

Community & Environment – Cemeteries Headstones, Plaques, Monumentals & Vaults

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.

This form must be completed and lodged with the Cemetery Administration Office before any headstone, plaque, monumental and/or vault is erected, repaired and/or removed from the nominated grave site.

1 Grave Details

| | |
|------------|----------------------|
| Surname | <input type="text"/> |
| Given Name | <input type="text"/> |
| Grave No. | <input type="text"/> |
| Section | <input type="text"/> |
| Row | <input type="text"/> |

2 Type of Construction

- | | |
|--|---|
| <input type="checkbox"/> Headstone erection | <input type="checkbox"/> Headstone removal |
| <input type="checkbox"/> Monumental erection | <input type="checkbox"/> Monumental repairs |
| <input type="checkbox"/> Plaque erection | <input type="checkbox"/> Plaque removal |
| <input type="checkbox"/> Construction of vault | |
| <input type="checkbox"/> Vases | |

3 Cemetery

- Bundaberg
 Gin Gin
 Childers Lawn
 Apple Tree Creek
 Cordalba
 Other (specify)

4 Next of Kin/Person work is to be performed for Name

| |
|----------------------|
| <input type="text"/> |
| Postal Address |
| <input type="text"/> |
| Email |
| <input type="text"/> |
| Phone No. |
| <input type="text"/> |

Relationship to the Deceased

| | |
|----------------------|----------------------|
| <input type="text"/> | |
| Signature | Date |
| <input type="text"/> | <input type="text"/> |

5 Monumentalist

| | |
|----------------------|----------------------|
| Name | <input type="text"/> |
| Postal Address | <input type="text"/> |
| Email | <input type="text"/> |
| Phone No. | <input type="text"/> |
| Date Out | Signature |
| <input type="text"/> | <input type="text"/> |
| Date In | Signature |
| <input type="text"/> | <input type="text"/> |

6 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 |

7 Site Inspection (Cemetery Use Only)

| | |
|--|----------------------|
| <input type="checkbox"/> Pass <input type="checkbox"/> Non-Conform | |
| Conducted by | Date |
| <input type="text"/> | <input type="text"/> |

OFFICE USE ONLY

Cemetery Administration

| | |
|----------------------|----------------------|
| Date Out | Signature |
| <input type="text"/> | <input type="text"/> |
| Date In | Signature |
| <input type="text"/> | <input type="text"/> |

Photo taken and filed Fee applicable: Yes No

Customer Service

| | | | |
|---|----------------------|----------------------|------------------------|
| Entered By | <input type="text"/> | Date | <input type="text"/> |
| <input type="checkbox"/> Headstone Inspection | \$ | <input type="text"/> | |
| <input type="checkbox"/> No Fee Applies | \$ 0.00 | <input type="text"/> | |
| Invoice No. | <input type="text"/> | Receipt No. | <input type="text"/> |
| | | Rec. Type | 150 GL 10101.3201.1500 |