

The Cemetery Reservation Application Form is to be used to request a Cemetery Reservation within Council Cemeteries in accordance with Local Law No.1 (Administration) 2012 and Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2012.

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.

RESERVE DETAILS	
Full Name	
Date of Birth	
Residential Address	
Postal Address	
Phone	
Email	

*The 'Right of Burial Holder' is the person who has the rights and responsibilities over the future interment and memorial of the nominated gravesite. NB – The Right of Burial Holder's details below, 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 the transfer and/or surrender of the site, interment application for the burial and/or application for the installation of a memorial on the site.

RIGHT OF BURIAL HOLDER 1 <i>Must be different from above</i>	
Full Name	
Relationship to Reserve	
Residential Address	
Postal Address	
Phone	
Email	
Signature	

RIGHT OF BURIAL HOLDER 2 <i>Must be different from above</i>	
Full Name	
Relationship to Reserve	
Residential Address	
Postal Address	
Phone	
Email	
Signature	



CEMETERY DETAILS			
Cemetery	<input type="checkbox"/> New Ingham <input type="checkbox"/> Halifax <input type="checkbox"/> Old Ingham		
Division	<div> <input type="checkbox"/> Catholic [1] <input type="checkbox"/> Anglican [2] <input type="checkbox"/> Uniting [6] <input type="checkbox"/> Lutheran [5] <input type="checkbox"/> Beam Division [21] <input type="checkbox"/> Columbarium Wall Side A [24] <input type="checkbox"/> Columbarium Wall Side B [25] <input type="checkbox"/> Columbarium Wall [RSL] [26] </div> <div> <input type="checkbox"/> Lawn [22] <input type="checkbox"/> R.S.L. [23] <input type="checkbox"/> Mixed Denominations / Halifax [15] <input type="checkbox"/> Mausoleum Wall Side A [29] <input type="checkbox"/> Mausoleum Wall Side B [30] <input type="checkbox"/> Columbarium Wall Side C [27] <input type="checkbox"/> Columbarium Wall Side D [28] </div>		
Section/Row		Plot/Niche	
Reserve Required next to <i>Please print full name of deceased person if applicable</i>			
Reservation occurring at time of Burial?	<input type="checkbox"/> Yes – Please complete Interment Application Form <input type="checkbox"/> No		

Note:

- This is an Application for Reservation. A Reservation Fee is required to be paid
- Prior to interment, a separate Application for Interment is to be completed. At this time a Burial Fee will be applied;
- Advice given by Applicants and Right of Burial Holders is relied upon by Council in good faith. Council does not accept responsibility for allowing a reservation or interment that might be the subject of a later dispute between family members, Executors and/or assigns.

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.

RESERVE SIGNATURE			
Signature		Date	

RESERVATION BY FUNERAL HOME			
Business Name			
Signature		Date	

OFFICE USE ONLY – ADMINISTRATION TO COMPLETE						RECEIPT CODE: 430	
Plot Fee Paid		Date		Receipt No		Cashier	
HCR No		Map	<input type="checkbox"/> Yes <input type="checkbox"/> No	Application No			