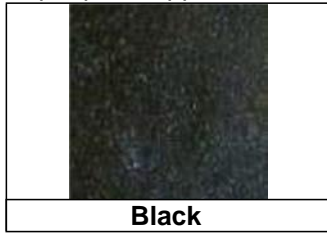


Niche Wall –Order for Interment Application Form

SECTION 1 - Interment Site Details (Niche Wall Space)			
Cemetery:	Wallsend <input type="checkbox"/>	Stockton <input type="checkbox"/>	
Niche Wall Side:			
Row Number:			
Space Number:	(office use only) Cem ID:		
SECTION 2 - Perpetual Interment Right / Interment Details			
Please tick ONE of the following:			
<input type="checkbox"/> New Perpetual Interment Right (Immediate Use)			
<input type="checkbox"/> Reserved Space (1 st interment)			
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 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 of ashes interment:	
SECTION 5 - Location of Ashes			
<input type="checkbox"/> Funeral Director <input type="checkbox"/> Applicant <input type="checkbox"/> Other			
Location of ashes as follows:			
Name:			
Address:			
Suburb		Postcode:	
Email:	Phone:	Facsimile:	
Special Instructions:			
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) Perpetual 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 the sole authority to determine who can be interred in the Niche Wall and to allow inscriptions on the memorial plaque to be installed on the exterior of the Niche Wall.			
I state that all the information supplied is true and correct.			
Signature (Applicant):			Date:

Niche Wall Plaques Specifications

i. All plaques supplied and installed are black granite (sample only, colours may vary).



- ii. Inscription / font colour is natural or silver for durability. Gold text is available at an extra cost (Wallsend only).
- iii. Each plaque face measures 200mm x 150mm.
- iv. **Text over 8 lines is at an extra cost.** The plaque manufacturer can reduce or increase the size of the lettering depending on the amount of text required.
 - Please note it can be very hard to read the plaque after placement when a lot of text is included.
- v. Council, upon request will mail, fax, or post a 'proof / bromide' of the plaque as confirmation of details prior to printing. Please see reverse of this form to fill in details.

Examples of Epitaphs

<p>God has her in his keeping We have her in our hearts</p> <p>The door of heaven opened wide and our beloved went inside</p> <p>Have a safe journey</p> <p>When we live in the hearts of those we love, we do not die</p> <p>Forever he will be missed</p> <p>Forever remembered</p> <p>Someday, Sometime</p> <p>Our eyes shall see The faces kept in memory</p> <p>God takes our loved ones from our homes But never from our hearts</p> <p>Will be sadly missed and forever in our hearts</p>	<p>You will live in our hearts forever</p> <p>Beautiful memories are all we have left of one we loved and cannot forget</p> <p>A precious one from us is gone A voice we loved is stilled A place is vacant in our home Which never can be filled</p> <p>Faith wings the soul beyond the sky Up to that better world on high</p> <p>Beyond the beautiful sunset Free from sorrow or pain In gods garden of roses Where we will all meet again</p> <p>Time goes on and still we miss you Never will your memory fade Loving thoughts are always with you and the place where you are laid</p> <p>You enjoyed the finer things in life consistently and to the end</p>	<p>Through our hearts we are undivided</p> <p>Sleep on dear one Take thy rest We miss you most Who loved you best</p> <p>Will be greatly missed by all those whose lives she has touched</p> <p>You are the brightest star in the sky Forever shining in your memory</p> <p>Your memory will be forever shining in the sky</p> <p>There is no death. Only a change of Worlds</p> <p>We live for a moment in time, but our lives have changed the world forever</p>
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IN LOVING MEMORY OF
DAISY VIOLET
GARDEN

12-5-1935 TO 20-3-2011
75 YEARS

BELOVED WIFE OF DAVID AND
LOVING MOTHER
FOREVER REMEMBERED

← A **dedication line** *"In memory of"* *"In loving memory"* etc.

← **Name of deceased.**

← **Birth, deceased date and age details.**

← **General text** detailing personal information from relatives / friends.

←
Some families like to add **another dedication** at the bottom of the plinth *"In God's Care"*, *"Rest in Peace"*, *"Forever Remembered"*, etc.

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 Interment Right or 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 Cause of Death Certificate must be attached with the Interment Permit Application.
- viii. 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; 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 have had a 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 Perpetual 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 as 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 Perpetual 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 cemeteries@ncc.nsw.gov.au.