

Application for Transfer or Revoke of Reservation

PURPOSE OF FORM: The information in this form will be used to process your application for transferring or revoking a reservation.

PRIVACY NOTICE: Whitsunday Regional Council is collecting your 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 transfer or revoke of reservation to be approved, the completed application must be lodged with Council on the approved form. Council reserves the right to return the application form and request for further information if items have been left blank.

PLEASE NOTE: A copy of the applicants ID is attached. Council requires a form of ID that confirms the applicant's signature e.g., drivers licence, passport etc.

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

Options	<input type="checkbox"/> Transfer	<input type="checkbox"/> Revoke	Current Plot Number:	
Proserpine	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery
Collinsville	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery
Bowen	<input type="checkbox"/> Lawn/Beam	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> New Monumental
				<input type="checkbox"/> Old Cemetery

Please note:

- *If transfer of plot, please complete section 2 and 3*
- *If transfer of holder, please complete section 2, 4, 5 and 6*
- *If revoke, please complete section 2 and 7*

Section 2 – Details of Current Reservation Holder

Full Name					
Rank	<input type="checkbox"/> MR	<input type="checkbox"/> MSTR	<input type="checkbox"/> MRS	<input type="checkbox"/> MISS	<input type="checkbox"/> MS
Date of Birth			Denomination		
Residential Address					

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

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Postal Address					
Contact Phone	B		H		M
Email Address					

Section 3 – Plot Transfer

Transfer from plot				Transfer to plot	
Proserpine	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery	
Collinsville	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery	
Bowen	<input type="checkbox"/> Lawn/Beam	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> New Monumental	<input type="checkbox"/> Old Cemetery
Signature				Date	

Section 4 – Details of New Reservation Holder

Full Name					
Rank	<input type="checkbox"/> MR	<input type="checkbox"/> MSTR	<input type="checkbox"/> MRS	<input type="checkbox"/> MISS	<input type="checkbox"/> MS
Date of Birth			Denomination		
Residential Address					
Postal Address					
Contact Phone	B		H		M
Email Address					

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Section 5 – Next of Kin/Executor Details for New Reservation Holder

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

Section 6 – Declaration for Reservation Holder

Holder Full Name		New Holder Full Name	
Holder Signature		New Holder Signature	
Date		Date	

Section 7 – Revoke of Reservation

I, (Full Name)							
Of (Residential Address)							
Contact Phone	B		H		M		
Email Address							
Plot Number							
Cemetery	<input type="checkbox"/> Proserpine		<input type="checkbox"/> Bowen		<input type="checkbox"/> Collinsville		
Hereby surrender the reservation of the mentioned plot and location listed above							
Signature				Date			

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For Funeral Director Use Only – Funeral Director Details

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

For Council Office Use Only

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

TERMS AND CONDITIONS

- 1.1. The reservation holder is the only person that has the right to cancel a reservation on a reserved site.
- 1.2. Cancellation of reservation must be submitted in writing to Council and relevant charges will be applied as per Council's Fees and Charges.
- 1.3. Council reserves the right to return the application form and request for further information if items have been left blank.

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