

**Community & Environment – Cemeteries
Deceased Information and Burial Contract
Provisions Form**

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information

1. Deceased's Details

Mr Mrs Ms Miss

Surname

Given Name(s)

2. Date of death

3. Birth details

Date

Town

State

Country

4. Age

5. Religion

6. Last address

7. Profession

8. Gender Male Female

9. Next of kin

Full Name

Postal Address

Email

Phone No. Alternative

Relationship to deceased

Signature

Date

10. Cemetery

11. Burial location

Grave No.

Section

12. Burial Rights Holder

Applicant is the person in whose name the Burial Rights is issued

Applicant is acting with the full authority of the family of the deceased Burial Rights Holder

Written authority is attached from the Burial Rights Holder

The deceased is the Burial Rights Holder

13. Burial Rights Holder Details

I, the undersigned, am the representative for the above deceased and undertake to abide by the Rules & Regulations of the Cemetery as set down by the Bundaberg Regional Council. **(For further details see reserve page)**

Acknowledgement

I acknowledge and accept the terms of contract

Signature

Date

If same as Next of Kin

(Burial Rights Holder 2, if applicable)

Full Name

Postal Address

Email

Phone No.

Alternative

Relationship to deceased

Signature

Date

OFFICE USE ONLY

Acknowledged and arrangements confirmed by Cemetery Office

Date:

Invoice No.

Name:

Signature:

Burial Rights

A "Burial Right" is a right to be buried in a particular grave and the right to authorise the burial of others in the grave up to the number permitted in that grave as determined by Council. A Burial Right may be transferred (at no charge) by the mutual agreement of the Burial Right Holder and another person. Both parties must give agreement in writing. An agreement document is available from Council.

A Burial Right Holder may lodge a closure and/or restriction on a grave. A Closure Request document is available from Council. On the death of the Burial Right Holder, the authority to authorise burials in the grave reverts to Council. In its absolute discretion, Council will permit any person to be buried in the grave, provided however that Council has no reason to believe that the Burial Right Holder would have objected.

A Burial Right (Reserved Grave) may be surrendered to Council. Upon surrender, Council will pay the Burial Right Holder or their estate an amount of no less than 75% of the original purchase price of the grave.

Applicant's Obligations

The Applicant and the Burial Rights Holder must abide with all rules and regulations that may apply in the operation of the Cemetery. In all Lawn Sections, a Memorial is to be completed within 6 months of the date of burial. Bundaberg Regional Council (hereinafter called "Council") may vary its rules and regulations at any time in any manner deemed necessary.

Application Lodgement

- In person - Bundaberg Cemetery Office, 91 Takalvan Street, Milbank
8:00am -4:30pm, Monday – Friday. T:07 4130 4460
- By email - You may submit this form unsinged via email to start the process, however you **MUST** provide a signed copy of the form on or before the day of the funeral to finalise matters
Cemetery@bundaberg.qld.gov.au
- In person at your local Customer Service Centre 8:15 – 4:45pm Monday – Friday
 - Bundaberg Administration Centre 190 Bourbong Street, Bundaberg
 - Bargara Customer Service Centre, Shop 3, 15 See Street, Bargara
 - Childers Service Centre, 45 Churchill Street, Childers
 - Gin Gin Service Centre 4 Dear Street, Gin Gin