

## Application for Reservation of a Niche or Site in a Local Government Cemetery

*Local Law No. 4 (Local Government Controlled Areas, Facilities & Roads) 2011*  
*Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*

**This form is to be used when seeking approval to reserve a niche or site in a local government cemetery.**

<b>Cemetery Location</b>	<input type="checkbox"/> Charters Towers <input type="checkbox"/> Greenvale <input type="checkbox"/> Pentland <input type="checkbox"/> Ravenswood <input type="checkbox"/> Mingela <input type="checkbox"/> Sellheim			
<b>Applicant Details</b>	Full Name			
	Company			
	Residential address	Suburb	State	Postcode
	Postal address	<input type="checkbox"/> As above		
	Telephone	Home:	Mobile:	
	Email			
	Is the site being reserved for the applicant?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	If No, who is the site being reserved for	Name:		
Phone Number:				
Relationship to Applicant:				
<b>Plot Details</b>	Area (CT Only)	<input type="checkbox"/> Pioneer (01) <input type="checkbox"/> CT Monumental (02) <input type="checkbox"/> Columbarium <input type="checkbox"/> Side A <input type="checkbox"/> Side B <input type="checkbox"/> Harry Birgan Lawn/Garden Section (03)		
	Location	Section:	Plot:	Grave:
	Religion			
	Is the site requested beside a family member?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Deceased Name			
	Deceased Plot No.			
<b>Conditions</b>	<ol style="list-style-type: none"> <li>1. A non-refundable fee is applicable for reservations held on sites at local government cemeteries.</li> <li>2. The reservation fee does not cover the full cost of purchase or burial of the reserved site.</li> <li>3. Purchase/burial fees are payable at the time of burial.</li> <li>4. Monumental works are not included in the reservation or purchase of a site, additional fees apply.</li> <li>5. The purchaser of the site has the 'right of burial and monument' to the said site.</li> <li>6. The <i>Succession Act 1981</i> may be referred to should the original purchaser no longer exist.</li> <li>7. <b>Reservations in the lawn sections will only remain current for <u>twelve (12) months</u> from the date of application. After this duration, the reservation is released.</b></li> </ol>			

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<b>Declaration</b>	<p>I apply for an approval under Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011 and declare:</p> <ol style="list-style-type: none"> <li>1. that the particulars provided above are correct in every detail; and,</li> <li>2. that I understand and accept the conditions as noted above.</li> </ol> <p>Applicant's signature ..... Date .....</p>
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The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.

Office Use Only	
Date Received:	Expiry Date (Lawn Section):
Application ID:	ECM:
Cem Register No:	Confirmation:
Invoice No:	Amount: \$
Receipt No:	Officer:
Is the site being reserved vacant	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmed with Sexton	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Memo to Sexton	<input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Additional comments by Sexton:	<div style="border-top: 1px dashed black; border-bottom: 1px dashed black; height: 20px;"></div> <div style="border-top: 1px dashed black; border-bottom: 1px dashed black; height: 20px;"></div>