

APPLICATION FOR INTERMENT RIGHT

PURCHASE OF A CEMETERY PLOT OR NICHE (FOR PURCHASE OR PRE-PURCHASE)
 (Double depth plot available only at Gerringong or Jamberoo Cemetery)

CEMETERY – Please Circle – KIAMA / GERRINGONG / JAMBEROO – Non Denominational

RESERVATION 1:	First Name:	Middle Name:
Surname:	Beam/Wall/Memorial Garden Plot (Double):	
Plot/Niche No:	<input type="checkbox"/> A <input type="checkbox"/> B	If Full Burial, Double Depth: Yes / No Notes:
RESERVATION 2:	First Name:	Middle Name:
Surname:	Beam/Wall/Memorial Garden Plot (Double):	
Plot/Niche No:	<input type="checkbox"/> A <input type="checkbox"/> B	If Full Burial, Double Depth: Yes / No Notes:
RESERVATION 3 (If Applicable):	First Name:	Middle Name:
Surname:	Beam/Wall/Memorial Garden Plot (Quad):	
Plot/Niche No:	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> A <input type="checkbox"/> B	Notes:
RESERVATION 4 (If Applicable):	First Name:	Middle Name:
Surname:	Beam/Wall/Memorial Garden Plot (Quad):	
Plot/Niche No:	<input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> A <input type="checkbox"/> B	Notes:

***Please note:** As per Council's Fees and Charges, Council may refund up to 50% of the current cost of a plot, upon surrender of a Burial Licence. An Administration Fee will be charged for processing the refund.

AUTHORISED APPLICANT

Applicants Full Name:	Relationship to Deceased:	
Address:		
Phone:	Email:	
Signature:	Date:	Council Officer:

OFFICE USE ONLY

Register No.:	Paid Yes / No	Authority: <input type="checkbox"/> Map: <input type="checkbox"/> Burial Licence Issued: <input type="checkbox"/> Plinth Ordered: <input type="checkbox"/> Plaque Ordered: <input type="checkbox"/> TRIM: <input type="checkbox"/>	Memorial Garden (Ash Burial)			
Plot/Niche Fee:	Date Paid:		<input type="checkbox"/> A <input type="checkbox"/> B Male Fem	<input type="checkbox"/> C <input type="checkbox"/> D Male Fem		
Plinth Fee:	Receipt No.:		DOUBLE <input type="checkbox"/> A Single	<input type="checkbox"/> A <input type="checkbox"/> B Male Fem		
Total Fee:	Template: Yes / No		SINGLE	QUAD		

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to fulfil its functions for Council Cemeteries, and to keep accurate Cemetery Burial, Ash Placement and Memorial Plaque Records. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** While the supply of this information is compulsory, the personal information you provide will enable Council to keep records of interments, places of interment, cremations, memorial plaques and rights of interment and make such information available for inspection for historical or research purposes. **Access/Correction:** The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Personal information may be disclosed to third parties for inspection, research or historical purposes, whilst ensuring that the privacy of persons still living are protected. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at www.kiama.nsw.gov.au/your-council/policies