



CESSNOCK
CITY COUNCIL

Type of Application

Application for an Ashes Placement

- New Ashes Plot**
- Columbarium
- Gardens

Cemetery Location: _____

Garden/Wall Section: _____

Row: _____ Plot: _____

Do you require an on-site meeting to discuss location? YES / NO

- The Ashes Plot has been Reserved**

Full Name: _____

Cemetery: _____

- Place in Burial Plot**

Full Name: _____

Cemetery: _____

Denomination: _____

Section: _____

Row: _____

Plot: _____

Is there an existing monumental works? _____

YES / NO

- Additional Ashes Reservation** - Are additional ashes reservations required? If Yes, please complete and attach the application form to 'reserve a plot'

Deceased Details:

Surname: _____

Given Names: _____

Date of Birth: _____ Date of Death: _____ Age at Death: _____

Sex: Male / Female

Last Address: _____

Executor / Next of Kin Details:

Crematorium: _____

Full Name: _____

Postal Address: _____

Relationship to deceased: _____

Signature: _____ Date: _____

Columbarium Wall:

The niches in Council's Columbarium Walls are not of a size to hold the large urn which most crematoriums are now using for delivery of ashes. Written instructions are required from the Grantee for the disposition of the remaining ashes.

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

Signature of Grantee: _____ **Date:** _____

Attendance:

Do you wish to be present during placement? YES / NO

If yes, please indicate:

- Have the ashes been surrendered to Council staff? OR
- Are they being brought to the cemetery for placement?

Estimated number of people attending: _____

Urn Size:

Please give the dimensions in millimetres:

Length: _____ Width: _____ Depth: _____

**Urn sizes for placement in columbarium wall must meet the maximum dimensions*

Wording of plaque:

Please provide details for plaque. Use block letters.

Emblem? _____

Picture Tile? YES / NO

OFFICE USE ONLY:

Location Details Confirmed:

Time Confirmed:

Denomination: _____ Section: _____ Row: _____ Plot: _____

Administrative Details:

Entered on computer

Additional Costs

Details with cemetery staff.

Entered on Maps

Monumental works required

Plot Fee: _____ Placement fee: _____ Plaque Marker: _____

Total Paid: _____ Receipt Number: _____ Date: _____

Transfer Funds from Trust to General Fund _____

Plaque Ordered Date: _____ Plaque Received Date: _____

Ashes Received Date: _____ Ashes/Plaque Placed Date: _____

Family notified of placement?



Cessnock City Council Conditions:

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

- ❖ The interment of ashes in garden lots under Council's control is subject to the provisions of the Cremations Act 1913 to 1936, and amendments and/or regulations made hereunder, and to the rules and regulations of Cessnock City Council for the time being in force.
- ❖ Ashes are held free of charge by Council for placement in garden lots; however no responsibility can be accepted for ashes.
- ❖ No memorial right for placement of ashes will be reserved until a deposit of sixty percent (60%) of the fee has been received and arrangements for the placing of ashes cannot be made until all charges applicable at the date of placement have been paid.
- ❖ No monuments shall be erected in the gardens other than the flat bronze plaques 135mm square of the style and design allowed and supplied by the Council.
- ❖ No monument, memorial, nameplate, inscription, token plant, floral tributes or containers or such like shall be erected or placed on or within the gardens without the Council's written consent and the Council shall have the right to remove and 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.

Contact us if you have any questions or queries:

Cessnock City Council
Postal Address: P.O Box: 152 Cessnock, NSW, 2325
Website: www.cessnock.nsw.gov.au
Telephone: (02) 4993 4100 Fax: (02) 4993 2500

PLAQUE PREPARATION

I & S Admin

- Appointment with family: _____
- Photo Location & Name: _____
- Ashes Location: _____
- Proof Requested: _____
- Written Approval Received: _____
- Plaque Ordered: _____
- Plaque Received: _____
- Plaque Placed: _____
- Family Notified: _____