



# Perpetual Interment Right Application Form

OFFICE USE ONLY

Date \_\_\_\_\_  
 Amount \_\_\_\_\_  
 I/R Number \_\_\_\_\_  
 Receipt Number \_\_\_\_\_

*This application form should be completed by a consumer that seeks to acquire a perpetual interment right at a cemetery.  
 Form approved by Cemeteries & Crematoria NSW under subsection 56 (2) of the Cemeteries and Crematoria Act 2013*

<input type="checkbox"/> <b>Reservation</b>	<input type="checkbox"/> <b>Immediate Use</b> (also complete Order for Interment Application Form)
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Please complete in **PRINTED BLOCK LETTERS** only

## SECTION 1 – INTERMENT SITE DETAILS

Cemetery:		Row:	
Denomination:		Plot Number:	
Section:	<input type="checkbox"/> Monumental	<input type="checkbox"/> Lawn	<input type="checkbox"/> Other
This site allows for:	Full Body Interments		Ash Interments

## SECTION 2 – APPLICANT DETAILS

Given name/s:		Surname:	
Address:			
Suburb:	State:	Postcode:	
Phone numbers:	(H)	(W)	(M)
Email:		Relationship:	
Is the Applicant also the intended Interment Right Holder?	<input type="checkbox"/> Yes	<input type="checkbox"/> NO (complete section 3)	
Is there more than one Intended Right Holder?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<small>(complete Additional Interment Right Holder Application Form if needed)</small>			

## SECTION 3 – INTENDED RIGHT HOLDER/S DETAILS

Given Name/s:		Surname:	
Address:			
Suburb:	State:	Postcode:	
Phone numbers:	(H)	(W)	(M)
Email:			



## 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 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

For more than one intended Interment Right Holder, please complete the Additional Interment Right Holder Form if needed

I, the undersigned have:

- A. Read through the terms and conditions with the funeral director, and understand Council's Cemetery requirements
- B. An understanding 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. An understanding 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 intended Right Holder – if different to applicant)*

*(signature of Right Holder – If different to Applicant)*

*(date: DD/MM/YYYY)*

### OFFICE USE ONLY

INTERMENT RIGHT #:

IMMEDIATE OR RESERVE:

ADDITIONAL FORMS ATTACHED:

LINK TO PERMIT

Y

N

FEE:

RECEIPT #:

DATE:

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](http://www.cessnock.nsw.gov.au) or on request.
22. Applicants acknowledgement/declaration.

## SECTION 10 – PRIVACY DISCLOSURE

<b>Purpose</b>	The information on this form is being collected for the purpose of collecting the perpetual interment right holder/s details.
<b>Intended Recipients</b>	Those applying for the order for a perpetual interment right holder/s.
<b>Supply</b>	Required by the Cemeteries and Crematoria Act, 2013 and associated regulations.
<b>Consequence of non-provision</b>	If you do not supply the information, we will not be able to process your application.
<b>Storage and Security</b>	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
<b>Access</b>	You may correct or update your personal information by contacting Council's Privacy Officer on 4943 4100 or by sending an email to <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a>