



# APPLICATION TO PLACE ASHES AND PLAQUE

Date .....

OFFICE USE ONLY

J/N .....

Amount \$.....

I/R Number .....

Place stamp here

Place stamp here (Office Use)

New Purchase (reservation)

New Purchase (immediate use)

Open Reserved Niche

## INTERMENT RIGHT HOLDER DETAILS

Name

Address

Postal Address (If different)

Phone

Mobile

Email

Relationship to Deceased

Executor  Yes  No

Signature

Date

I have read and understood the terms on the attached page and agree to them.

## DECEASED DETAILS (Please print full legal name clearly)

Surname

Given Name/s

Last Address

Gender:  Male  Female

Date of Birth

Date of Death

Religion

Ashes Location: Funeral Director

Family

Other:

## LOCATION

GWMA (ABERDARE)

KURRI KURRI

GARDEN

LAWN

Row

Garden

Plot Number

## COLUMBARIUM WALL INTERMENT

GWMA (ABERDARE)

KURRI KURRI

GRETA

MILLFIELD

Wall Number

Niche

I hereby request that Council re-container the ashes and place as much of the ashes as is possible in the Columbarium Wall.

I request that the remainder of the ashes be returned to me; or

I authorise Council to dispose of the remainder of the ashes in an appropriate manner.

Signature Interment Right Holder

Date

## PLAQUE WORDING

Motif: Yes

No

Motif Number:

Photo Tile: Yes

No

## CESSNOCK CITY COUNCIL CONDITIONS

These terms and conditions should be given to Applicants to peruse at will.

- The interment of human remains in cemeteries under Council's control is subject to the provisions of the Cemeteries and Crematoria Act 2013 and the Public Health Act 2010 and Public Health (Disposal of Bodies) regulation 2012, and amendments and/or regulations made hereunder, and to the rules and regulations of Cessnock City Council for the time being in force.
- Interment of ashes in memorial gardens, columbarium walls and modern lawn cemeteries will be undertaken by Council. Interment Right Holders will be notified by telephone within 24 hours of the interment of ashes
- Ashes are held free of charge by Council for placement in garden lots; however no responsibility can be accepted for ashes.
- Except as otherwise agreed in writing remains will be held for a period of six months after which those remains will be disposed of, without notice to the person who has requested the remains be held by Council, by scattering those remains in a garden at the cemetery or location for which those cremated remains are held or as otherwise determined by Council.
- No floral tributes or containers to be placed on or within the lawn and garden section of the cemetery other than those allowed and supplied by council.
- No ornaments or ceramics to be place on or around plaques, no glass vessels, no protruding objects above flower height in Council vases.
- Council reserves the right to remove & dispose of any unauthorised monument, memorial etc without reference to any person.
- The Council reserves the right to realign or alter the position of the garden and/or niches at its discretion.

For a full copy of Council's Cemetery Strategy including Policies & Procedures go to [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au) or contact Council's Administration & Cemetery Coordinator on telephone 02 4993 4220 or [cemetery@cessnock.nsw.gov.au](mailto:cemetery@cessnock.nsw.gov.au)

## HOW TO LODGE YOUR APPLICATION

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p><b>Payment Method</b> <b>By mail</b> - Cheque, Money Order</p>	<p><b>Office Hours</b></p> <p>9am to 5pm Monday to Friday <i>*Payments and Cemetery enquiries are accepted until 4.30pm</i></p> <p><b>How to Contact Us</b> Phone: (02) 4993 4220 Fax: (02) 4993 2500 Email: <a href="mailto:cemetery@cessnock.nsw.gov.au">cemetery@cessnock.nsw.gov.au</a></p> <p><b>Lodge in person (between 9am – 4.30pm) at Council's Administration Building</b> Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><b>Payment Method</b> <b>In person</b> - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p><b>Fees</b></p> <p>Fees are calculated in accordance with Council's adopted fees and charges.</p> <p><i>Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.</i></p> <p><i>Credit Card payments are processed by Council's Call Centre using a call in or call back facility. Customers are able to select their preferred option.</i></p>
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If you require further information regarding this, please contact Council's Cemetery Administration Staff on (02) 4993 4220.