

**Contact Details:**

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Updated: July 2023 24634/2019

Application for an Order of Interment – Burial Plot

*(for interment of bodily remains or ashes in a burial plot)***Purpose of this form:**

Upon submission of this application a cemetery operator must complete and issue an Order for Interment before an interment is conducted 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.

☐ **First interment**☐ **Second Interment**☐ **Interment of ashes**

Date of interment: _____ Time of interment: _____

Cemetery: _____ Section: _____ Row: _____ Plot No: _____

Casket/ coffin size: _____ (length) _____ (width) _____ (height)

Depth of grave: Single: ☐ Double: ☐

Full name of deceased: _____

Last known address: _____

Date of birth: _____ Date of death: _____ Place of death: _____

Occupation of deceased: _____ Sex of deceased: _____

Medical Cause of Death Certificate attached: ☐**Next of kin or secondary interment right contacts:**

Holder 1: _____

Address: _____

Phone: _____ Email: _____

Holder 2: _____

Address: _____

Phone: _____ Email: _____

Funeral Director: _____

Address: _____

Phone: _____ Contact for this interment: _____

Signed: _____ Dated: _____

Privacy declaration

Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*.

Payment (cemetery operator to complete)

Item	Fee
Application for Order of Interment – Burial Plot (<i>first interment</i>)	\$2550.00
<i>Applicable fees are \$2550.00 less any previously paid reservation fees</i>	<i>\$() prev. paid</i>
	<i>\$ Bal. payable</i>
Application for Order of Interment – Burial Plot (<i>2nd interment in Extra Depth plot</i>)	\$1275.00
Application for Order of Interment – ashes in a Burial Plot	\$297.00
<u>OFFICE USE ONLY</u>	
Register Number: 301.1	
Date Paid: _____ Receipt Number: _____	
Amount Paid: \$ _____	
Certificate Issued: <input type="checkbox"/> Interment Noted on Map: <input type="checkbox"/>	