

Application for Installation of Memorial Plaque

(Please return to Western Downs Regional Council for processing)

IMPORTANT NOTICE

Western Downs Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs). QPP 5 obliges Council to advise you of certain matters when collecting your personal information. This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

The personal information collected is necessary to process your application and arrange for the manufacture and installation of a memorial plaque and monument in Council's cemetery, to process the associated payment for this service and inform you of matters concerning it.

Western Downs Regional Council is collecting the personal information you supply on this form in accordance with *Local Government Act 2009* and Western Downs Regional Council Local Laws.

If you choose not to provide your personal information, for example your name and contact details, Council may not be able to process your application.

Your personal information will be accessed by persons who have been authorised to do so and may be provided to the plaque manufacturer. Your information will not be given to any other person or agency unless required by law. Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints. If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 or info@wdrc.qld.gov.au.

Applicant Details

(

Full Name (Including title)			
Postal address:			
Suburb:		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Email Address:			
Relationship to deceased:			

Deceased Details

Full Name:			
Last known address:			
Suburb:		Postcode:	
Date of Birth:		Date of Death:	
Age at Death:		Place of Death:	

Plaque Details

Cemetery name:			
Plaque type:	Replacement plaque	New plaque	Second/Third inscription (Vitreous only)
	Grave	Columbarium Wall/Garden Single Double	Lullaby garden Detachable plaque
Other: Coloured base, emblems etc			
Flower vase:	Yes Number required: _____	No	

Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405

E-mail: cemeteries.WDRC@wdrc.qld.gov.au

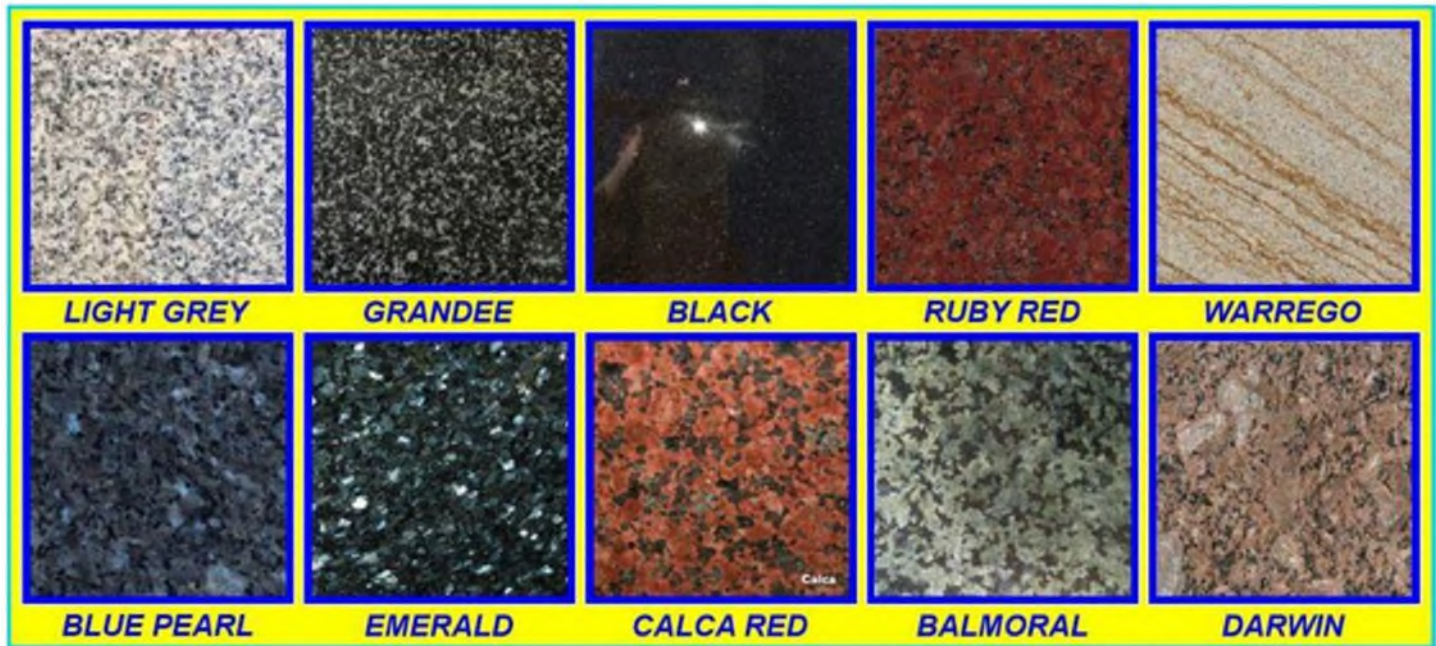
Wording for Memorial Plaque

Line 1:		
Line 2:		
Line 3:		
Line 4:		
Line 5:		
Line 6:		
Line 7:		
Suggested Phrases		
REST IN PEACE	IN LOVING MEMORY OF	PASSED AWAY ON
FOREVER IN OUR HEARTS	WHO PASSED AWAY	IN GOD'S CARE
RESTING PEACEFULLY	AT REST	LOVED AND REMEMBERED ALWAYS
ALWAYS IN OUR HEARTS	ALWAYS REMEMBERED	DEPARTED THIS LIFE
RESTING PEACEFULLY IN GOD'S CARE	PEACE	IN MEMORY OF

Diagram of Memorial Plaque - This helps cemeteries officers know how you would like the proof set out



Alternate Lawn Plinth



- ☐ Light Grey (\$258.50)
- ☐ Grandee (286.00)
- ☐ Black (286.00)
- ☐ Ruby Red (\$302.50)
- ☐ Warrego (286.00)
- ☐ Blue Pearl (\$313.50)
- ☐ Emerald Pearl (313.50)
- ☐ Calca red (\$313.50)
- ☐ Balmoral (\$313.50)
- ☐ Darwin (\$313.50)

Additional comments/requirements/information

Declaration of applicant

- I solemnly declare the information provided is true and correct.
- I, the undersigned hereby authorise Western Downs Regional Council to order and place a memorial plaque on the grave as specified above.
- I understand that the placing of any other memorial, name plate, token, tribute, flower containers or planting of flowers or shrubs is PROHIBITED.
- Western Downs Regional Council will not be liable for any additions or alterations to the above inscription after same has been inscribed on the plaque, except additional lettering in the event of a future interment.

Full Name of Applicant:

Signature:

Date:

/

/

OFFICE USE ONLY

Section /Row / Grave:

Comments:

