

The *Funeral Service Request* form is to be used to request funeral and interments within a Council controlled cemetery.

To return your completed form or for further information, please contact Council via email, council@hinchinbrook.qld.gov.au, phone (07) 4776 4600, in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

APPLICANT DETAILS	
Funeral Director/Applicant	
Address	
Phone	
Email	
Death/Cremation Certificate Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

DECEASED DETAILS			
Christian Names		Surname	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	
Date of Death		Place of Death	
Cause of Death		Last Address	
Previous Occupation		Place of Birth	
Next of Kin (if different to applicant)		Relationship	
Postal Address		Contact Number	
Email Address			

REQUESTED SERVICE DETAILS	Day	Date	Time
Requested Date			
Grave Side	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Church	Requiem Mass <input type="checkbox"/> Yes <input type="checkbox"/> No		
Ashes Interment Only	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Would you like Council to announce this funeral?	<input type="checkbox"/> Yes – Council's Website <input type="checkbox"/> Council's Facebook Page <input type="checkbox"/> No A photo can be supplied by emailing council@hinchinbrook.qld.gov.au		



INTERMENT DETAILS			
Cemetery	<input type="checkbox"/> New Ingham <input type="checkbox"/> Halifax <input type="checkbox"/> Old Ingham		
Cemetery Division	<div> <input type="checkbox"/> Catholic [1] <input type="checkbox"/> Anglican [2] <input type="checkbox"/> Uniting [6] <input type="checkbox"/> Lutheran [3] <input type="checkbox"/> Beam Division [21] <input type="checkbox"/> Lawn [22] <input type="checkbox"/> R.S.L. [23] <input type="checkbox"/> Mixed Denominations / Halifax [15] </div> <div> <input type="checkbox"/> Mausoleum Wall Side A [29] <input type="checkbox"/> Mausoleum Wall Side B [30] <input type="checkbox"/> Columbarium Wall Side A [24] <input type="checkbox"/> Columbarium Wall Side B [25] <input type="checkbox"/> Columbarium Wall Side C [27] <input type="checkbox"/> Columbarium Wall Side D [28] <input type="checkbox"/> Columbarium [RSL] [26] </div>		
Section		Plot	
Existing Reserve	<input type="checkbox"/> Yes <input type="checkbox"/> No Alongside:		
Type	<input type="checkbox"/> Burial <input type="checkbox"/> Vault	Break and Reseal	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ashes	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Notes			

INTERMENT INSTRUCTIONS	
Shelters and Chairs	<input type="checkbox"/> Yes - Quantity: Shelters_____ Chairs_____ <input type="checkbox"/> No
Lowering Device	<input type="checkbox"/> Yes <input type="checkbox"/> No
Family to Backfill	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sticks and Straps	<input type="checkbox"/> Yes <input type="checkbox"/> No
Coffin	<input type="checkbox"/> Standard Size <input type="checkbox"/> Oversize <input type="checkbox"/> Child
Other Notes	

SERVICE CHARGES	FEES/CHARGES 2022-2023	TOTAL CHARGE
Adult Plot	\$1,547.00	
Interment – Inground	\$1200.00	
Child under 5 years including stillborn plot	\$1,067.00	
Interment – Inground for child under 5 years including stillborn	\$443.00	
Mausoleum Wall Niche	\$8,671.00	
Mausoleum Wall and Vault Interment	\$400.00	
Columbarium Wall – Single Niche	\$325.00	
Columbarium Wall – Double Niche	\$650.00	
Interment – Ashes – Columbarium/Vault/Inground	\$240.00	
Columbarium Wall – RSL	\$105.00	
Interment – Ashes – RSL Wall	\$224.00	
Bond for cement slab (held in Trust) required for Catholic, Anglican, Uniting and Lutheran Divisions	\$885.00	
Provision of service – Lowering Device	\$350.00	
Provision of service – One Shelter – Weekdays ONLY	\$100.00	
Provision of service – Two Shelters – Weekdays ONLY	\$150.00	
PLEASE NOTE: Prices are subject to change at the beginning of each financial year Total		

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

AUTHORISATION			
Signature		Date	

OFFICE USE ONLY – CUSTOMER SERVICE TO COMPLETE			
Fee Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Date Paid	
Receipt Number		Document ID	
OFFICE USE ONLY – ENVIRONMENTAL SERVICES TO COMPLETE			
<input type="checkbox"/> PR Database Updated	<input type="checkbox"/> Map Updated	<input type="checkbox"/> Cemetery Advice Sent	
<input type="checkbox"/> Plot Marked	<input type="checkbox"/> Documents linked to CRM	<input type="checkbox"/> Reserves Processed	
CRM No		BDM ID	

