

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 2 business days prior to the intended burial date. Applications which are incomplete may not be accepted.

**Day & Date of proposed Burial:**

*To be confirmed with the Cemetery Sexton*

## DECEASED DETAILS

### 1. Details of the Deceased

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Maiden name:				
Other names the person is known as:				
Last address:				
Suburb/City:		State:		Postcode:
Date of birth:		Date of death:		Age:
Place of birth:		Place of death:		
Spouse's name:				
Mother's name:		Father's name:		

## BURIAL DETAILS

### 2. Select Relevant Cemetery

Martyn Street <input type="checkbox"/>	Forest View <input type="checkbox"/>	Gordonvale <input type="checkbox"/>	Nelson Road Babinda <input type="checkbox"/>	Babinda <input type="checkbox"/>
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### 3. Select Relevant Section

Lawn plaque <input type="checkbox"/>	Mausoleum* <input type="checkbox"/>	Monumental <input type="checkbox"/>
Lawn headstone <input type="checkbox"/>	Vault* <input type="checkbox"/>	

\*For burials in a mausoleum or above ground vault, the human remains are required to be embalmed and enclosed inside a coffin or casket which has a hermetically sealed plastic or metal liner. An Embalming Certificate must be provided to Council prior to the burial.

### 4. Site Details

Section:	Row:	Site:
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### 5. Funeral Director

Funeral home business name:	
Name of Funeral Director:	

## 6. Burial details

Please ensure that your Funeral Director has contacted Council's Cemetery Sexton to confirm the date of burial and the availability of the proposed site prior to submitting this form.

<p>Is the burial to be in an existing, occupied grave site?</p> <p><i>Note: the existing grave site must be suitable to accommodate a second burial, and first approved by Council's Cemetery Sexton.</i></p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, you must be the Burial Right Holder or have the written permission of the Burial Right Holder to authorise the use of this existing grave site which must accompany this application.</i></p>	<p>No <input type="checkbox"/></p>
<p>Do you require the grave site to be dug as double depth?</p> <p><i>(Double depth allows the site to be dug at double the normal depth for a single grave site)</i></p> <p><i>Note: Additional fees apply</i></p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please be advised that double depth grave sites can only be requested at the time of the first burial in that gravesite. Council cannot guarantee that any site can be double depth until such time that the site has been dug.</i></p>	<p>No <input type="checkbox"/></p>
<p>Measurements of the coffin/casket to be used</p> <p><i>Note: It is important that the measurements provided are accurate and must include any handles or other protrusions.</i></p> <p><i>Additional fees apply for oversized coffins/caskets</i></p>	<p>Length: _____ mm</p> <p>Width: _____ mm</p> <p>Depth: _____ mm</p>	
<p>Is the combined total weight of the coffin/casket and the deceased more 362kgs?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Are you receiving Burial Assistance in relation to this application?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please be advised that memorials are not permitted on sites which have received Burial Assistance until the Burial Assistance has been fully repaid.</i></p>	<p>No <input type="checkbox"/></p>

## 7. Funeral or ceremony details

<p>Do you propose to hold a service within the cemetery?</p> <p><i>Please answer no if service is to be held at a Church/Chapel</i></p> <p><i>Note: additional fees apply if outside standard interment hours*</i></p> <p><i>*Standard Interment hours - Monday to Friday - 10.00am to 2.30pm (gravesite must be vacated by 2.30pm)</i></p> <p><i>*Standard Interment hours -Saturday - 10.00am to 1.00pm (gravesite must be vacated by 1.00pm)</i></p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please provide the following information:</i></p> <p>Name of person officiating the service: _____</p> <p>Time of service: _____</p> <p>Proposed arrival time at the cemetery: _____</p> <p>Proposed departure time at the cemetery: _____</p>	
	<p>No <input type="checkbox"/></p> <p><i>If answering no to this question, please provide the following information:</i></p> <p>Proposed arrival time at the cemetery: _____</p> <p>Proposed departure time at the cemetery: _____</p>	
<p>Do you propose to backfill the grave site by hand?</p> <p><i>Note: Additional fees apply for sand for hand backfill POA</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Do you propose to hand lower the casket/coffin into the grave site?</p> <p><i>Note: if proposing to backfill the grave site by hand, hand lower must be selected</i></p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>Do you wish to hire a portable shelter?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please be advised that additional fees apply outside of standard interment hours.</i></p>	<p>No <input type="checkbox"/></p>

## APPLICANT DETAILS

### 8. Applicant details

Please be advised that if a permit is issued, the contact details provided below will be the contact details that Council will keep on record for the burial site. It is a requirement that the contact details recorded with Council are kept up to date at all times by the Applicant.

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				Date of Birth:
Address:				
Suburb/City:		State:		Postcode:
Phone number:		Email address:		
Relationship to the deceased?				

### 9. Who is applying for the permit?

Burial Right Holder – <b>proceed to Applicant Declaration</b>	<input type="checkbox"/>
A person with the written permission of the Burial Right Holder – <b>Complete question 10</b>	<input type="checkbox"/>
Another person where the Burial Right Holder is deceased or cannot be contacted – <b>Complete question 11</b>	<input type="checkbox"/>

### 10. A person with the written permission of the Burial Right Holder

Do you have the written permission of the Burial Right Holder to make arrangements for this site?	Yes <input type="checkbox"/> <i>If answering yes to this question, please provide a copy of the written permission from the Burial Right Holder with this application.</i>	No <input type="checkbox"/> <i>If answering no to this question, proceed to question 11.</i>
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### 11. Another person where the Burial Right Holder is deceased or cannot be contacted

Are you acting on behalf of the Burial Right Holder in a legal capacity? <i>For example – if the Burial Right Holder is still alive, through an enduring power of attorney</i>	Yes <input type="checkbox"/> <i>If answering yes to this question, please provide a copy of the relevant document.</i>	No <input type="checkbox"/>
Is the Burial Right Holder deceased?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were you listed as a secondary contact that could act on the behalf of the burial right holder after their passing on the original Burial Right application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If answering no to all questions in question 5, why is the Burial Right Holder for the site unable to make arrangements for this site?		

### Applicant Declaration

<input type="checkbox"/>	I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.
<input type="checkbox"/>	I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council (“ <b>Loss</b> ”) in connection with or related to: <ol style="list-style-type: none"> <li>a) reliance on the information provided in this application, unless such Loss is caused by the Council’s negligent act or omission; and</li> <li>b) undertaking the burial of human remains and/or use of the Council Cemetery in any way, unless such Loss is caused by the Council’s negligent act or omission.</li> </ol>
Signature	Date

## Fees

### FUNERAL DIRECTOR USE ONLY

#### Application fees

Once Council receives a complete application form, an invoice will be generated and forwarded to the funeral director to arrange payment which includes information about payment options.

Burial Permit – adult section – Monday – Friday – standard interment hours*	\$2,400.00	<input type="checkbox"/>
Burial Permit – adult section – Saturday – standard interment hours*	\$3,000.00	<input type="checkbox"/>
Burial Permit – children section – child up to 8 years	FREE	<input type="checkbox"/>
Burial Permit - Mausoleum - Monday - Friday - standard interment hours* <i>Note: Permit fee does not include operational fees and charges that may be required</i>	\$1,500.00	<input type="checkbox"/>
Burial Permit - Mausoleum - Saturday - standard interment hours* <i>Note: Permit fee does not include operational fees and charges that may be required</i>	\$2,000.00	<input type="checkbox"/>
Burial Permit - Vault - Monday - Friday - standard interment hours*	\$2,400.00	<input type="checkbox"/>
Burial Permit - Vault - Saturday - standard interment hours*	\$3,000.00	<input type="checkbox"/>
Surcharge: services concluding outside standard interment hours* - Monday to Friday	\$600.00	<input type="checkbox"/>
Surcharge: services concluding outside standard interment hours* - Saturday	\$750.00	<input type="checkbox"/>
Surcharge: oversize grave >2,300mmm x 1,100mm x 1m450mm (excludes vaults)	\$350.00	<input type="checkbox"/>
Surcharge: double depth (if possible)	\$350.00	<input type="checkbox"/>

\* Standard Interment hours - Monday to Friday - 10.00am to 2.30pm (gravesite must be vacated by 2.30pm)

\* Standard Interment hours -Saturday - 10.00am to 1.00pm (gravesite must be vacated by 1.00pm)  
Saturday burials are strictly subject to approval

OFFICE USE ONLY			
Fee:	Receipt #	Date:	Officer Name:
Application has been properly made in accordance with clause 21 of <i>Local Law No. 7 (Human Remains and Cemeteries) 2016</i> and <i>Local Law No. 1 (Administration) 2016</i> ?		Yes	No
		Approved by:	

#### *Cairns Regional Council – Information Privacy Statement*

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.