: Council may recover the full cost of any repairs, rectification, or clean-up necessitated by a breach.
- Suspension or Cancellation: Council may suspend or cancel a Approval for repeated or serious breaches, including unauthorised access, unsafe work practices, substandard works, or conduct inconsistent with cemetery dignity.
- Reinstatement: A suspended or cancelled Approval may only be reinstated upon re-application. Council may impose additional conditions or refuse reinstatement.

- Indemnity: The Approval Holder indemnifies Council against all loss, damage, claims, or expenses arising from their activities under this Approval.

6. Termination for Cause

Council may terminate a Approval immediately and without notice if the Approval Holder:

- Wilfully or negligently breaches any Approval condition;
- Fails to comply with lawful Council directions;
- Undertakes works or services that are unsafe, substandard, or inconsistent with NSW standards or Council requirements;
- Engages in conduct that risks damage to cemetery property, public safety, or community amenity.

7. Additional Conditions – Contractors (Monumental Masons, Grave Diggers, etc.)

- All works must comply with *AS 4204:2019 Headstones and Cemeteries Monuments* (or successor standards) and Council specifications.
- Pre-work and post-work photographic evidence must be provided where required.
- No works may commence unless a valid Approval application has been lodged, approved, and issued by Council.

8. Additional Conditions – Funeral Directors

- Funeral services must be conducted strictly in accordance with Council’s approved bookings for time and location.
- Only authorised vehicles (hearse and necessary service vehicles) may access the cemetery.
- Temporary equipment (tents, chairs, lowering devices, PA systems, etc.) must be installed, used, and removed safely and promptly.
- Services must be conducted respectfully, with noise and activity kept to levels consistent with the dignity of the site.

9. Acknowledgement

By accepting and acting upon this Approval, the Approval Holder acknowledges and agrees that:

- This Approval is conditional and may be suspended, varied, or revoked by Council in accordance with these conditions;
- All administrative penalties, remediation costs, and liabilities imposed under these conditions are recoverable by Council as a debt due and payable;
- Breaches of these conditions may also constitute offences under the Local Government Act 1993, the Cemeteries and Crematoria Act 2013, the Crown Land Management Act 2016, or the Summary Offences Act 1988, and may be referred to the NSW Police or other enforcement agencies.

10. Evidence of Compliance – Pre- and Post- Work Checklist

- The Approval Holder must complete and submit to Council the *Cemetery Works Compliance Checklist* (as attached to this Approval) for each approved activity.
- The Checklist must be accompanied by pre-work and post-work photographic evidence showing the condition of the site, including (where applicable) adjacent graves, monuments, pathways, fencing, and surrounding grounds.

Failure to complete and submit the Checklist in accordance with this section constitutes a material breach of this Approval.