

## CEMETERIES - ASHES INTAKE FORM

### CEMETERY DETAILS

- Beaconsfield Cemetery  Frankford Cemetery  Winkleigh Cemetery

### INTERMENT LOCATION

- Lawn Cemetery - Beaconsfield and Winkleigh only  
 Monumental Plot - all cemeteries  
 Rose Garden - Beaconsfield only  
 Niche Wall - all cemeteries

### RESERVATION DETAILS (if applicable)

Has a plot been reserved at the above cemetery? Yes  No  Unknown

If Yes please list details: Plot Number: \_\_\_\_\_ If No please list preference: \_\_\_\_\_

### APPLICANT DETAILS (RIGHT OF BURIAL HOLDER)

Note: The Right of Burial Holder's details, including name and contact information, will be disclosed in circumstances where a person is seeking to apply to Council to make alterations to the burial site, which can include transfer/surrender of the site, interment application for the burial and/or application for the installation of a memorial on the site.

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to deceased: \_\_\_\_\_

### DETAILS OF DECEASED

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of Death: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age at Death: \_\_\_\_\_

Last Known Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Veteran: Yes  No  If Yes, details of service history or duty performed: \_\_\_\_\_

Date of Cremation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Funeral Company: \_\_\_\_\_

Address of Funeral Company: \_\_\_\_\_

### APPLICANT DECLARATION

- I, the applicant, am over the age of 16,
- I am aware that it is an offence to knowingly provide false or misleading information and I acknowledge that the Right of Burial Holder will have all rights and responsibilities in relation to further burials and/or construction of monuments on the site nominated above.

**Please see Councils current fees and charges for cemetery fees.**

**\*\* Plaque sizes must not exceed 14cm wide x 13cm for Rose Garden Interments or 17cm wide x 15cm high for the Niche and Colonnade Walls\*\***

**Applicant name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Personal Information Protection Statement

1. Personal information is managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates, on request to the West Tamar Council.
2. Information can be used for other purposes permitted by the *Local Government Act 1993* and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of the West Tamar Council, in accordance with the Council's Personal Information Protection Policy.

Information on this form is required to ensure compliance with the following:

*Burial and Cremation Act 2019*  
*Burial and Cremation Regulations 2025*

#### OFFICE USE ONLY

Ashes received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Memorial Plaque Supplied: Yes  No  Photo taken: Yes  No

Location of Interment: \_\_\_\_\_

Interred by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Invoiced Amount: \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Burials Register Updated:  Yes Reg #: \_\_\_\_\_ Cemetery Module Updated:  Yes

Cemetery Mapping Updated:  Yes

Cemetery Manager Signature: \_\_\_\_\_