

Purpose of this form

Please contact Cemeteries on 02 7955 7016 to book service before submitting this form.

A cemetery operator must complete and issue this order for interment before it 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.

Previous reservation Yes No (Contract is required)

Cemetery

Section Row Lot/Niche no

Type of burial Single Double depth 1st interment 2nd interment

Applicant Details

Funeral Director

Company Contact

Postal address

Suburb State Postcode

Phone Mobile Email

Deceased details

Full Legal Name

Date of birth Date of death Age Male Female

Place of death Religious or Cultural belief

Occupation

Last Address: *Note: If last address is a nursing home, please provide previous address*

Suburb State Postcode

Previous Address

Suburb State Postcode

Did the deceased have a notifiable infectious disease? Yes No

Next of kin / executor / secondary interment right contact

This person has provided consent for you to provide their information

Full Legal Name

Relationship to deceased

Address

Suburb State Postcode

Phone Mobile Email

If burial into an occupied grave, provide the following details:

Name of existing occupant/s (if any)

Relationship to deceased

Ashes in Coffin No Yes *If yes, please complete Ashes Interment Form*

Name

Date of birth Date of death

Service Details

Location of service *(church)* Time am pm

Graveside Time am pm

Date of burial Time am pm

Name of the person conducting the ceremony

Grave Details

Coffin size (maximum w/l/d) Width Length Depth

Coffin size Oversized Standard size

Coffin shape Rectangular Coffin-shaped

Type of casket eg traditional timber, wicker etc

Will a lowering device be used? Yes No

Is there a ledger to be removed? No Yes Stonemason arranged for ledger removal *(see notes)* Yes

Notes

- Please contact council for confirmation prior to finalising the date and time of the funeral. PLEASE NOTE. If there is a ledger in place, you must make the arrangements with a stonemason. The ledger must be removed a minimum of 3 working days prior to the service date.
- Completed paperwork associated with the interment must be received by Council a minimum of three working days prior to the allocated interment.
- Following the interment, and on the same day, the burial plot will be covered / backfilled as soon as practicable. If there is a delay, Funeral directors will be advised prior to the service date. Funeral directors are required to remain on site after the service until handover has been completed.
- It is noted that while existing interment rights may exist over a specific burial plot, physical access and safety may have been compromised by prior interments or for other reasons. Council staff will physically inspect and mark the identified burial plot, and where an existing interment right is compromised, Council will contact the funeral director to seek alternative acceptable arrangements in agreement with the family.
- For any future reservation please speak to the Cemeteries Team.

Future Interment Rights (Reservation Requirements)

To hold a plot for a relative of the deceased, please complete the details below. If the requested plot is available, Council will hold the plot for 3 months. Please note this is not a reservation. To obtain the Perpetual Interment Right, the customer will need to complete the Contract for Perpetual Interment Rights. Please note fees are applicable.

Applicant

Address

Phone Email

Perpetual interment right (intended holder)

Address Date of birth

Recipient (holder of interment right)

Address

Other reservation details

Location Details

Cemetery

Section Row Allotment No.

Authorisation

I confirm that as the Funeral Director all Regulatory and Legislative requirements have been met in regards to this request for order of interment.

Signature Date

How to lodge this form

- Completed form can be:
- saved and then emailed to cemeteries@midcoast.nsw.gov.au; or
 - forwarded by post; or
 - lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).