



Order For Interment Application 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 & Crematoria Act 2013 provides that an interment must not take place in a cemetery, unless the cemetery operator has issued an Order for Interment

<input type="checkbox"/> Immediate Use (also complete the Perpetual Interment Right Application Form)	<input type="checkbox"/> First Interment (into a reserved plot)
<input type="checkbox"/> Re-Opening (2 nd & 3 rd interments)	<input type="checkbox"/> Ash Interment

Please complete the following form in **PRINTED BLOCK LETTERS** only

SECTION 1 – INTERMENT DETAILS			
Cemetery:	Row:		
Denomination:	Plot Number:		
Section:	Monumental <input type="checkbox"/>	Lawn <input type="checkbox"/>	Other <input type="checkbox"/>
Name/s of existing Interment/s in Plot:			
Name of Gravedigger Contractor:			
Date of Interment:	Family at Graveside: Y/N	Time of Service:	Time at Cemetery:
Casket/Coffin Size (External including handles METRIC):	MM (length)	MM (width)	Other
Type:	Coffin: <input type="checkbox"/>	Casket: <input type="checkbox"/>	
Chairs: Y/N (Max 12)	Gazebo: Y/N	Special Conditions:	
Note: All changes must be communicated to CCC Cemeteries Officer no later then 24hrs prior to Interment.			

SECTION 2 – DECEASED DETAILS			
Given Name/s:	Surname:		
Last Known Address:			
Suburb:	State:	Postcode:	
Date of Birth:	Date of Death:	Age at Death:	
Religious Affiliation:			
Is the deceased also the Interment Right Holder?			Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 3 – APPLICANT DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
Email:			
Is the applicant also the Interment Right Holder?		Yes <input type="checkbox"/>	No (complete section 4) <input type="checkbox"/>
Is the applicant also the next of kin for the deceased?		Yes <input type="checkbox"/>	No (complete section 4) <input type="checkbox"/>
Relationship to Deceased:			

SECTION 4 –INTERMENT RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
Email:			
Is there more than one living Interment Right holder?		Yes <input type="checkbox"/> <small>(please provide a statutory declaration/evidence on behalf of all right holders)</small>	No <input type="checkbox"/>
Have you provided an original copy of the Interment Right?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 5 – NEXT OF KIN/SECONDARY CONTACT DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Phone Numbers:	(H)	(W)	(M)
Email:			
Relationship to Deceased:			

SECTION 6 – PAYMENT DETAILS

Is this an application for immediate use?		Yes <input type="checkbox"/> <small>(include fee of Interment Right in total cost)</small>	No <input type="checkbox"/>
		Order for Interment Fee:	

SECTION 7 – FUNERAL DIRECTOR

Name of Funeral Director:

Address:

Suburb:

State:

Postcode:

Phone Number:

Name of Consultant:

Email:

I, the undersigned have:

- A. Read through the terms and conditions with the applicant/Interment Right holder(s) to ensure that they understand Council's cemetery requirements
- B. Explained that the holder/s of the Interment Right has/have the sole authority to allow inscriptions or council approved monuments to be installed on the grave site by a monumental mason
- C. Explained that if the requirements outlined are not met, Council may contact the Interment Right Holder/s

(full name of consultant)

(signature of consultant)

(Date: DD/MM/YYYY)

SECTION 8 – SIGNATURES

I, the undersigned have:

- A. Read through the terms and conditions with the funeral director, and understand Council's Cemetery Requirements
- B. Understand that the holder/s of the Interment Right has/have the sole authority to allow inscriptions or council approved monuments to be installed on the grave site by a monumental mason
- C. Understand that if the requirements outlined are not met, Council may contact the Interment Right Holder/s

(full name of Applicant)

(signature of Applicant)

(Date: DD/MM/YYYY)

(full name of Interment Right Holder – if different to applicant)

(Signature of Interment Right Holder – if different to applicant)

(Date: DD/MM/YYYY)

OFFICE USE ONLY

INTERMENT RIGHT #

IMMEDIATE OR RESERVE:

ADDITIONAL FORMS ATTACHED:

LINK TO INTERMENT RIGHT:

FEE:

RECEIPT #:

DATE:

FINAL INTERMENTS IN PLOT:

FULL BODY INTERMENTS

ASH INTERMENTS

CEMETERY AUTHORITY REPRESENTATIVE NAME:

CEMETERY AUTHORITY REPRESENTATIVE SIGNATURE:

SECTION 9 – TERMS AND CONDITIONS

1. An Interment Right is a contract with Cessnock City Council that allows interments to take place in a particular location in a cemetery. **There is no entitlement to any real estate.**
2. The Interment Right Holder/s of the Interment Right has the sole authority to determine who can be interred in the site and to allow Cessnock City Council approved memorials to be placed.
3. Ashes are held free of charge at Cessnock City Council awaiting placement, however no responsibility can be accepted for the ashes. Any residual remains being held for collection will be held for a period of six months from placement after which those remains will be disposed of, without notice to the person who requested the remains to be held, by scattering in a garden at the cemetery of placement.
4. No more than two Interment Rights in a cemetery can be held for any individual person.
5. Graves can usually be dug to a depth to accommodate two coffins or caskets. However, occasionally, due to rock or stability problems, not evident prior to commencement of digging the grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated.
6. Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the remaining joint Interment Right Holder/s.
7. A certificate will be issued to the Interment Right Holder/s as proof of ownership and must be presented when booking an Interment service.
8. A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, on application and payment of the Cessnock City Council's associated fee.
9. The Interment Right application fee does not include extras, e.g. maintenance fee, memorial permit fee, interment site digging fees, other administrative charges.
10. The Interment Right Holder/s preferred funeral director is responsible for coordinating the interment and funeral arrangements.
11. Subject to the following, a memorial to the deceased person can be erected upon the interment site:
 - (a) Provided it is of the type allowed under the Cessnock City Council's policy/procedures and requirements, in that specific interment section.
 - (b) No memorial may be erected without the Cessnock City Council's prior written approval.
 - (c) No existing memorial may be altered or removed without Cessnock City Council's prior written approval.
 - (d) Cessnock City Council reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. Cessnock City Council has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
 - (e) If an existing memorial impedes the conduct of the interment, Cessnock City Council may require it to be removed, at the applicant's expense.
 - (f) Scattered cremated remains are irretrievable.
12. Cessnock City Council may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of written or documentary evidence and payment of the associated fee).
13. Cessnock City Council may repurchase unused Interment Rights from the Interment Right Holder/s in accordance with the Act.
14. An Interment Right can form part of a personal estate and be bequeathed, if not used.
15. Interment Rights can be transferred, after consultation with Cessnock City Council. Transfer of the Interment Right is only operative when a transfer of Interment Right Application is submitted with payment of the associated fee, and processed by Cessnock City Council.
16. Unused Interment Rights can be transferred pursuant to the will or intestacy of a deceased Interment Right Holder/s. In this instance, the transfer of the Interment Right is only operative when a transfer of Interment Right application is submitted with payment of the associated fee, and processed by Cessnock City Council.
17. Monument ownership and all the responsibilities therein, reside with the Interment Right Holder/s and his/her Executor/heirs and successors to the grave where the monument is erected.

18. A perpetual Interment Right must be used by the Interment Right Holder/s within 50 years of purchase. If it is not used within this period, Cessnock City Council can revoke the Interment Right.
19. Glass or other items that Cessnock City Council deems to be a safety hazard are not permitted in Cessnock City Council's Cemeteries, and if necessary may be removed without notice to any person.
20. Cessnock City Council reserves the right to review and/or amend these Terms and Conditions, its holdings, interment sites and property within its cemeteries at any time without notice to any person.
21. Additional information is available at www.cessnock.nsw.gov.au or on request.
22. Applicants acknowledgment/declaration.

SECTION 10 – PRIVACY DISCLOSURE

Purpose	The information on this form is being collected for the purpose of collecting the order for interment details.
Intended Recipients	Those applying for the order for interment.
Supply	Required by the Cemeteries and Crematoria Act, 2013 and associated regulations.
Consequence of non-provision	If you do not supply the information, we will not be able to process your application.
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325
Access	You may correct or update your personal information by contacting Council's Privacy Officer on 4943 4100 or by sending an email to council@cessnock.nsw.gov.au