

Placement of plaque application form

Stonemason / applicant details

According to Council records, I am (please tick):

- The burial right holder
- The administrator
- The executor
- NOT the burial right holder, administrator or executor

Name

Postal address

Phone

Fax number

Email

Client details

- The burial right holder
- The administrator
- The executor
- NOT the burial right holder, administrator or executor

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Name

Postal address

Phone

Fax

Relationship to deceased

Signature

Date

Plaque and gravesite details

Name of deceased

Cemetery

Plot number

Inscription

Please attach a separate sheet if needed

Plaque dimensions

mm x

mm

Plaque material

Ashes garden plaque (ensure you confirm the size before the plaque is made – sizes can vary depending on cemetery location)

Frequently asked questions

Who can submit a plaque application?

Any person may submit a monument application for a deceased person buried at a Council Cemetery.

Is there an order of priority where more than one plaque application is received by Council?

We assess plaque applications in the following order of priority:

1. If the burial right has not yet been exercised, priority is given to the burial right owner.
2. If the burial right has been exercised:
 - the executor appointed under the deceased person's will
or
 - where a person has died interstate, the administrator of a deceased person's estate appointed by the Court.
3. The person who has been granted permission by the burial right holder, executor or administrator.

I hereby certify that the information provided is true and correct:

Signature

Date

Office use only

Fee (GST inclusive)

RC

Grave description

Received by

Date

Receipt number

Sexton copy