

APPLICATION FOR BURIAL PERMIT

(Furnished to Council by the Undertaker)

for Bulahdelah, Coolonglook, Forster, Stroud, Tea Gardens & Tuncurry Cemeteries

**(NB: AT LEAST 48 HOURS, 2 WORKING DAYS NOTICE IS REQUIRED FOR STANDARD BURIALS -
FOR BURIALS INSIDE MONUMENTS 3 WORKING DAYS NOTICE MAY BE REQUIRED)**

At the _____ Cemetery (**MONUMENTAL** or **LAWN**) Date: _____
(Please state Cemetery) (Please Circle which area)

SURNAME †

GIVEN NAMES †

Full Name of Deceased: _____

Occupation of Deceased: _____ Sex: _____ Age: _____

Last Residence of Deceased: _____

Date of Death: _____ Date of Burial: _____ Day: _____

Time: _____ am/pm (**church**) Time: _____ am/pm (**graveside**)

Did this person have a notifiable infectious disease? _____ Yes or No, - either way, please furnish Council with a copy of the Death Certificate.

NB: Please ensure that you confirm burial arrangements requested, via telephone on 6591 7240 or 6591 7298 (Forster office), or 4994 5204 up until 12 noon (Stroud office), or 4991 0182 up until 4.00pm (Tea Gardens office)

Is there a double monument on this grave? - Yes / No (please circle one). If **yes**, it is likely you will need to engage a Stonemason to open the monument. Council staff will only open the monument where there is a thin concrete/gravel skin. Staff cannot open monuments with tiles or sandstone/granite lids. There is a **Release Form** to complete and a fee to be paid, if Council staff are required to break through a skin or secure a headstone. **NB: The funeral day and time should not be finalised until these works have been arranged, which will allow Council staff safe & unimpeded access to dig the grave.**

Standard Grave: 700mm x 2.1m ~ Please state Coffin Size in mm: _____

Oversized Coffin? Yes / No (please circle) Will you be using a lowering device? Yes / No (please circle one)

Coffin Shape? Rectangular OR Coffin Shaped (Please tick one)

Comments/Special Request: _____

SECTION: _____ **ROW:** _____ **LOT NO:** _____

Reservation (if required) _____

Recipient of Exclusive Right: _____

Name & Address of Applicant: _____

Phone number _____ Mobile No: _____

Name & Address of Undertaker: _____

Signature of Undertaker: _____ Phone: _____

Email address: _____ Mobile No: _____

OFFICE USE ONLY:

(Please Circle One)

**CEMBUL (A037.7237), CEMBLA (A037.7238), CEMCOL (A039.7237), GENFOR (A034.7237),
CEMSTR (A038.7237), CEMTEA (A036.7237), GENTUN (A035.7237), LAWTUN (A035.7238)**

1 Death Certificate Sighted: (*staff to sign*) Date:

				Total Cost
2	Permit Issued & Fees Received:	Receipt No:	Date: Amount: \$	\$

COMMENTS

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PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters in relation to dealing with your application or order. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is voluntary and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access to or amendment of information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.