

## ASHES INTERMENT REQUEST FORM

### Information regarding the ashes interment

Deceased Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
 Age \_\_\_\_\_ Date of Death \_\_\_\_\_  
 Address of Deceased \_\_\_\_\_  
 \_\_\_\_\_  
 Funeral Director \_\_\_\_\_  
 Ashes are located with  Family  Funeral Director  Other (Please specify) \_\_\_\_\_  
 Date of Interment \_\_\_\_\_ Time of Interment \_\_\_\_\_  
 Who is interring ashes  Family  Funeral Director  Council  
 Size of ashes box/urn \_\_\_\_\_

### Contact details of person arranging the interment

Surname \_\_\_\_\_ Given Name(s) \_\_\_\_\_  
 Phone \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email address \_\_\_\_\_

### Interment Details

New Plot  Reserved Plot  Occupied Plot  
 Cemetery \_\_\_\_\_ Religion \_\_\_\_\_  
 Section \_\_\_\_\_ Row \_\_\_\_\_ Plot no \_\_\_\_\_  
 Is a temporary marker required?  Yes  No  
 Has a plaque been ordered?  Yes  No  
 Placement of ashes in plot  Left Side  Right Side  Centre  Under Monument  
 Equipment required to complete interment (ie shovel) \_\_\_\_\_  
 Additional comments/Information on Interment \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** For ashes being interred into the **Memorial Wall** a plaque must be completed prior to interment of the ashes. Plaques can take 6-8 weeks to be made. Please be mindful of sizing restrictions at the Memorial wall.

**Confirmation of the date and time of interment will be finalised once the Ashes Interment form is received by Council and the area inspected and authorised by Council staff.**

**Payment of ashes interment is required when submitting this form.**

### OFFICE USE ONLY

CSO updated P&G Ashes and Plaque Request Spreadsheet  Yes  No  
 Inspection completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Interment Fees Paid:  Yes  No  
 Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_