

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	☐ Yes ☐ No

DECEASED DETAILS			
Christian Names		Surname	
Gender	☐ Male ☐ Female	Date of Birth	
Date of Death		Place of Death	
Cause of Death		Last Address	
Previous Occupation		Place of Birth	
Burial Right Holder (if different to applicant)		Relationship	
Postal Address		Contact Number	
Email Address			

REQUESTED SERVICE DETAILS		Day	Date	Time
Requested Date				
Grave Side		☐ Yes ☐ No		
Church			Requiem Mass	☐ Yes ☐ No
Ashes Interment Only		☐ Yes ☐ No		
Would you like Council to announce this funeral?	☐ Yes - ☐ Webpage ☐ Facebook ☐ Image Provided		☐ No	



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

INTERMENT INSTRUCTIONS	
Shelters and Chairs	☐ Yes - Quantity: Shelters_____ Chairs_____ ☐ No
Family to Backfill	☐ Yes ☐ No
Coffin	☐ Standard Size ☐ Oversize ☐ Child
Other Notes	

SERVICE CHARGES	FEES/CHARGES 2026-2027	TOTAL CHARGE
Plot	\$1,701.00	
Interment – Inground	\$1,319.00	
Interment – Inground for child under 5 years including stillborn	\$488.00	
Interment - Above Ground Vault	\$440.00	
Mausoleum Vault	\$9,531.00	
Interment - Mausoleum Vault	\$364.00	
Columbarium Wall – Single Niche	\$358.00	
Columbarium Wall – Double Niche	\$715.00	
Interment – Ashes – Columbarium/Vault/Inground	\$264.00	
Columbarium Niche – RSL	\$116.00	
Interment – Ashes – RSL Wall	\$247.00	
Bond for cement slab (held in Trust) required for Catholic, Anglican, Uniting and Lutheran Divisions	\$973.00	
Provision of service – One Shelter – Weekdays ONLY	\$110.00	
Provision of service – Two Shelters – Weekdays ONLY	\$165.00	
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	☐ Yes ☐ No ☐ N/A	Date Paid	
Receipt Number		Document ID	
OFFICE USE ONLY – ENVIRONMENTAL SERVICES TO COMPLETE			
☐ PR Database Updated ☐ Plot Marked		☐ Map Updated ☐ Documents linked to CRM ☐ Cemetery Advice Sent ☐ Reserves Processed	
CRM No		BDM ID	

