

Community & Environment – Cemeteries Grave Conversion and/or Approval to Erect on a Grave

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 Grave Details

Cemetery	<input type="text"/>		
Grave No.	<input type="text"/>	Section	<input type="text"/>
Row	<input type="text"/>	Plot No.	<input type="text"/>

2 Details of Last Burial

3 Burial Rights Holder(s)

Full Name of Burial Rights Holder

Full Name of additional Rights Holder (if applicable)

Postal Address

Email

Phone No.	<input type="text"/>	Alternative Contact No.	<input type="text"/>
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Signature - Burial Rights Holder 1	<input type="text"/>	Date	<input type="text"/>
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Signature - Burial Rights Holder 2 (if applicable)	<input type="text"/>	Date	<input type="text"/>
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4 Requester(s) other than Burial Rights Holder

Relationship to the Deceased

Relationship to the Burial Rights Holder

Full Name

Postal Address

Email

Phone No.	<input type="text"/>	Alternative Contact No.	<input type="text"/>
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Signature	<input type="text"/>	Date	<input type="text"/>
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5 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

Cemetery Administration	
Burial Rights Holder Confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grave No. & Section Confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Grave No.	<input type="text"/>
Grave No. Allocated	<input type="text"/>
Comments	<input type="text"/>

OFFICE USE ONLY			
Customer Service			
Entered By	<input type="text"/>	Date	<input type="text"/>
Conversion Fee	\$ <input type="text"/>		
Monumental Fee	\$ <input type="text"/>	Invoice No.	<input type="text"/>
Receipt No.	<input type="text"/>	Rec. Type	150 GL 10101.3201.1500
Cemetery Administration			
Acknowledged and arrangements confirmed by Cemetery Office			
Date	<input type="text"/>	Time	<input type="text"/>
Historical Reference No.	<input type="text"/>		
Plot No.	<input type="text"/>		
Entered By:	Name	<input type="text"/>	
	Signature	<input type="text"/>	