



ORDER FOR INTERMENT APPLICATION PRIVATE PROPERTY

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APPLICATION INFORMATION (to be completed with an Order of Interment application)

Council must approve burials on private land within the local government area in accordance with section 92 of the *Public Health Regulation 2022* (NSW).

This application is required in order for Council to assess that the requirements and conditions to Inter a deceased person on private land have been met. The requirements are set out by NSW Health in the 'Burials on Private Land Approval by Local Authority Guidelines'.

Applicants are responsible for ensuring all requirements are met and must agree to the Public Health Regulation procedures and conditions.

Approved applicant/s will be issued an Order for Interment Certificate.

Fees and charges are applicable as per Councils adopted fees and charges.

Please submit this form to Council's Cemetery Officer via email cemetery@cessnock.nsw.gov.au. If you require information, please call Council on (02) 4993 4100.

Please complete all of the following Sections in **PRINTED BLOCK LETTERS** only

SECTION 1 – APPLICANT DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:		State:	Postcode:
Postal Address (if different):			
Phone Numbers:	(H)	(W)	(M)
Email:			
I/We: (☑ box)			
<input type="checkbox"/>	declare to the best of my knowledge and belief that all the particulars of this application are correct in every detail and the information required has been supplied; and		
<input type="checkbox"/>	acknowledge and agree to pay any applicable fees and charges prior to the issue of an Order of Interment Certificate.		
<input type="checkbox"/>	have read the NSW Health <i>Burials on Private Land: Approval Conditions</i> available from NSW Health at: https://www.health.nsw.gov.au/environment/factsheets/Pages/private-land.aspx and agree to the Conditions.		
(Full Name of Executor/Authority)		(Signature of Executor/Authority)	(Date: DD/MM/YYYY)

SECTION 2 – PROPERTY DETAILS OF PROPOSED BURIAL LOCATION

Lot No:	Section No:	Deposited Plan No:
Street No./Rural Property No.		Street/Road Name:
Suburb:	Area Land Size (Note: must be equal to or exceed 5 Hectares)	

SECTION 3 – PROPERTY OWNER DETAILS

Given Name/s:		Surname:	
Postal Address:			
Suburb		State:	Postcode:
Email:		Phone:	Mobile:
I/We declare: <input checked="" type="checkbox"/> box			
<input type="checkbox"/> the undersigned are the owner(s) of the property described in this application and consent to its lodgement. I/We hereby permit any duly authorized officer of the Council, to enter the land or premises to carry out inspections and surveys or take measurements or photographs as required for the administration of the <i>Cemeteries and Crematoria Act 2013 (NSW)</i> , <i>Public Health Regulation 2022 (NSW)</i> , NSW Health 'Burials on Private Land Approval by Local Authority' Guidelines or Planning instrument.			
<i>(Full Name of Executor/Authority)</i>		<i>(Signature of Executor/Authority)</i>	<i>(Date: DD/MM/YYYY)</i>

SECTION 4 – DECEASED DETAILS

Given Name/s:		Surname:	
Last Known Address:			
Suburb:		State:	Postcode:
Date of Birth:	Date of Death:	Age at Death:	
Relationship to Property Owner:			

SECTION 5 – FUNERAL DETAILS

Proposed date of Interment:			
Name of Funeral Director:			
Address:			
Suburb:		State:	Postcode:
Postal Address (if different):			
Phone Numbers:	(H)	(W)	(M)
Email:			

SECTION 6 – REQUIREMENTS (Information to be submitted to Council)

1. Application form fully completed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Site plan from registered surveyor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Geotechnical report	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Details of proposed fence to delineate burial	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Details of grave marker	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Details of perpetual interment site plan to ensure grave/s are always kept in safe and sustainable condition	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Copy of Death Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION 7 – PRIVACY DISCLOSURE

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [Privacy and Personal Information Act 1998 \(NSW\)](#) and [Information Privacy Principles](#), the [Health Records and Information Privacy Act 2002 \(NSW\)](#) and [Health Privacy Principles](#), and any subordinate legislation.

Purpose	The personal information on this form is collected for the purpose of Council performing its functions with respect to interments and complying with its legislative and regulatory requirements pursuant to the <i>Cemeteries and Crematoria Act 2013 (NSW)</i> and Part 8 of the <i>Public Health Regulation 2012 (NSW)</i> (the cemeteries legislation). The personal information will be used/handled in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.
Intended Recipients	The intended recipients of the personal information collected are Council officers, government agencies and other bodies as required by law. The information will also form part of a public record that must be made available for inspection pursuant to the cemeteries legislation.
Supply	The supply of personal information is voluntary however if it is not provided, Council cannot process/progress your application.
Storage and Security	Personal information collected 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	Individuals may access, correct or update their personal information by visiting Council's website, contacting Council's Privacy Contact Officer on (02) 4993 4100 or by sending an email to council@cessnock.nsw.gov.au .

SECTION 8 - LODGEMENT INFORMATION

Any enquiries regarding the application for Plaque Wording should be directed to Council's Cemetery Administration Officer on (02) 4993 4100.

Please see below how to lodge your application:

Email:	cemetery@cessnock.nsw.gov.au
Mail:	Cessnock City Council – Cemetery Officer PO Box 152 CESSNOCK NSW 2325
In Person:	Customer Relations Team 62 -78 Vincent Street CESSNOCK NSW 2325

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SECTION 9 – PAYMENT AND APPROVAL DETAILS

Fee (as per Council's current adopted Fees and Charges): \$

Payment:	<input type="checkbox"/> Invoiced	Invoice Number:	<input type="checkbox"/> Paid	Receipt Number:
	Yes	No	Comments:	
1. Application form fully completed	<input type="checkbox"/>	<input type="checkbox"/>		
2. Land size equal or greater than 5 Hectares	<input type="checkbox"/>	<input type="checkbox"/>		
3. Site plan from registered surveyor	<input type="checkbox"/>	<input type="checkbox"/>		
4. Geotechnical report	<input type="checkbox"/>	<input type="checkbox"/>		
5. Details of proposed fence to delineate burial	<input type="checkbox"/>	<input type="checkbox"/>		
6. Details of grave marker	<input type="checkbox"/>	<input type="checkbox"/>		
7. Perpetual Interment Site Plan	<input type="checkbox"/>	<input type="checkbox"/>		
8. Copy of Death Certificate	<input type="checkbox"/>	<input type="checkbox"/>		

Cemetery Officer

Name: _____ Signature: _____ Reviewed date: _____

Vegetation & Civic Spaces Coordinator

Name: _____ Signature: _____ Reviewed date: _____

Referral Details: Engineer

Name: _____ Signature: _____ Reviewed date: _____

Comments: _____

Referral Details: Public Health Team		
Name:	Signature:	Reviewed date:
Comments:		
Order of Interment		
Date of Issue:	Document reference number:	Included in Register: