

## ORDER FOR INTERMENT APPLICATION FORM

A cemetery operator must complete and issue this Order for Interment before it conducts an interment at the site.

Section 67 of the Crematoria Act 2013 provides that an interment must not take place in a cemetery, unless the cemetery operator has issued an Order for Interment.

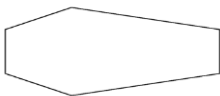
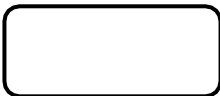
Immediate Use  
 (also complete the Perpetual Interment Right Application Form)

First Interment  
 (into a reserved plot)

Re-Opening  
 (2<sup>nd</sup> & 3<sup>rd</sup> interments)

Ash Interment

### SECTION 1 – INTERMENT DETAILS

Cemetery:		Row:	
Denomination:		Plot Number:	
Section:	Monumental	Lawn	Other
Name/s of existing Interment/s in Plot:			
Name of Gravedigger Contractor:			
Date of Interment:		Time of Interment:	
Casket/Coffin size:	(length)	(width)	(height)
Type:	Coffin: 	Casket: 	

### SECTION 2 – DECEASED DETAILS

Given Name/s:		Surname:	
Last Known Address:			
Suburb:		State:	Postcode:
Date of Birth:	Date of Death:	Age at Death:	Sex:
Relationship to Deceased:			
Is the Deceased also the Interment Right Holder?			Yes      No

### SECTION 3 – APPLICANT DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(M)	
Email:			
Is the applicant also the interment Right Holder?		Yes (complete section 4 (B))	No (complete all of section 4)
Is the applicant also the next of kin for the deceased?		Yes	No (complete Section 5)

## SECTION 4 (A) –INTERMENT RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(M)	
Email:			

## SECTION 4 (B) – INTERMENT RIGHT HOLDER/S DETAILS

Is there more than one living Interment Right holder?	Yes (please provide a statutory declaration/evidence on behalf of all right holders)	No
Have you provided an original copy of the interment Right?	Yes	No (Please provide a statutory declaration or evidence of authority to sign)

## SECTION 5 – NEXT OF KIN/SECONDARY CONTACT DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(M)	
Email			

## SECTION 6 – FUNERAL DIRECTOR

Name of Funeral Director:		
Address:		
Suburb:	State:	Postcode:
Phone Number:		
Name of Consultant:		
Email:		
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 the holder/s of the Interment Right has/have the sole authority to allow inscriptions Or council approved monuments to be installed on the grave site by a monumental mason		
C. Explained that if the requirements outlined are not met, Council may contact the Interment Right Holder/s		
<i>(full name of consultant)</i>	<i>(signature of consultant)</i>	<i>(Date: DD/MM/YYYY)</i>

## SECTION 9 – SIGNATURES

I, the undersigned have:		
A. Read through the terms and conditions with the funeral director, and understand Council's Cemetery Requirements		
B. Understand that the holder/s of the Interment Right has/have the sole authority to allow inscriptions or council approved monuments to be installed on the grave site by a monumental mason		
C. Understand that if the requirements outlined are not met, Council may contact the Interment Right Holder/s		
<i>(full name of Applicant)</i>		

<i>(signature of Applicant)</i>	<i>(Date: DD/MM/YYYY)</i>
<i>(full name of Interment Right Holder – if different to applicant)</i>	
<i>(Signature of Interment Right Holder – if different to applicant)</i>	<i>(Date: DD/MM/YYYY)</i>

## SECTION 7 – TERMS AND CONDITIONS

1. Graves can usually be dug to a depth to accommodate two coffins. However, occasionally, due to rock or stability problems not evident prior to commencement of digging the grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated
2. Subject to the following, a memorial to the deceased person can be erected upon the interment site:
  - (a) Provided it is of the type allowed under the Cemetery Operator's policy in that specific interment section.
  - (b) No memorial may be erected without the Cemetery Operator's prior written approval; and
  - (c) No existing memorial may be altered or removed without the Cemetery Operator's prior written approval.
3. The Cemetery Operator 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.
4. The Cemetery Operator 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 and payment of the associated fee).
5. The Interment Right holders/s is responsible for the care and maintenance of individual interment sites where the memorials have been erected by other than the Cemetery Operator.
6. Glass or other items that the Cemetery Operator deems to be a safety hazard are not permitted and if necessary may be removed without notice to any person.
7. The Cemetery Operator reserves the right to review and/or amend these Terms and Conditions, its holdings, interment plots and property within its cemeteries at any time, without notice to you.
8. If an existing memorial impedes the conduct of the interment, the Cemetery Operator may require it to be removed, at the Applicants expense.
9. Scattered cremated remains are irretrievable.
10. Additional information is available in the Cemetery Operating Policy/Rules/Regulations, available at [www.singleton.nsw.gov.au](http://www.singleton.nsw.gov.au) or on request.

### Privacy Notification

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan. The supply of information on this form is voluntary but it is required to process your application/request. The [Privacy Management Plan](#) may be accessed on Council's website. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.

OFFICE USE ONLY			
PERMIT:		IMMEDIATE OR RESERVE:	
ADDITIONAL FORMS ATTACHED:		LINK TO INTERMENT RIGHT:	
FEE:	RECEIPT:		DATE:
FINAL INTERMENTS IN PLOT:	Full body interments		Ash interments
CEMETERY AUTHORITY REPRESENTATIVE NAME:			
CEMETERY AUTHORITY REPRESENTATIVE SIGNATURE:			