



# LACHLAN SHIRE COUNCIL

## MANAGEMENT OF CEMETERIES

<b>Management of Cemeteries</b> Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>					Page 1 of 22
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## 1. BACKGROUND

Lachlan Shire Council acts as the cemetery authority in accordance with legislative requirements. Council is responsible for maintaining records of interment, tracking reservations, maintaining cemetery grounds, annual reporting to Cemeteries and Crematoria NSW as well as liaising with Funeral Directors.

Cemeteries located within the Lachlan Shire Local Government Area (LGA) include Albert, Bena, Condobolin, Fifield, Lake Cargelligo, Tottenham and Tullibigeal.

The Albert, Bena, Fifield, Lake Cargelligo, Tottenham and Tullibigeal cemeteries are run by Section 355 Committees. The committee members act as Council's delegates and carry out the same cemetery functions as Council.

## 2. SCOPE

This policy applies to all members of Council staff, including Councillors, consultants, contractors, committees, and temporary or casual employees of Council, who are involved in maintaining cemetery records and cemetery grounds.

## 3. OBJECTIVE

The objective of this policy is to provide procedures and information that will ensure consistency when dealing with cemetery related enquiries throughout the Lachlan Shire.

## 4. DEFINITIONS

- 'Authorised person'** (a) an employee of Council generally or specifically authorised by the Council in respect of, or whose duty it is to, deal with a particular matter.
- (b) a Police officer.
- 'Columbarium'** *a brick structure erected at a cemetery for cremated remains.*
- 'Council'** *Lachlan Shire Council.*
- 'Grave'** *means any burial place, other than a vault, formed in the ground by excavation.*
- 'Interment'** *interment of human remains means:*
- a) *the placement of human remains in a mausoleum, vault, columbarium or other structure designed for the placement of such remains; or*
- b) *the burial in the earth of human remains (directly in the earth or in a container).*

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<b>‘Interment Right’</b>	<i>previously known as a burial permit.</i>
<b>‘Memorial Item’</b>	<i>anything placed upon a grave, a monument or plaque which can include flowers, photographs, trinkets or ornaments.</i>
<b>‘Monument’</b>	<i>a structure erected as a memorial on a grave, eg. Tombstone.</i>
<b>‘355 Committee’</b>	<i>act as a consulting, liaison, advisory, promoting and coordinating group for the management and development of the facility/activity, for the benefit of the community.</i>
<b>‘Perpetual’</b>	<i>interned in a specified site, with the remains to be left undisturbed forever.</i>
<b>‘General cemetery’</b>	<i>incorporates the Independent, Catholic, Anglican Church of Australia and Methodist/Uniting Church sections of the cemetery.</i>

## 5. POLICY

### 5.1 Interments

The interment of human remains must be in a grave or a vault.

A person who buries a body must place the coffin so that its upper surface is not less than 900mm below the natural surface level of the soil where it is buried. Plots are double depth only.

Allotment sizes for a single grave, vault or monument are:

Land General Cemetery: 1.2m wide x 2.4m long

Lawn Cemetery: 1.2m wide x 2.4m long

Burials in vaults are subject to the Division 3, S67 of the Public Health Regulation (2012) (NSW).

#### **A person organising a burial of a deceased person will:**

- Complete the “Application for Burial” form and pay the appropriate fee as outlined in Council’s Fees and Charges.
- Receive a “Certificate of Perpetual Interment Right” issued by Council prior to interment.
- The person organising the burial should liaise with a Funeral Director, providing the “Certificate of Perpetual Interment Right”, to have the body buried in a reserved plot; or
- Liaise with a Funeral Director regarding the burial and purchase a Perpetual Interment Right.

## 5.2 Disposition of ashes

Where a columbarium is available, ashes of persons who have been cremated are to be placed in a receptacle in the columbarium with a plaque fitted to the face of the columbarium.

Plaques fitted to the columbarium will be no bigger than 18 cm x 15 cm, this will prevent the plaques encroaching onto another cavity in the columbarium.

Plaques will be no smaller than 14.5cm x 12cm, this will prevent the plaque falling into the cavity when fitted.

Council allows ashes to be placed into another grave by re-opening an existing grave.

### **A person arranging a disposition of ashes will:**

- a) Complete an 'Application for burial' form and pay the appropriate fee as outlined in Council's Fees and Charges.
- b) Receive a 'Certificate of Perpetual Interment Right' issued by Council prior to interment.
- c) Arrange with a Funeral Director to purchase a plaque and have the ashes and plaque placed on the Columbarium in the assigned location.

## 5.3 Reservations

People may choose to select and reserve a plot in the cemetery to avoid an additional burden being placed on surviving family members and/or to be close to deceased family members.

People wishing to reserve a plot must contact Council's Infrastructure Services Administration Coordinator on 02 6895 1900 to determine a location in the Condobolin Cemetery.

355 Committee contacts will assist with reservations for other cemeteries within the Lachlan Shire LGA. Contact details for 355 Committee members can be found on Council's website: [www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au).

### **A person organising a reservation will:**

- a) Complete an 'Application for Reservation form' and pay the appropriate fee as outlined in Council's Fees and Charges;
- b) A 'Certificate of Perpetual Interment Right' will be issued as proof of reservation once the payment has been received in full. This will be requested on interment.
- c) Council will place a "Reserved" plaque onsite once payment has been received in full.

Proof of payment for the reservation will be requested on all reservations. If there is no receipt produced, the cost of the plot will be charged and paid for as per the appropriate fees as outlined in Council's Fees and Charges.

If the reservation is not used and the deceased is buried elsewhere, the next of kin is to notify Council as soon as practical.

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## 5.4 Transferring an Interment Right

Council understand circumstances change, people may choose to be buried elsewhere or their wishes may change. Council does not permit the on-selling of a reserved plot to a third party, however a transfer can be made to family members.

### A person organising a transfer of interment right will:

- Complete a 'Transfer of an interment right' form and pay the appropriate fees as outlined in Council's Fees and Charges.
- Return the original 'Certificate of Perpetual Interment Right' hereby relinquishing all rights, licences and claims to the interment right.
- Council will update its Cemetery operator's register.
- A 'Certificate of Perpetual Interment Right' will be issued to the transferee. This will be requested on interment.

## 5.5 Fees and charges

Fees and charges are reviewed each year in relation to Council's Management Plan. To calculate the cost for plots, refer to the tables and legend below for applicable fees which can then be referenced to the line items in Council's fees and charges.

Fees and charges may be viewed on Council's website, [www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au).

Any vacant plot must be purchased at the appointed rate.

<b>Charges for General Cemetery</b> (Anglican Church of Australia, Independent, Roman Catholic or Presbyterian Section)		
<b>Single person plot:</b>  B + C + D	<b>Double depth plot:</b>  1st person: B + C + D  2nd person: C + D + E	<b>Side by side plots:</b>  1st person: A + B + C + D  2nd person: B + C + D + E

<b>Charges for Lawn Cemetery</b>		
<b>Single person plot:</b>  F + C + D	<b>Double depth plot:</b>  1st person: F + C + D  2nd person: C + D + E	<b>Side by side plots:</b>  1st person: A + F + C + D  2nd person: F + C + D + E

A = Cemetery Reservation Fee

D = Approval/Admin re-open fee

B = Land General Cemetery

E = Monumental Fee

C = Interment Fee

F = Lawn Cemetery

## 5.6 Plaques and monuments

Plaques and monuments are permitted in Lachlan Shire Cemeteries. Depending on which section of the cemetery the deceased have been interned in, depends on what is able to be placed as plaques and monuments. The dot points below outline what can and can't be placed in each section of the cemetery.

- a) Monuments with appropriate epitaphs and/or plaques are permitted in all sections of cemeteries except in the lawn portion of cemeteries.
- b) Plaques are to be fixed to the plinth provided in the lawn cemeteries and shall be a standard size of between 70mm x 30mm and 380mm x 280mm, etched in bronze with raised lettering.
- c) When a first interment occurs in the Condobolin lawn cemetery, a temporary plaque (70mm x 30mm) etched in bronze with raised lettering will be provided by Council (as outlined in the fees and charges). If a second interment takes place, there will be an additional charge at cost for the plaque. Orders should be placed with Council's Infrastructure Administration Officer.
- d) No monument, other than plaque described in (b) shall be permitted in lawn cemeteries. If additional or non-conforming trinkets are removed, Council staff will place them in storage until they can be collected.
- e) Prior approval from Council is required before any living monuments (plants, etc.) are placed on graves.
- f) The ordering and placement of temporary plaques will be the duty of Council's Infrastructure Services Administration Coordinator.
- g) The 'application for permission to carry out monumental works' form is to be completed and lodged with Council (including payment of applicable fees) prior to any monumental works taking place.
- h) When temporary plaques are received by Council, Council will remove the temporary cross.
- i) When the final plaque has been ordered with the Funeral Director and received it will be placed on the plinth in place of the temporary plaque.
- j) Payment for a plaque in relation to a 'reserved' plot will not be accepted at the time of plot reservation.
- k) Only one plaque is to be placed per plot in the lawn cemetery, memorial wall or rose garden.
- l) Plaques/monuments placed in the rose garden are to be kept in line with past and current practices. The current practice is granite with a plaque no bigger than 30 cm high and 20 cm wide.

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## 5.7 Trinkets and memorial items

Trinkets and memorial items are also permitted in Lachlan Shire Cemeteries. Depending on which section of the cemetery the deceased have been interned in, depends on what is able to be placed as trinkets and memorial items. The dot points below outline what can and can't be placed in each section of the cemetery.

- a) Vases, pots, ornaments etc are permitted to be placed on graves for a period of up to twelve months from the date of burial. After this period ornaments or trinkets under 300 mm high be allowed wholly on each plinth space and that this condition be retrospective.
- b) No motion activated devices are allowed in the Lawn Cemetery and only two solar lights are permitted in the general sections of the Cemeteries.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 Role of Funeral Director

Burials can only be undertaken at cemeteries under the control of a registered Funeral Director. Council will accept notification of burial from the Funeral Director via telephone or email.

Funeral Directors will notify Council when a service is being held, services should be held a minimum of two hours apart to allow some time for the grieving family from the first funeral to reflect on the service and comfort one another.

In providing information to Council regarding the funeral, the Funeral Director becomes responsible for any cost incurred with the funeral. This may include the purchase of a "Certificate of Interment Right," excavation, backfilling of the plot, cost of vases and plaques or any other expense which may be incurred by Council in preparing the burial site.

### 6.2 Role of Council

#### Register of burial

Council and Section 355 Committees keep and maintain a register of burials which record the name, address, date of passing, service details, next of kin, Interment Right holder and location in the cemetery of the deceased. This is subject to Council receiving a completed Application for Approval form with the date of interment and other such details.

This information is used for annual reporting to Cemeteries and Crematoria NSW and future cemetery enquiries.

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## Access to records

Council's register of burials for the Condobolin Cemetery may be sighted by a member of the public between 8.30am and 4.30pm, Monday to Friday. Section 355 Committee contact details are available upon request to Council or on Council's website [www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au) for other cemeteries located within the Lachlan Shire.

Copies of records will not be made; any person viewing the register may make notes of any relevant entry. If you are requesting information, a 'Request for information' form should be completed to assist with location of the deceased.

## Approvals

Council approval is required before any of the following works are carried out:

- excavation of a grave for interment of a body.
- re-opening of a grave for interment of a body;
- erection of a vault for interment of a body;
- carrying out monumental work; and
- deposition of ashes.

## General cemetery maintenance

Two (2) months after a burial, Council staff will level off the dirt in the Lawn Cemetery and continue to top up as required. The temporary wooden cross will be returned to the Funeral Director once the temporary plaque has been received and installed by Council.

Council staff will remove all artificial and dead flowers that have blown away from graves.

It is the responsibility of the family of the deceased to maintain the grave site itself.

## 7. FURTHER INFORMATION

Further information can be obtained:

In person: 58 – 64 Molong Street Condobolin      Post: PO Box 216 Condobolin NSW 2877

Email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)      Phone: 02 6895 1900

Website: [www.lachlan.nsw.gov.au](http://www.lachlan.nsw.gov.au)

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# 8. RELATED DOCUMENTS

Related Legislation and Council Policies include:

- Local Government Act 1993
- Government Information (Public Access) Act 2009 (GIPA Act)
- Privacy & Personal Information Protection Act 1998 (PPIP Act)
- Cemeteries and Crematoria Act 2013
- Public Health Regulation (2012) (NSW)
- Council’s Fees and Charges
- Tree Management Guidelines

Greg Tory

GENERAL MANAGER

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# APPENDIX 1: FORMS



## Application for Burial

To be completed by the Funeral Director

### Purpose of this form:

To notify the cemetery operator (Lachlan Shire Council) of a proposed interment. This application for burial should be submitted to the cemetery operator prior to an interment taking place.

Section 67 of the *Cemeteries and Crematoria Act 2013*

☐ First interment    ☐ Re-opening    ☐ Placement of ashes

### Deceased persons details

Full Name of deceased \_\_\_\_\_  
Last known address \_\_\_\_\_  
Maiden Name \_\_\_\_\_ Religion \_\_\_\_\_ Gender \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Date of death \_\_\_\_\_ Age \_\_\_\_\_

### Service details

Date of Interment \_\_\_\_\_ Time of Interment \_\_\_\_\_  
Type of service \_\_\_\_\_ Church \_\_\_\_\_ Graveside \_\_\_\_\_ Private \_\_\_\_\_  
(Please Circle)  
Certificate of death signed by \_\_\_\_\_  
Depth \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

### Reopening details

Current occupant \_\_\_\_\_  
Is there a reservation? \_\_\_\_\_

### Location

Cemetery \_\_\_\_\_  
Area/Wall \_\_\_\_\_ Row \_\_\_\_\_ Plot Number \_\_\_\_\_  
Other – please specify \_\_\_\_\_

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**Next of Kin/Secondary Contact(s)**

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

*Please attach an additional sheet for more than one interment right holder or secondary contact.*

**Funeral Director Details**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

I have read Lachlan Shire Council's Management of Cemeteries and hereby agree to abide by those conditions.  
I have given a copy of Lachlan Shire Council's Management of Cemeteries to the applicant.

\_\_\_\_\_  
Funeral Director Signature                      Applicant Signature                      Date

**Office Use****Fees to be paid**

Plot (106)	
Interment (106)	
Application (105)	
Total	
Receipt number	
Receipt date	
Permit number	

# Application for a reservation

## Purpose of this application form

This application form should be completed by a consumer that seeks to acquire (reserve) a Perpetual Interment Right. A Perpetual Interment Right provides the right to be interned at a Lachlan Shire Council operated cemetery, (Albert, Bena, Condobolin, Lake Cargelligo, Tottenham and Tullibigeal), in a specified site, with the remains to be left undisturbed forever

One application is required for each Perpetual Interment Right.

Once the application has been received and paid for, you will be issued with an Interment Right. It is recommended this document is stored in a safe place, as it will need to be produced at time of interment.

This form has been approved by Cemeteries & Crematoria NSW under subsection 56(2) of the *Cemeteries and Crematoria Act 2013*.

## For help and to return this form:

In person: 58 – 64 Molong Street Condobolin

Post: PO Box 216 Condobolin NSW 2877

Phone: (02) 6895 1900 during business hours

Email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

## 1. Intended Holder(s)

### Holder 1

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Holder 2

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## 2. Next of Kin/Secondary Contact(s)

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

*Please attach an additional sheet for more than one interment right holder or secondary contact.*

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### 3. Interment site preference

Cemetery \_\_\_\_\_

Area/Wall \_\_\_\_\_

Row \_\_\_\_\_

Plot Number \_\_\_\_\_

Other – please specify \_\_\_\_\_

This interment site allows for a maximum \_\_\_\_\_ full body interments

\_\_\_\_\_ ash interments

Number of persons who may be interred: \_\_\_\_\_

#### Who may be interred

I/We wish to specify:

☐

The identity of the person(s) whose remains may be interred:

or

☐

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

The relationship of the person(s) whose remains may be interred:

\_\_\_\_\_ and the person who may nominate the person(s) whose remains may be interred:

or

☐

The relationship of the person who may nominate the person(s) whose remains may be interred:

'Relationship' can mean direct family members, relatives, an executor, power of attorney or other such persons as agreed between the interment right holder and grantor.

### 4. Terms and Conditions

- a. A Perpetual Interment right will be issued for a specified plot.
- b. No more than two Interment Rights in a cemetery can be reserved by any one individual.
- c. Interment rights issued to 2 holders are held jointly. On the death of a joint holder of an Interment Right, the remaining joint holder is entitled to the Interment Right.
- d. Holders must provide on request, two original identification documents, one of which must provide photo identification.
- e. A certificate will be issued to the holders(s) as proof of ownership and must be presented when booking a funeral/interment service.
- f. The holders preferred funeral director is responsible for interment and funeral arrangements.
- g. Council do not arrange grave digging services or the supply and installation of memorials (headstones/monuments/plaques).
- h. The Interment Right holder(s) is responsible for the maintenance of individual graves.
- i. Council reserve the right to refuse permission for any proposed memorial construction or alteration at Councils' discretion. Council have the right (but not the obligation) to remove any unapproved memorial or alteration without notice.
- j. Interment Rights can be transferred, but only while the holder is alive and only to an immediate family member of the holder after consultation with Council and payment of the associate fee.
- k. Unused Interment Rights can be transferred pursuant to the will or intestacy of a deceased Interment Right holder. In this instance, the transfer of the Interment Right is only operative when a Transfer of Interment Right is submitted to Council with payment of the associated fee and processed.

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- I. Council reserve the right to review and/or amend these terms and conditions, our holdings, interment plots and property within our cemeteries at any time, without providing prior notice.

### Privacy declaration

Council is collecting this information under the *Cemeteries and Crematoria Act 2013*. This information will allow Council to assess your application and maybe disclosed to any relevant government agency. The information will be used to update the burial register and annual reporting. Other people will be able to request access to the information provided under the *Government Information (Public Access) Act 2009*. The information will be stored in a secure location in accordance with the *Privacy and Personal Information Protection Act 1998*.

I acknowledge that I have read and understood all the information contained in this application. All information that has been provided is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# Transfer of an Interment Right

## Purpose of this application form:

This application form should be completed by a consumer that seeks to transfer an interment right from themselves to a new holder.

A cemetery operator may transfer an interment right from one person or two or more persons as joint holders to one person or two or more persons as joint holders. A person to whom an interment right devolves does not become the holder of the interment right until the cemetery operator's register is amended.

This application form is not required for transferring rights between joint holders. On the death of a joint holder of an interment right, the remaining party is entitled to the interment right. The surviving joint holder/s should advise the cemetery operator of the death of one joint holder so the cemetery operator's register can be updated.

This form has been approved by Cemeteries & Crematoria NSW under subsection 49(4) of the *Cemeteries and Crematoria Act 2013*.

## For help and to return this form:

In person: 58 – 64 Molong Street Condobolin

Post: PO Box 216 Condobolin NSW 2877

Phone: (02) 6895 1900 during business hours

Email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

## 1. Request

☐

Albert Cemetery

☐

Bena Cemetery

☐

Condobolin Cemetery

☐

Fifield Cemetery

☐

Lake Cargelligo Cemetery

☐

Murrin Bridge Cemetery

☐

Tottenham Cemetery

☐

Tullibigeal Cemetery

Area/Wall

Row

Plot Number

Other – please specify

## Type of transfer

☐

Transfer by holder

☐

Bequeath by holder

☐

Executor decision due to intestacy

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Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

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## 2. Transferrer details

The transferrer is the current Interment Right or Burial Permit holder.

### Holder 1

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Holder 2

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## 3. Transferee details

The transferee is the new holder of the Interment Right.

### Holder 1

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Holder 2

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## Next of Kin/Secondary Contact(s)

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

*Please attach an additional sheet for more than one interment right holder or secondary contact.*

## Who may be interred

I/We wish to specify:

☐

The identity of the person(s) whose remains may be interred:

Or

☐

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

The relationship of the person(s) whose remains may be interred:

\_\_\_\_\_ and the person who may nominate the person(s) whose remains may be interred:

Or

☐

The relationship of the person who may nominate the person(s) whose remains may be interred:

*'Relationship' can mean direct family members, relatives, an executor, power of attorney or other such persons as agreed between the interment right holder and grantor.*

## 4. Terms and Conditions

The transferrer agrees to:

- a. Relinquish all rights, licences and claims to the Interment Right
- b. Indemnify Lachlan Shire Council against any actions that may be taken or incurred as a result of this application.

The transferee acknowledges that:

- c. No more than two Interment Rights in a cemetery can be reserved by any one individual.
- d. Interment rights issued to 2 holders are held jointly. On the death of a joint holder of an Interment Right, the remaining joint holder is entitled to the Interment Right.
- e. Holders must provide on request, two original identification documents, one of which must provide photo identification.
- f. A certificate will be issued to the transferee (s) as proof of ownership and must be presented when booking a funeral/interment service.
- g. The holders preferred funeral director is responsible for interment and funeral arrangements.
- h. Council do not arrange grave digging services or the supply and installation of memorials (headstones/monuments/plaques).
- i. The Interment Right holder(s) is responsible for the maintenance of individual graves.
- j. Council reserve the right to refuse permission for any proposed memorial construction or alteration at Councils' discretion. Council have the right (but not the obligation) to remove any unapproved memorial or alteration without notice.
- k. Interment Rights can be transferred, but only while the holder is alive and only to an immediate family member of the holder after consultation with Council and payment of the associate fee.
- l. Unused Interment Rights can be transferred pursuant to the will or intestacy of a deceased Interment Right holder. In this instance, the transfer of the Interment Right is only operative when a Transfer of Interment Right is submitted to Council with payment of the associated fee and processed.
- m. Council reserve the right to review and/or amend these terms and conditions, our holdings, interment plots and property within our cemeteries at any time, without providing prior notice.

### Management of Cemeteries

Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

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Version: 1	ADOPTED:	Commencement Date:	Last Review Date:	Next Review Date:	Records Management
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## Privacy declaration

Council is collecting this information under the *Cemeteries and Crematoria Act 2013*. This information will allow Council to assess your application and maybe disclosed to any relevant government agency. The information will be used to update the burial register and annual reporting. Other people will be able to request access to the information provided under the *Government Information (Public Access) Act 2009*. The information will be stored in a secure location in accordance with the *Privacy and Personal Information Protection Act 1998*.

I acknowledge that I have read and understood all the information contained in this application. All information that has been provided is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Management of Cemeteries</b>					Page 19 of 22
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>					
Version: 1	ADOPTED:	Commencement Date:	Last Review Date:	Next Review Date:	Records Management
Council Meeting – 23/08/2023	RES 2023/188	1/09/2023	23/08/2023	23/08/2025	D23/13983

# Request for Information

## Purpose of this form:

Any person can use this form to seek information from a cemetery operator's register.

There is a separate obligation on cemetery operators to make the cemetery operator's register available for public inspection free of charge, under subsection 63(7) of the *Cemeteries and Crematoria Act 2013*.

This form has been approved by Cemeteries & Crematoria NSW under subsection 63(11) of the *Cemeteries and Crematoria Act 2013*.

## Applicants Details

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

## Information about deceased

Location \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Death \_\_\_\_\_

Age \_\_\_\_\_

## Information requested

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<b>Management of Cemeteries</b>					Page 20 of 22
Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: <a href="mailto:council@lachlan.nsw.gov.au">council@lachlan.nsw.gov.au</a>					
Version: 1	ADOPTED:	Commencement Date:	Last Review Date:	Next Review Date:	Records Management
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# APPLICATION FOR PERMISSION TO CARRY OUT MONUMENTAL WORKS

## Purpose of this application form:

This application form should be completed by a consumer that seeks to complete monumental works in any of the cemeteries located within the Lachlan Shire. This application will ensure information is maintained in the cemetery operators' burial records.

## Location

Cemetery \_\_\_\_\_

Area/Wall \_\_\_\_\_ Row \_\_\_\_\_ Plot Number \_\_\_\_\_

Other – please specify \_\_\_\_\_

Date of proposed works \_\_\_\_\_ Time of works \_\_\_\_\_

## Description of works

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## Applicant details

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Details of Mason

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### Management of Cemeteries

Further Information: Lachlan Shire Council ☎ 02 6895 1900 ✉ Email: [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

Version: 1	ADOPTED:	Commencement Date:	Last Review Date:	Next Review Date:	Records Management
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Office Use

Fees to be paid

Application (105)	
Receipt number	
Receipt date	