

# Application for Reservation of Cemetery Site

For all applications, you must:

- complete the form;
- complete any other forms relevant to your application;
- provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- submit the applicable fee.

LOCATION	MOSSMAN CEMETERY	PORT DOUGLAS CEMETERY
	<input type="checkbox"/> Lawn Plaque	<input type="checkbox"/> Northern
	<input type="checkbox"/> Beam Headstone	<input type="checkbox"/> Central
	<input type="checkbox"/> Monumental Section	<input type="checkbox"/> Southern
	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Memorial Garden
<b>COLUMBARIUM WALL (Mossman Cemetery Only):</b> <input type="checkbox"/> Single <input type="checkbox"/> Double		
<b>ROW:</b>	<b>PLOT:</b>	<b>Expiry date of tentative reservation:</b>

## RESERVATION DETAILS

Family Name: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

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Residential Address: \_\_\_\_\_

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Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

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Postal Address: \_\_\_\_\_

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Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

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Contact Number/s: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

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Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

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Family Name: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

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Relationship: \_\_\_\_\_ Email: \_\_\_\_\_

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Residential Address: \_\_\_\_\_

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Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

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Postal Address: \_\_\_\_\_

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Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

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Contact Number/s: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

## OFFICE USE ONLY

Fee: \$	T200: Mossman Cemetery	T201: Port Douglas Cemetery
Receipt Number:	Received Date:	CSO:

**APPLICANT'S/UNDERTAKER'S DETAILS (If making reservation on behalf of reservee)**

Name/Company:

Address:

Email:

Suburb:

State:

Postcode:

Contact Number/s: Telephone:

Mobile:

**IMPORTANT INFORMATION**

Your tentative reservation will be held for a period of three (3) months from the date of your enquiry. This date should be handwritten on the front page of this form by the customer service officer. Should you wish to permanently retain the reservation, please lodge this completed application form together with full payment prior to the expiry date of the tentative reservation. Note that once a tentative reservation has expired, a second tentative reservation cannot be made. Interment fees are paid at the time of need.

**APPLICANT DECLARATION**

Signature:

Date:

***Douglas Shire Council – Information Privacy Statement***

Your personal information has been collected for the purpose of assessing your Application for Reservation. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

**RESERVATION FEES**

Purchase of plot/niche (interment fee paid at time of burial)  
*Applicable from 1 July 2020 to 30 June 2021*

Gravesite	\$1,064.50
Columbarium Wall – Single Niche	\$193.50
Columbarium Wall – Double Niche	\$389.00
Memorial Garden	\$276.00

**BACK OFFICE USE ONLY**

CSO:

 Certificate Issued
  Cemetery/Checklist Register

 Map Updated
  Plot allocated: