

## Application for Interment - Grave

**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 required to enable Council to process your application for interment in a grave in Council's cemetery and inform you of matters concerning it. Your personal information has been collected from the funeral director.

Refer to the last page of this form for further information.

**Note - This must be completed and submitted by a registered funeral director**  
**Interment Details-**

|   |   |                                 |  |
|---|---|---------------------------------|--|
| Date of application   |   |                                 |  |
| Cemetery Name:  | <input type="checkbox"/> Myall Remembrance Park<br><input type="checkbox"/> Dalby Monumental Cemetery<br><input type="checkbox"/> Chinchilla Pioneer Cemetery<br><input type="checkbox"/> Wandoan Cemetery<br><input type="checkbox"/> Miles Cemetery<br><input type="checkbox"/> Meandarra Cemetery<br><input type="checkbox"/> Moonie Cemetery<br><input type="checkbox"/> Jandowae Cemetery<br><input type="checkbox"/> Tanderra Lawn Cemetery<br><input type="checkbox"/> Chinchilla Monumental Cemetery<br><input type="checkbox"/> Condamine Cemetery<br><input type="checkbox"/> Tara Cemetery<br><input type="checkbox"/> The Gums Cemetery<br><input type="checkbox"/> Other _____<br>(Name of Cemetery) |                                 |  |
| Day of Interment:   |   | Date of Interment:              |  |
| Time of Service:  | Church: _____<br>Graveside: _____   | Public/Private:                 |  |
| Ministers Name:   |   |                                 |  |
| Is this a claim of Reserve? If yes, section/row/grave location: |   |                                 |  |
| Allow for additional Interments:                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   | Number of additional interments | <input type="checkbox"/> 1 (2 <sup>nd</sup> interment)<br><input type="checkbox"/> 2 (3 <sup>rd</sup> interment) |
| Coffin size:  |   |                                 |  |
| Additional adjoining reserve required?                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |                                 |  |

## Deceased Details

|                     |  |                 |  |
|---------------------|--|-----------------|--|
| Full name:          |  |                 |  |
| Last known address: |  |                 |  |
| Suburb:             |  | Postcode:       |  |
| Date of Birth:      |  | Date of Death:  |  |
| Age at Death:       |  | Place of Birth: |  |
| Religion:           |  |                 |  |
| Occupation:         |  |                 |  |

## Right of Interment Holder Details:

(Individual signing Interment Terms and Conditions)

|                           |  |            |  |
|---------------------------|--|------------|--|
| Full name including title |  |            |  |
| Postal address:           |  |            |  |
| Suburb:                   |  | Postcode:  |  |
| Phone (h):                |  | Phone (w): |  |
| Phone (m):                |  | Fax:       |  |
| Email Address:            |  |            |  |
| Relationship to Deceased: |  |            |  |
| Next of Kin:              |  |            |  |

## Declaration of Right of Interment Holder (Applicant):

***I solemnly declare the information provided is true and correct.***

|                    |  |
|--------------------|--|
| Name of Applicant: |  |
| Signature:         |  |
| Date:              |  |

## Funeral Director Information

|   |  |            |  |
|---|--|------------|--|
| Funeral Director Representative: (name) |  | Signature: |  |
| Name and address for invoicing account: |  |            |  |
| Additional Comments/Requests:           |  |            |  |

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



Additional comments/requirements/information:

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |

WDRC Office Use Only:

|   |  |                    |  |
|---|--|--------------------|--|
| Section/Row/Grave Issued:   |  | Processing Officer |  |
| Fees and Charges:   | <div><input type="checkbox"/> Plot      \$ _____</div> <div><input type="checkbox"/> Interment      \$ _____</div> <div><input type="checkbox"/> Pallbearers      \$ _____</div> <div><input type="checkbox"/> Other      \$ _____</div> |                    |  |
| Additional Comments:  |  |                    |  |
| Births Deaths Marriages Register:   |  |                    |  |
| Batch Date:   |  | Batch ID:          |  |
| <p><b>Continuation of Important Notice</b> (Privacy Act) - We also need the information to perform our functions, comply with our obligations and exercise our rights under the <i>Local Government Act 2009</i>, Western Downs Regional Council Local Laws and relevant state legislation. Should you choose not to provide this information, we may not be able to process your application or provide the services for which the information is required. Your personal information will be accessed by persons who have been authorised to do so and will not be given to any other person or agency unless required by law.</p> <p>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 <a href="mailto:info@wdrc.qld.gov.au">info@wdrc.qld.gov.au</a>.</p> |  |                    |  |



## CEMETERY USE TERMS AND CONDITIONS

All persons attending or using Western Downs Regional Council cemeteries must comply with the rules relating to their use. Council may vary those rules at from time to time. The Cemetery Use terms and conditions are contained in:

- Council's Cemetery Operating Procedure;
- Interment Rights Policy; and
- This document, which is intended to provide you with a summary of the operational rules.

By signing the Interment Terms and Conditions Agreement, a person agrees to be bound by the current use rules, including these Terms and Conditions and Council's Operating Procedure for Cemeteries.

### INTERMENT RIGHTS, NEW GRAVES and ASHES MEMORIALS

The Interment Right Holder is the person (individual) who accepted responsibility for a grave site (grave) by signing the Interment Terms and Conditions Agreement at the time of purchase of the grave. The Interment Right Holder is entitled to be interred in the site and authorise the interment of others in the site. On the death of the Interment Right Holder, the authority to grant approvals pertaining to the site reverts to Council. Council will permit, in its absolute discretion on the receipt of an application, a spouse, child, partner, relative, or direct descendant of the Interment Right Holder to be interred in the site provided there is no reasonable cause to believe that this is inconsistent with the intentions of the Interment Right Holder. The interment right may not be sold and is not transmissible by death.

Interment rights to unused graves and ashes memorial sites may be returned to Council. Where rights are returned to Council:

- for those purchased greater than 10 years prior to return, 70% of the original purchase price will be refunded.
- for those purchased less than 10 years 80% of the original purchase price will be refunded.

Council may permit, in its absolute discretion, the transfer of an Interment Right from one person to another.

### PLAQUES & MONUMENTS

All plaques and related products must be approved in advance by Council and follow the appropriate application process and, regardless of supplier, must be installed by Western Downs Regional Council. Plaques and related products for lawn and lawn beams must meet Council sizing and specifications. Council will permit the installation of memorial plaques at its absolute discretion regarding the requirement for respectable and considerate installation. Plaques installed in Council Cemeteries that do not meet council specifications or are installed by an unauthorised party, will be removed.

Council supplied bronze and plinth products have a 5-year warranty for faulty workmanship and defective materials. Council accepts no responsibility for any deterioration in plaques or granite products due to the natural elements or the passage of time. Options for plaque and plinth supply outside of Council options are available to customers provided there is an approved application.

All monumental works must have express written permission of Council prior to work being completed. All monuments must meet Council specifications, approval for the erection or refurbishment of monuments is at the absolute discretion of Council. Monumental work undertaken, without the approval of Council may incur fines in line with Council's Local Laws and any monument will be removed, at the expense of those found to have requested the unauthorised works.

Only authorised stonemasons are permitted to install or undertake work on monumental memorials. This work is separate to Council and is subject to an agreement between the Interment Right Holder, or approved persons (as

specified at the discretion of Council), and the chosen stonemasonry company. Council will not become involved in issues or disputes between these parties.

Council accepts no responsibility for the maintenance of any monument that has been constructed on a grave. The monument will always remain the responsibility of the Interment Right Holder, their family, and descendants. Council reserves the right to remove any monument after due notice to family or descendants (where possible) if the condition of the monument renders it dangerous to cemetery staff or visitors.

### **FLOWERS and MEMORABILIA**

Graves in lawn areas (as distinct from monument graves) are intended to have minimal flowers and memorabilia. Glass or metal containers, solar lights, pot plants, pebbles, plastic windmills and fencing etc. are strictly prohibited on lawn graves or ashes memorials. Approved flower vases are available for purchase through Council. All flowers and memorabilia in lawn areas not confined to Council issue flower vases will be removed at Council's absolute discretion.

Graves in monumental areas allow for flowers and memorabilia within the confines of the grave covering. Graves in monumental areas that do not have monumental coverings can purchase flower vases through Council, to be installed in the desktop plinth. Flowers and memorabilia in these instances are to be confined to the plinth and flower vases.

Any type of planting in lawn cemetery areas, monumental burial areas and ashes gardens is prohibited.

**Council accepts no responsibility for the damage or loss to personal property left on site.**

### **WESTERN DOWNS REGIONAL COUNCIL CEMETERIES**

Council Cemeteries offering a variety of interment options are:

- Chinchilla Monumental Cemetery (Chinchilla)
- Condamine Cemetery (Condamine)
- Jandowae Cemetery (Jandowae)
- Meandarra Cemetery (Meandarra)
- Miles Cemetery (Miles)
- Moonie Cemetery (Moonie)
- Myall Remembrance Park (Dalby)
- Tanderra Lawn Cemetery (Chinchilla)
- Tara Cemetery (Tara)
- The Gums Cemetery (The Gums)
- Wandoan Cemetery (Wandoan)

Council Cemeteries closed for future interments are:

- Arnold Street Cemetery (Miles)
- Chinchilla Pioneer Cemetery (Chinchilla)
- Condamine Pioneer Cemetery (Condamine)
- Cumkillenbar Cemetery (Kaimkillenbun)
- Dalby Monumental Cemetery (Dalby)
- Dogwood Cemetery (Miles)
- Jimbour Cemetery (Jimbour)
- Jimbour Wool Shed Cemetery (Jimbour)
- Juandah Cemetery (Wandoan)
- Miles Historical Cemetery (Miles)

### Privacy Statement

The personal information collected on this form will be used by Western Downs Regional Council or its Agents for the purpose of fulfilling your request and undertaking associated Council functions and services. Your details may be provided to a funeral director (after reasonable enquiries) so that they can arrange appropriate burial authorisation for a gravesite, or in the case of an approved monumental stone mason, to authorise works to the gravesite. Your personal information will not be disclosed to any other third party without your consent unless this is required or permitted by law.

Interment Rights Holder or Applicants details ONE name only

|   |               |                          |          |
|---|---------------|--------------------------|----------|
| Title/prefix  | Given Name(s) | Surname/family name      |          |
| Address   |               |                          | Postcode |
| Phone number  | Mobile number | Email                    |          |
| Deceased Name   |               | Relationship to deceased |          |
| <b>Declaration</b><br><br><input type="checkbox"/> I am making an application to become an established Interment Rights Holder<br><input type="checkbox"/> I am the person in whose name the Interment Right is issued<br><input type="checkbox"/> I act with the full authority of the family of the deceased Right of Interment Holder<br><input type="checkbox"/> I am the legal personal representative of the deceased person<br><input type="checkbox"/> I am the legal personal representative of the deceased Interment Right Holder<br><input type="checkbox"/> Written authority from the Right of Interment Holder is attached<br><input type="checkbox"/> The deceased is the Right of Interment Holder<br><br><b>I confirm that the information provided is correct and by signing this document I agree to be bound by the Cemetery Use terms and conditions attached to this application and the Operating Procedure - Council Cemeteries.</b><br><br><b>PLEASE NOTE:</b> Council acts in good faith when it relies on advice provided by Applicants and/or Funeral Directors and does not accept any responsibility for allowing an interment that might be the subject of a later dispute between family members.<br><br>Signature and date<br><br>_____ / / |               |                          |          |

| Office use only |         |     |      |
|-----------------|---------|-----|------|
| Cemetery        | Section | Row | Plot |
|                 |         |     |      |