

PURPOSE OF FORM: The information in this form will be used to process your application for burial.

PRIVACY NOTICE: Whitsunday Regional Council is collecting the deceased and Funeral Directors details for identity verification and the purpose outlined on this form. This information will only be accessed by authorised Council employees and handled in accordance with the 'Information Privacy Act 2009'.

APPLICATION PROCESS: For a burial interment to occur, the completed application must be lodged with Council on the approved form not less than **two business days** prior to the funeral unless pre-approval has been granted by Council. Late lodgements may not be approved or may incur an additional fee. Burials where religious or cultural beliefs dictate burial within 48 hours may be approved by the CEO or delegate. Council reserves the right to return the application form and request for further information if items have been left blank.

Please refer to the last page regarding terms and conditions.

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

Section 1 – Grave Description

Please note, the old monumental sections in the cemeteries are closed and no further interments shall take place in those sections except in the following circumstances:

- i. *There is a pre-existing reservation; and*
- ii. *it is practical and safe to inter remains*

Council will review your request regarding an interment in the old monumental sections.

New Grave	<input type="checkbox"/>	2 nd Interment	<input type="checkbox"/>	Reserved Grave	<input type="checkbox"/>	Grave Number:
Bowen	<input type="checkbox"/>	Lawn/Beam	<input type="checkbox"/>	New Monumental	<input type="checkbox"/>	Old Cemetery
Proserpine	<input type="checkbox"/>	Lawn	<input type="checkbox"/>	Old Cemetery		
Collinsville	<input type="checkbox"/>	Lawn	<input type="checkbox"/>	Old Cemetery		

Section 2 – Deceased Details

Name of Deceased					
Rank	<input type="checkbox"/> MSTR	<input type="checkbox"/> MR	<input type="checkbox"/> MISS	<input type="checkbox"/> MS	<input type="checkbox"/> MRS
Date of Birth		Date of Death		Age	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road, Cannonvale QLD 4802

Application for Burial

Late residence of deceased			
Denomination		Minister of Officiate	

Section 3 – Next of Kin/Executor Details

Next of Kin			OR Executor		
Address					
Contact Phone	B		H		M
Email Address					
Relationship to the Deceased					

For Funeral Director Use Only – Funeral Director Details

Funeral Director					
Address					
Contact Phone	B		H		M
Email Address					
Signature				Date	

For Funeral Director Use Only – Interment Details

Date of Funeral			Time of Funeral		
Location of Funeral					
Grave Side	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Dimension of Coffin	<input type="checkbox"/> Standard	<input type="checkbox"/> Other – Please specify length/width below			
	<input type="checkbox"/> Width:	<input type="checkbox"/> Length:			
Double Depth	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Number of Attendees					

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Application for Burial

Cultural/Religious requests - If yes, please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Notes		

For Council Office Use Only

Location of plot		
Fees paid	\$	Receipt #
Date Paid		Application #
Receiving Officer		Date
Signature		
Additional Notes		

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TERMS AND CONDITIONS

1. The old monumental sections in the cemeteries are closed and no further interments shall take place in those sections except in the following circumstances:
 - 1.1. There is a pre-existing reservation; and
 - 1.2. It is practical and safe to inter remains or ashes.
2. All burials shall be conducted in the lawn and beam sections of the cemeteries
3. Council shall undertake the process of allocating burials
4. Specific cultural/religious requirements are to be advised at the time of application on the approved form. Council shall endeavour to grant the requirement; however the final decision shall be made by the authorised person.
5. No more than two coffin interments and six ashes interments shall be made in a singular plot, with the exception of Bowen cemetery which only has the allowance for one coffin interment and multiple ashes.
6. Whilst Council shall make every effort to honour specific plot reservations, there may be circumstances where Council may not be able to do so. For example, Council is unable to carry out burials that are adjacent and/or opposite to plots that have been buried in, within a twelve-month period due to the risk of collapse.
7. For a burial interment to occur, the completed application must be lodged with Council on the approved form not less than **two business days** prior to the funeral unless pre-approval has been granted by Council. Late lodgements may not be approved or may incur an additional fee.
8. Burials where religious or cultural beliefs dictate burial within 48 hours may be approved by the CEO or delegate.
9. Council reserves the right to return the application form and request for further information if items have been left blank.

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