

Cemetery Burial Licence and Burial Permit Application 2018/19



SECTION 1 - Plot Details		
Cemetery:	Portion:	
Division:	Section:	Plot:
SECTION 2 - Burial Licence / Interment Details		
Please tick ONE of the following:		
<input type="checkbox"/> New Burial Licence (Immediate Use)		
<input type="checkbox"/> Reserved Grave (1 st Interment)		
<input type="checkbox"/> Reserved Grave (2 nd Interment)		
Is this application for a burial or ash interment?:		
Name of Clergy/Celebrant:		
Grave Digging Contractor:		
SECTION 3 - Grantee / Executor / Authorised Representative		
Full name of Applicant:		Title:
Address:		
Suburb:	Postcode:	
Email:	Phone:	
Relationship to the Deceased:		
SECTION 4 - Deceased Details		
Full name of the deceased:		Title:
Last Residential Address:		
Suburb:	Postcode:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Occupation:	Age:
Date of Birth:	Date of Death:	Date of Burial:
SECTION 5 - Funeral Director		
Name:		
Address:		
Suburb:	Postcode:	
Email:	Phone:	
SECTION 6 - Applicant Signature		
I, the undersigned (please tick ONE box only):		
<input type="checkbox"/> Am the person already registered as the Holder of the Burial Licence (Grantee)		
<input type="checkbox"/> Am the person to be registered as the Holder of the new (immediate use) Burial Licence (Grantee)		
<input type="checkbox"/> Propose to use an existing Burial Licence in the absence of (or acting on behalf of) the person registered as the Holder of the Burial Licence		
I understand that the Grantee has sole authority to determine who can be buried in the grave and also sole authority over any future headstone / monument to be erected on the grave.		
I state that all the information supplied is true and correct.		
Signature (<i>Applicant</i>):		Date:
SECTION 7 - Funeral Director Signature		
I, the above mentioned Funeral Director:		
<input type="checkbox"/> Have advised the Applicant of the Cemetery Policy included with this application		
<input type="checkbox"/> Have advised the Applicant that the Grantee has sole authority to determine who can be buried in the grave and also sole authority over any future headstone / monument to be erected on the grave.		
Signature (<i>Funeral Director</i>):		Date:

Section 7 - Application Lodgement Checklist				
Applicants should take some time after completing their application form to work through this checklist to ensure that the application has been fully completed.				
This information is essential for Newcastle City Council to make a full assessment of your application. If this information is not included, Council will not be able to assess your application.				
Please ensure your application is complete by ticking a box for each item. At the conclusion of this Section, if 'No' has been ticked for any item, your application is incomplete and will not be assessed.				
Section 1 - Cemetery and Plot Details	YES		NO	
Cemetery and Plot details complete				
Section 2 - Burial Licence / Interment Details	YES		NO	
Burial Licence/Interment details complete				
Section 3 - Grantee / Executor / Authorised Representative	YES		NO	
Grantee / Executor / Authorised Representative details complete				
Section 4 - Deceased Details	YES		NO	
Deceased details complete				
Copy of the Will, Application for letters of Administration or Statutory Declaration provided				
Copy of the Medical Cause of Death Certificate, Death Certificate or Coroner's Order provided				
Section 5 - Funeral Director Details	YES		NO	
Funeral Director details complete				
Section 6 - Signatures	YES		NO	
Relevant box ticked and form Signed by the Applicant				
Both boxes ticked and form Signed by Funeral Director's Representative				

Application Type	Please Tick	Office Use Only
WALLSEND CEMETERY		
Burial Licence Category A: Monumental (\$1,500.00)	<input type="checkbox"/>	601032-8008-43600 (T29)
Burial Licence Category B: Monumental (\$1,250.00)	<input type="checkbox"/>	601032-8008-43600 (T29)
Burial Licence Category C: Monumental (\$1,150.00)	<input type="checkbox"/>	601032-8008-43600 (T29)
Burial Licence Category A: Lawn (\$1,550.00)	<input type="checkbox"/>	601032-8008-43600 (T29)
Burial Licence Category B: Lawn (\$1,300.00)	<input type="checkbox"/>	601032-8008-43600 (T29)
Burial Licence Category C: Lawn (\$1,200.00)	<input type="checkbox"/>	601032-8008-43600 (T29)
Burial Permit - Wallsend Cemetery - (\$330.00)	<input type="checkbox"/>	601032-8008-43601 (T30)
STOCKTON CEMETERY		
Burial Licence Category A: Monumental (\$1,500.00)	<input type="checkbox"/>	601031-8008-43600 (T29)
Burial Licence Category B: Monumental (\$1,250.00)	<input type="checkbox"/>	601031-8008-43600 (T29)
Burial Licence Category C: Monumental (\$1,150.00)	<input type="checkbox"/>	601031-8008-43600 (T29)
Burial Licence Category A: Lawn (\$1,550.00)	<input type="checkbox"/>	601031-8008-43600 (T29)
Burial Licence Category B: Lawn (\$1,300.00)	<input type="checkbox"/>	601031-8008-43600 (T29)
Burial Licence Category C: Lawn (\$1,200.00)	<input type="checkbox"/>	601031-8008-43600 (T29)
Burial Permit - Stockton Cemetery (\$330.00)	<input type="checkbox"/>	601031-8008-43601 (T30)

CEMETERY POLICY

General Conditions

- i. Burials will only be allowed if the relevant legislation including but not limited to the Public Health Regulation 2012 - Part 8, Work Health and Safety Act 2011, Heritage Act 1977, The City of Newcastle (Council) Work Health and Safety Management System requirements and the procedures of Council can be satisfied. It is the obligation of the Grantee or their agent (eg. Funeral Director) of this application to ensure compliance.
- ii. Council requires all agents undertaking work within Council cemeteries to hold a valid Permit to work in Council Cemeteries prior to commencement of work.
- iii. The depth of each grave upon first interment is dug to a depth to accommodate two burials. However, occasionally due to rock or stability problems not evident prior to commencement of digging the grave, ground conditions may not allow for burial in the allocated plot. In these circumstances an alternative plot will be allocated.
- iv. Ash remains can be interred within the allocated plot; a maximum of four ash remains per plot.
- v. Payment of Councils fees must be made or arranged prior to burial service.
- vi. The Medical Cause of Death Certificate must be attached with the Burial Permit Application.
- vii. Burial Licences may be transferred upon request to Council and payment of the appropriate charge fixed by Council.

Grounds of Authority

The Applicant may propose to use an existing Burial Licence if;

- i. Should the deceased be the Grantee, then the Burial Licence becomes part of his or her estate, to be administered by his or her Executor. If there is no Executor, then the Next of Kin who is the 'major beneficiary' may authorise the opening of the grave for interment of the deceased. Council may require statutory declaration as proof of relationship; or
- ii. The Burial Licence has been issued in the name of the Applicant; or
- iii. The Grantee has given written authority and the applicant has provided Council with a copy of that written authority that the Applicant may issue instructions to bury the deceased in the burial plot subject to the Burial Licence.

Monuments, Headstones and Plaques (Monument and Lawn Sections)

- i. **Kerbs, fences, stone vases (memorial or not), or the planting of any plants along the grave space are not permitted. Council will reserve the right to remove any such items in order properly to undertake their responsibilities for the care and maintenance of the cemeteries.**
- ii. For permission to construct any monument, memorial, foundation, table, headstone, gravestone, kerbing railing or any other structure, a qualified tradesperson must complete and return the Application for Monumental Work and payment of the appropriate charge fixed by Council. Works must be undertaken in accordance with Australian Standard Headstones and Cemetery Monuments AS 4204-1994 and Work Health and Safety Act 2011 as a minimum. Works are not to commence prior to written Council approval.
- iii. Specifically for Lawn sections, headstone dimensions must not exceed 1150mm width, 300mm depth and 850mm height.
- iv. All graves and monuments 50 years and older are subject to the Heritage Act 1977. It is the responsibility of the Applicant / Grantee to ensure that the proposed works is consistent with the requirements of this Act.
- v. Monument ownership and all the responsibilities therein, reside with the Grantee and his or her heirs and successors to the grave.
- vi. Council will not be liable for future care, maintenance, preservation, conservation or restoration of any construction erected or placed over the gravesite.

Glossary of Terms

Burial Licence: an exclusive right granted by Council (or its predecessors) for use of a burial site, niche wall space or garden suite space. There is no entitlement to any real estate. The holder of the Burial Licence has the sole authority to determine who can be interred in the burial plot, niche wall or garden suite and to allow memorials including headstones, inscriptions etc to be placed on the grave, niche wall or garden suite.

Applicant: any person making application for a Burial Licence issued by Council pursuant to Council's Cemetery Policy.

Grantee: person/s granted a Burial Licence issued by Council pursuant to Council Cemetery Policy – where there are two grantees, they shall be 'joint tenants'.

Cemeteries

Cemetery	Location	Type of Cemetery
Minmi	Minmi Road, Minmi	Monumental
Stockton	Fullerton Street, Stockton	Monumental, Lawn and Niche Wall
Wallsend	Sandgate Road, Birmingham Gardens	Monumental, Lawn, Niche Wall and Garden Suite

Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Information required for Facilities and Recreation, Cemetery Records, Statutory requirement under the Public Health Regulation 2012-Part 8 and Cemeteries and Crematoria Act 2013.

Intended recipients: The information will form part of a public record that must be available for inspection under the Public Health Regulation 2012-Part 8.

Supply: Voluntary.

Consequence of Non Provision: Application not be processed.

Storage and security: The City of Newcastle Electronic Document Management System; records to be kept indefinitely.

Access: The City of Newcastle, phone 02 4974 2000, fax 02 4974 2222, email mail@ncc.nsw.gov.au.