Burial Interment order application

for burial ONLY

Purpose of this form

Please contact Cemeteries on 02 7955 7016 to book service before submitting this 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 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.

Applicant details

☐ Funeral Director

Company	Contact
Surname	Given names

Postal address

Suburb	State	Postcode
Phone	Mobile	Email

Deceased details

Full Name

| Date of birth | Date of death | Age | ☐ Male | ☐ Female |

| Place of death | Religious or Cultural belief |

Occupation

Did the deceased have a notifiable infectious disease? ☐ Yes ☐ No

Last address

| Suburb | State | Postcode |

Next of kin / executor / secondary interment right contact

| Name | Relationship |

Address

| Phone | Mobile | Email |

Cemetery

Type of burial   ☐ Single   ☐ Double depth   ☐ 1st   ☐ 2nd

Is there a previous reservation?   ☐ Yes   ☐ No

☐ General   ☐ Lawn

| Section | Row | Lot/Niche no |

If burial into an occupied grave, provide the following details:

Name of existing occupant/s (if any)

Relationship

Ashes in Coffin ☐Yes ☐No

Name

Date of birth _____ Date of death _____

Service Details

Location of service *(church)* _____ Time _____ ☐am ☐pm

Graveside _____ Time _____ ☐am ☐pm

Date of burial _____ Time _____ ☐am ☐pm

Name of the person conducting the ceremony _____

Grave details

What size is the grave ☐Double ☐Standard grave

Coffin size ☐Oversized ☐Standard size

Dimensions *(mm)* **(with handles)**: _____ Dimensions *(mm)* **(without handles)**: _____

Coffin shape ☐Rectangular ☐Coffin-shaped ☐Stonemason arranged for monument removal **(see notes)**

Type of casket eg traditional timber, wicker etc _____

Will a lowering device be used? ☐Yes ☐No

Special requests _____

Notes

- **Please do not finalise the date and time of the funeral until grave diggers or stonemasons have been arranged.**

- **You must make the arrangements with a stonemason. The monument must be removed a minimum of *48 hours* prior to the service date.**

- **All paperwork associated with the interment must be received by Council a minimum of *48 hours* prior to the allocated interment.**

- **Following the interment, and on the same day, the burial plot will be covered / backfilled as soon as practicable if there is a delay, Funeral directors will be advised prior to the service date. Funeral directors are required to remain on site after the service until handover has been completed.**

- **It is noted that while existing interment rights may exist over a specific burial plot, physical access and safety may have been compromised by subsequent interments or for other reasons. Council staff will physically inspect and mark the identified burial plot, and where an existing interment right is compromised, Council will contact the funeral director to seek alternative acceptable arrangements in agreement with the family.**

Reservation details

Complete this section if a reservation is requested for a relative of the deceased. If requested plot is available, Council will then hold the plot for 3 months. To permanently reserve the plot, the customer will need to complete the Application for Perpetual Interment Rights and submit to Council with appropriate fees.

Applicant

Address

Phone   Email

Perpetual internment right (intended holder)

Address   Date of birth

Recipient (holder of interment right)

Address

Other reservation details

Reservation location details

Section   Row   Allotment No.

Invoice to: ☐ Funeral Director

☐ Deposit   ☐ Pay in full   ☐ NIL - Hold

Authorisation

☐ I confirm that as the Funeral Director/Applicant, I am acting on behalf of the Interment Right Holder and that all Regulatory and Legislative requirements have been met in regards to this request for order of interment.

Signature (if submitting electronically, print name)   Date

How to lodge this form

Completed form can be:

- saved and then emailed to cemeteries@midcoast.nsw.gov.au; or
- forwarded by post; or
- lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

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www.midcoast.nsw.gov.au

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