

Surrender or Transfer of Grave/Memorial Site Reservation

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 |

COLUMBARIUM WALL (Mossman Cemetery Only): Single Double

ROW: **PLOT:**

The original owner of the grave, memorial site or niche may be represented by:

- The Executor of the estate of the original owner;
- Their power of attorney; or
- The next of kin nominated on the reservation form.

Plots reserved prior to 1 July 2009 cannot be transferred and can only be surrendered

APPLICANT DETAILS

Family Name: _____ Given Name/s: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Numbers: Telephone: _____ Mobile: _____

ORIGINAL OWNER

Family Name: _____ Given Name/s: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Date originally reserved: _____ Receipt Details: _____

REASON FOR TRANSFER OR SURRENDER

| OFFICE USE ONLY | | |
|-----------------|------------------------|-----------------------------|
| Fee: \$ | T200: Mossman Cemetery | T201: Port Douglas Cemetery |
| Receipt Number: | Received Date: | CSO: |

NEW OWNER

Family Name:

Given Name/s:

Address:

Suburb:

State:

Postcode:

Date of Birth:

Next of Kin:

Next of Kin Address:

Suburb:

State:

Postcode:

Next of Kin Contact Numbers:

Home:

Mobile:

DECLARATION

Applicant Signature:

Date:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Surrender or Transfer of Grave/Memorial Site 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.

BACK OFFICE USE ONLY

Refund Applicable: \$

 Payment Request form completed Cemetery Register Map Updated