

APPLICATION FOR PLAQUE WORDING

Date
OFFICE USE ONLY
J/N
Amount \$
I /R Number
Place stamp here

Place stamp here (Office Use)

APPLICATION DETAILS

Please contact Council's Cemetery Officer on 4993 4220 to arrange an appointment to discuss requirements for plaque ordering, wording and placement.

What you need to bring to Council:

- Wording for plaque however Council's Cemetery Officer will be able to assist you with wording if needed please keep in mind the more wording you have on the plaque the smaller the text will be.
- Photo if desired (additional charge)
- Motif identification number if desired (additional charge) assistance is available if needed.

Samples of plaque wordings are included with application and can be also found on www.phoenixfoundry.com.au to help assist you, it is recommended that you speak with family and friends to help you with wording that would best suit your loved one.

your loved one.									
INTERMENT RIGHT	HOLDER DETA	ILS							
Name									
Address									
Postal Address (If diff	ferent)								
Phone	Mobile								
Email				T					
Relationship to Decea	ased			Executor Yes No					
Signature						Date			
☐ I have read and understood the terms on the attached page and agree to them.									
DECEASED DETAIL	S (Please print	full legal nan	ne clearl	у)					
Surname		Given Name/s							
Last Address		Gender: ☐ Male	☐ Female						
Date of Birth		Date of Deat	th		Religion				
LAWN CEMETERY									
☐ GWMA (ABERD	ARE) L	KURRI KU	ı						
Row	mber								
PLAQUE WORDING									
Motif: Yes □	No □	Motif Numb	er:		Photo T	ile: 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 or contact Council's Administration & Cemetery Coordinator on telephone 02 4993 4220

or cemetery@cessnock.nsw.gov.au

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325

OR

General Manager Cessnock City Council DX 21502 CESSNOCK

Payment Method

By mail - Cheque, Money Order

Office Hours

9am to 5pm Monday to Friday
*Payments and Cemetery enquiries are
accepted until 4.30pm

How to Contact Us

Phone: (02) 4993 4220 Fax: (02) 4993 2500

Email: cemetery@cessnock.nsw.gov.au

Lodge in person (between 9am – 4.30pm) at Council's Administration Building

Cessnock City Council 62-78 Vincent Street CESSNOCK NSW Payment Method

In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa,

and/or EFTPOS.

Fees

Fees are calculated in accordance with Council's adopted fees and charges.

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.

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.

If you require further information regarding this, please contact Council's Cemetery Administration Staff on (02) 4993 4220.