

This application form is to be used when applying to be the Burial Right Holder for a site within a Council cemetery. A Burial Right Holder is the person who has the burial rights in relation to a site within a Council cemetery which gives the person the right to bury or place human remains within that site for a period of 25 years. The Burial Right Holder also has the right to install and repair a memorial for the site. 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. Applications which are incomplete will not be accepted.

## APPLICANT DETAILS

### 1. Burial Right Holder

The person applying to purchase the burial rights for a grave site must complete this section. If Council grants this application the name and contact details provided below will be for the person referred to as the 'Burial Right Holder' and will be the details kept on Council's record for the person who holds the right and retains the responsibilities, over the future use of the site. The Burial Right Holder must keep the following contact details recorded with Council up to date at all times.

	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:		

### 2. Nominated Representative

The person nominated below is authorised to act on the Burial Right Holder's behalf if the Burial Right Holder is incapacitated or deceased. The Burial Right Holder must keep the following contact details recorded with Council up to date at all times.

	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 Burial Right Holder?				

## CEMETERY DETAILS

### 3. 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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### 4. Select Relevant Section

Lawn plaque <input type="checkbox"/>	Lawn headstone <input type="checkbox"/>	Lawn ashes <input type="checkbox"/>	Children's <input type="checkbox"/>
Monumental <input type="checkbox"/>	Vault* <input type="checkbox"/>	Mausoleum* <input type="checkbox"/>	Granite Columbarium wall <input type="checkbox"/>
Other Columbarium wall <input type="checkbox"/>	Brick Columbarium wall <input type="checkbox"/>		

\*For burials in a mausoleum or above ground vault section, 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.

### 5. Site Details

Section:	Row:	Site:
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## 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 (“Loss”) in connection with or related to reliance on the information provided in this application, unless such Loss is caused by the Council’s negligent act or omission.
<input type="checkbox"/>	<p>I understand and agree that if granted the burial rights pursuant to this application:</p> <p>(a) I will retain the burial rights for the approved site, including the right to authorise the burial of others within the approved site, for a period of 25 years only from the date approval is given;</p> <p>(b) I am responsible for re-applying to Cairns Regional Council prior to the expiry of the 25 year period stated in (a) if I wish to retain the burial rights for the approved site for a further 25 year period;</p> <p>(c) where the site remains unused, if I do not re-apply to Cairns Regional Council prior to the expiry of the 25 year period stated in (a), the burial rights for the site will be revoked and will revert back to the Cairns Regional Council;</p> <p>(d) I will ensure my contact details are kept up to date at all times with Cairns Regional Council;</p> <p>(e) I am not permitted to sell the burial rights to any other person; and</p> <p>(f) I am not permitted to transfer those rights to another site within the cemetery without Cairns Regional Council’s approval.</p>
Name of Burial Right Holder	
Signature	Date

## How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



### **By mailing**

You can mail your completed application to the following address:

Cairns Regional Council  
PO Box 359  
CAIRNS QLD 4870



### **In person**

You can submit your completed application in person at Council’s Spence Street Customer Service centre.



### **By email**

You can submit your completed application by emailing it to [regadmin@cairns.qld.gov.au](mailto:regadmin@cairns.qld.gov.au)

## Fees – office use only

### Application fees

Adult section Lawn or monumental	\$3,000.00	<input type="checkbox"/>	Children's section – child aged between 1 to 8 years * The coffin must be no longer than 1.2 meters	FREE	<input type="checkbox"/>
Vault site	\$3,500.00	<input type="checkbox"/>	Brick Columbarium Wall Niche	\$200.00	<input type="checkbox"/>
In-ground ashes site	\$1,000.00	<input type="checkbox"/>	Rendered Columbarium Wall Niche	\$200.00	<input type="checkbox"/>
Granite Columbarium Wall Niche: Single	\$1,000.00	<input type="checkbox"/>	Mausoleum*	\$15,500.00	<input type="checkbox"/>
Granite Columbarium Wall Niche: Double	\$1,500.00	<input type="checkbox"/>			

OFFICE USE ONLY				
Receipt Type	T168 Martyn Street	T169 Forest View	T171 Gordonvale	T172 Babinda
Fee:	Receipt #	Date:	Officer Name:	
Application has been properly made in accordance with clause 33 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.