

Community & Environment – Cemeteries

Reserve Application 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.

Application is hereby made to reserve a grave/niche/garden placement as detailed below.

1 Cemetery

- Bundaberg
 Gin Gin
 Childers Lawn
 Apple Tree Creek
 Cordalba
 Other:

2 Section

- Lawn Rose Garden
 General Memorial Wall
 Columbarium Vault
 Rock Garden

3 Applicant's Details

Full Name

Postal Address

Email

Phone No.

Alternative Contact No.

Signature

Date

4 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 (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.

5 Payment Method Requested

- In full
 Monthly (12 installments) Burials Only

6 Fees

Amount Due \$

Amount Paid \$

Amount Owing \$

Invoice No.

7 Application Lodgement

In person	Bundaberg Cemetery Office T: 07 4130 4460 91 Takalvan Street Millbank 8:00am - 4:30pm, Monday - Friday
By email	You may submit this form unsigned via email to start the process, however you MUST provide a signed copy of the form to finalise matters. cemetery@bundaberg.qld.gov.au
In person at your local Customer Service Centre 8:15am - 4:45pm Monday - Friday	<ul style="list-style-type: none"> ▶ 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

8 Location (to be entered by Cemetery Administration)

Cemetery	
Grave No.	
Section	
Row	
Plot No.	

OFFICE USE ONLY

Customer Service

Entered By		Date	
Receipt No.		Rec. Type	150 GL 10101.3201.1500

Cemetery Administration

Acknowledged and arrangements confirmed by Cemetery Office			
Date		Time	
Grave No.			
Right of Burial No.			
Entered By:	Name		
	Signature		