

APPLICATION FOR BURIAL

To be completed by Funeral Director and may be completed by Authorised Council Officer if for burial of ashes. Upon completion, immediately fax/email to Council.

BURIAL APPLICATION																
CEMETERY – Please Circle – KIAMA / GERRINGONG / JAMBEROO																
DECEASED DETAILS:		First Name:				Middle Name:										
Surname:			Address:													
Male/Female	Occupation:			Age:		Date of Death:										
Please Select: <input type="checkbox"/> Plot previously Reserved <input type="checkbox"/> Purchasing New Plot					Section:		Row/Beam:									
Plot No:		Double Depth: Yes / No		If yes, is it: First Interment: <input type="checkbox"/> Second Interment: <input type="checkbox"/>												
Burial Day:		Burial Date:		Burial Time:		Casket Size: (Incl. Handles)										
Adjoining Reservation Required: Yes / No			Name for Reservation:													
Address for Reservation:					Reservation Beam No.:		Plot No.:									
Notes:																
APPLICANT DETAILS:		First Name:				Middle Name:										
Surname:				Relationship to Deceased:												
Address of Applicant:						Applicant Phone No.:										
Applicant Email Address:					Applicant Signature:											
FUNERAL DIRECTOR																
Name of Funeral Director:						Phone No.:										
Address of Funeral Director:					Signature of Funeral Director:											
OFFICE USE ONLY																
Register No:		Paid: Yes / No		Authority: <input type="checkbox"/> Map: <input type="checkbox"/> Invoiced: <input type="checkbox"/> Burial Licence Issued: <input type="checkbox"/> Sent to Co-ordinator: <input type="checkbox"/> TRIM: <input type="checkbox"/>			Memorial Garden (Ash Burial)									
Map No.:		Date Paid:					<table border="1"> <tr> <td>A Male</td> <td>B Female</td> <td>C Male</td> <td>D Female</td> </tr> </table>		A Male	B Female	C Male	D Female	<table border="1"> <tr> <td>A Male</td> <td>B Female</td> </tr> </table>		A Male	B Female
A Male	B Female	C Male	D Female													
A Male	B Female															
Plot Fee:		Receipt No.:					DOUBLE		<table border="1"> <tr> <td>A Single</td> <td></td> </tr> </table>		A Single		QUAD			
A Single																
Interment Fee:		Invoice: Yes / No		SINGLE												
Total Fee:		Template: Yes / No														

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