

Order for Interment Permit Application Form



SECTION 1 – Interment Site Details			
Cemetery: Wallsend <input type="checkbox"/> Stockton <input type="checkbox"/>	Portion:	Plot:	
Division:	Section:	(office use only) Cem ID:	
SECTION 2 – Interment Details			
Please tick ONE of the following:			
<input type="checkbox"/> New Interment Right (Immediate Use) Also Complete separate “Perpetual Interment Right Application Form”			
<input type="checkbox"/> Reserved Grave (1 st Interment)		<input type="checkbox"/> Reserved Grave (2 nd Interment)	
Is this application for a: Burial <input type="checkbox"/>			
Name of Clergy/Celebrant:			
Grave Digging Contractor:			
SECTION 3 - Applicant Details (select one or more) Grantee <input type="checkbox"/> Executor <input type="checkbox"/> Authorised Representative <input type="checkbox"/>			
Full name of Applicant:			Title:
Address:			
Suburb:		Postcode:	
Email:		Phone:	
Relationship to the Deceased:			
SECTION 4 - Deceased Details			
Full name of the deceased:			Title:
Last Residential Address:			
Suburb:	Religion:	N/A <input type="checkbox"/>	Postcode:
<input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation:	Age:	
Date of Birth:	Date of Death:	Date & Time of Burial:	
SECTION 5 - Funeral Director			
Name:			
Address:			
Suburb:		Postcode:	
Email:		Phone:	
SECTION 6 - Applicant Signature			
I, the undersigned (please tick ONE box only):			
<input type="checkbox"/> Am the person already registered as the Holder of the Perpetual Interment Right (Grantee)			
<input type="checkbox"/> Am the person to be registered as the Holder of the new (immediate use) Interment Right (Grantee)			
<input type="checkbox"/> Propose to use an existing Perpetual Interment Right in the absence of (or acting on behalf of) the person registered as the Holder of the Perpetual Interment Right.			
I understand that the Grantee has sole authority to determine who can be interred in the site and also sole authority over any future headstone / monument to be erected on the site.			
I state that all the information supplied is true and correct.			
Signature (Applicant):			Date:
SECTION 7 - Funeral Director Signature			
I, the above-mentioned Funeral Director:			
<input type="checkbox"/> Have advised the Applicant of the Cemetery Policy included with this application			
<input type="checkbox"/> Have advised the Applicant that the Grantee has sole authority to determine who can be interred in the site and also sole authority over any future headstone / monument to be erected on the site.			
Signature (Funeral Director):			Date:

Section 7 - Application Lodgement Checklist

Applicants should take some time after completing their application form to work through this checklist to ensure that the application has been fully completed.

This information is essential for Newcastle City Council to make a full assessment of your application. If this information is not included, Council will not be able to assess your application.

Please ensure your application is complete by ticking a box for each item. At the conclusion of this Section, if 'No' has been ticked for any item, your application is incomplete and will not be assessed.

Section 1 - Perpetual Interment Site Details	YES		NO	
Perpetual Interment site details complete				
Section 2 – Interment Details	YES		NO	
Interment Details complete				
Section 3 - Applicant Details	YES		NO	
Applicant details complete and a Copy of Drivers Licence OR suitable ID				
Section 4 - Deceased Details	YES		NO	
Deceased details complete				
Copy of the Will, Application for letters of Administration or Statutory Declaration provided				
Copy of the Medical Certificate Cause of Death, Death Certificate or Coroner's Order provided				
Section 5 - Funeral Director Details	YES		NO	
Funeral Director details complete				
Section 6 & 7 - Signatures	YES		NO	
Relevant box ticked and form Signed by the Applicant				
Both boxes ticked and form Signed by Funeral Director's Representative				

CEMETERY POLICY

General Conditions

- i. Interments will only be allowed if the relevant legislation including but not limited to the Public Health Regulation 2012 - Part 8, Work Health and Safety Act 2011, Heritage Act 1977, The City of Newcastle (Council) Work Health and Safety Management System requirements and the procedures of Council can be satisfied. It is the obligation of the Grantee or their agent (e.g. Funeral Director) of this application to ensure compliance.
- ii. Council is responsible for the maintenance and administration of the Niche Wall and Memorial Garden Suite and the memorials placed therein.
- iii. Interment / installation, placement and the supply of plaque / plinth is the responsibility of Council.
- iv. Council requires all agents who work within Council cemeteries to hold a valid Permit to Work in the Council Cemeteries prior to commencement of work.
- v. The City of Newcastle Cemeteries Policy shall apply.
- vi. Payment of all prescribed fees of the application must be made at the time of lodgement. No Perpetual Interment Right or Order for Interment Permit will be reserved nor arrangement for the interment of the ash remains will be made until all charges prescribed at the date of interment have been paid.
- vii. The Medical Certificate Cause of Death Certificate must be attached with the Order for Interment Permit Application.
- viii. Perpetual Interment Rights may be transferred, upon request to Council, and payment of the appropriate charge fixed by Council.

Grounds of Authority

The Applicant may propose to use an existing Perpetual Interment Right if;

- i. The Perpetual Interment Right has been issued in the name of the Applicant/s; or
- ii. The person named on the Perpetual Interment Right is the deceased person to be interred and the Applicant is considered by Council to had sufficient relationship with the deceased person. Council may require a statutory declaration as proof of relationship; or
- iii. The Grantee has given written authority and the applicant has provided Council with a copy of that written authority that the Applicant may issue instructions to inter ash remains of the deceased in the Niche Wall or Memorial Garden Suite subject to the Interment Right.

Niche Wall and Memorial Garden Suites

- i. Council reserves the right to realign or alter the position of niches or other memorials at its discretion.
- ii. Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque / plinth or item placed in the Niche Wall or Memorial Garden Suite.
- iii. Ash remains are held for interring into niches for 6 months; no responsibly is accepted for ash remains. Ash remains not placed in niches within 6 months may be disposed of in a manner determined by Council.
- iv. A person shall not construct or install any monument, memorial, inscription, token plant, floral tributes, containers or such like shall be erected or placed on or within the Niche Wall or Memorial Garden Suite without Council's written permission. Council may remove and / or dispose of any unauthorised monument, memorial etc without reference to any person.

Council Shall:

- i. Maintain, preserve and repair Niche Walls and Memorial Garden Suites.
- ii. Ensure that no monument is erected on the Niche Wall other than the flat black granite wall plaque or in the Memorial Garden Suite, no monument is erected other than the granite plinths of the style and design allowed.
- iii. Supply and install in the Niche Wall and Memorial Garden Suite, as soon a practicable, upon receipt of written instructions from the Grantee, a memorial plaque / plinth of a standard size and type as determined by Council.

Glossary of Terms

Perpetual Interment Right: an exclusive right granted by Council (or its predecessors) for use of an Interment Site, Niche Wall space or Memorial Garden Suite space. The holder of the Interment Right has the sole authority to determine who can be interred / immured (buried) in the Interment Site, Niche Wall or Memorial Garden Suite and to allow for the installation of memorials including headstones, inscriptions etc to be placed on the Interment Site, Niche Wall or Memorial Garden Suite. The ownership of the land, wall, garden or memorial boulder remains with Council.

Order for Interment Permit: Council, ("the Cemetery Authority") permits the interment of the deceased in accordance with the details provided in the Order for Interment Permit Application. To comply with the Public Health Regulation 2012 - Part 8, the details will be entered in the *Register of Interments*.

Applicant: any person making application for an Interment Right issued by Council pursuant to Council's Cemetery Policy.

Grantee: person/s granted an Interment Right issued by Council pursuant to Council's Cemetery Policy – where there are two grantees; they shall be "joint tenants".

Cemetery	Location	Type of Cemetery
Minmi	Minmi Road, Minmi	Monumental
Stockton	Fullerton Street, Stockton	Monumental, Lawn, Niche Wall
Wallsend	Sandgate Road, Birmingham Gardens	Monumental, Lawn, Niche Wall and Garden Suite

Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Information required for Facilities and Recreation, Cemetery Records, Statutory requirement under the Public Health Regulation 2012- Part 8 and Cemeteries and Crematoria Act 2013.

Intended Recipients: The information will form part of a public record that must be available for inspection under the Public Health Regulation 2012 - Part 8.

Supply: Voluntary.

Consequence of Non-Provision: Application not be processed.

Storage and security: The City of Newcastle Electronic Document Management System; records to be kept indefinitely.

Access: The City of Newcastle, phone 02 4974 2000, fax 02 4974 2222, email mail@ncc.nsw.gov.au.

PERMISSION FOR INTERMENT APPLICATION STATUTORY DECLARATION

(This form should be completed by an executor or nearest surviving relative of the deceased or other proper person, and all questions must be fully answered)

I, (Full Name of Applicant),
of (Applicant's Address) Postcode Age
hereby apply for permission to inter the remains of the late
of (Deceased's Address)
in the grave known as (Section & Grave No.) at Cemetery
Section Plot
State the name of the grantee/right of burial holder of the grave site being used:

1. (a) Are you the nearest surviving relative of the deceased? If so, state relationship
(b) Are you an executor of the deceased's estate?
(c) If neither an executor nor nearest surviving relative, state EITHER
(i) relationship to deceased (i)
(ii) reason(s) why this application is being made by you (ii)
(iii) written authority for making this application (iii).....
OR

Complete the following statement:
I have been requested by the deceased's
to make this application for interment and I am fully aware of the information contained herein.

- (d) (i) Have all near relatives of the deceased been informed of the proposed interment? Yes / No
If no, state who hasn't been informed and why
(ii) Has any near relative of the deceased expressed any objection to the interment? Yes / No
If yes, state the reasons for objection and by whom

2. (a) Did the deceased leave any written directions as to mode of disposal of the remains of the deceased? Yes / No
(b) If yes, what directions?
(c) Are you satisfied that the directions of the deceased were made in a state of sound mind? Yes / No

3. (a) Have all the available direct descendants of the deceased with whom contact is possible granted their permission for the deceased to be interred in the grave described above? Yes / No
(b) If no, explain why permission has not been given?

I hereby certify that all particulars stated above are true and accurate, and that to the best of my knowledge and belief no particular material has been omitted; I therefore make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths Act, 1900.

Declared at (Location) ON (Date)
Signature (Applicant) in the presence of an authorised witness, who states:

I, (Full Name of Witness), a **Justice of the Peace in the State of NSW**
..... (JP Number), certify the following matters concerning the making of this statutory declaration by the person who made it:

- 1 *I saw the face of the person OR
*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering.
AND
2 *I have known the person for at least 12 months OR
*I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:
..... (Describe ID Document)
.....
(Signature of JP or Authorised Witness) (Date)

This declaration must be signed in the presence of an authorised witness. A list of people who can be witnesses is set out in Schedule 2 to the *Statutory Declaration Regulations 1993*.

*Please cross out any text that does not apply.