

Important information – read before completing application form.

Application form must be completed in full.

Burial sites – please complete sections 1 to 6 and 9.

Ashes sites – please complete sections 1 to 4 and 7 to 9.

Memorials/plaques will not be ordered until confirmation and payment are received.
Select Cemetery

<input type="checkbox"/> Beerwah Cemetery	<input type="checkbox"/> Kulangoor Cemetery	<input type="checkbox"/> Witta Cemetery
<input type="checkbox"/> Buderim Cemetery	<input type="checkbox"/> Mapleton Cemetery	<input type="checkbox"/> Woombye Cemetery
<input type="checkbox"/> Caloundra Cemetery	<input type="checkbox"/> Mooloolah Cemetery	<input type="checkbox"/> Yandina Cemetery
<input type="checkbox"/> Diddillibah Cemetery	<input type="checkbox"/> Nambour Garden Cemetery	<input type="checkbox"/> Other, provide location:
<input type="checkbox"/> Eumundi Cemetery	<input type="checkbox"/> Old Nambour Cemetery
<input type="checkbox"/> Gheerulla Cemetery	<input type="checkbox"/> Peachester Cemetery

Location within Cemetery

Do you know the site location?	<input type="checkbox"/> Yes, please provide details: Section _____ Row _____ Site _____
	<input type="checkbox"/> No, I have a site however do not know the site location.
	<input type="checkbox"/> No, I need to select a site for Ashes interment.
	<input type="checkbox"/> No, Private use outside Sunshine Coast Council Cemetery

1. Applicant details

Surname		Given names	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone	Mobile	
Email address			
Relationship to deceased			
DOB:		Preferred Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Mobile <input type="checkbox"/> Email	

2. Burial Rights Confirmation to be completed by Burial Rights Holder or their representative

I am the Burial Rights holder.
 I am the Executor of or hold Letters of Administration for the deceased estate.
 I act with the full authority of the family of the deceased Burial Rights Holder.
 Written authority is attached from the Burial Rights Holder.
 Other:.....

Burial Rights Holder, Representative or Executor Details:

Name:
Postal address:
Suburb:
Home/Business and/or Mobile phone:

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

3. Declaration of Burial Rights Holder, Representative or Executor

I of acknowledge I am the Burial Rights Holder or approved successor and am authorised to act on behalf of the deceased. I have read and I understand the information provided to me on the attached information sheet. Further evidence of Burial Rights holder or similar may be required at Council's discretion. I acknowledge Council is acting in good faith on the declaration provided and does not accept responsibility for acting on the information provided. Council is guided by the *Succession Act 1981* and Queensland Intestacy Rules in instances where Burial Rights Holder are contested by next of kin.

Signature: _____ Date: _____

4. Details of deceased

Surname of deceased	Given names	Male / Female
Date of birth	Place of birth	
Date of death	Place of death	
Additional Interment		
Surname of deceased	Given names	Male / Female
Date of birth	Place of birth	
Date of death	Place of death	

5. BURIAL Memorial details

Is there currently a memorial in place?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, "provide details below" <input type="checkbox"/> New / additional plaque for existing memorial <input type="checkbox"/> Refurbishment of existing memorial/plaque <input type="checkbox"/> Replacement of memorial/plaque
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Burial Site Memorial <input type="checkbox"/> Flat Lawn Base <input type="checkbox"/> Base and Desk <input type="checkbox"/> Desk only <input type="checkbox"/> Granite 2 piece Semi Monumental Headstone <input type="checkbox"/> Granite 3 piece Semi Monumental Headstone <input type="checkbox"/> Full Monument <input type="checkbox"/> Tree burial (Kulangoor only) <input type="checkbox"/> Other _____	Further Comments / Details <hr/> <hr/> <hr/> <hr/> <hr/>
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Material <input type="checkbox"/> Granite <input type="checkbox"/> Concrete Photo's & Motifs <input type="checkbox"/> Ceramic Porcelain photo Sizes 70, 80, 90, 100mm <input type="checkbox"/> Laser etched photo <input type="checkbox"/> Motif of choice _____ _____	Granite Colour choice <input type="checkbox"/> Black <input type="checkbox"/> Rose Red <input type="checkbox"/> Blue Pearl <input type="checkbox"/> Light Grey <input type="checkbox"/> Emerald Pearl <input type="checkbox"/> Viscount <input type="checkbox"/> Dark Grey <input type="checkbox"/> Other _____	Plaque Type <input type="checkbox"/> Granite – Sandblasted background "Raised Lettering" <input type="checkbox"/> Granite Laser etched (black granite only) <input type="checkbox"/> Bronze Plaque <input type="checkbox"/> Aluminium Plaque <input type="checkbox"/> Direct inscription onto granite <input type="checkbox"/> Painted – white <input type="checkbox"/> Painted – gold <input type="checkbox"/> (additional cost) <input type="checkbox"/> No Paint – (black granite only)
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6. Wording for memorial

A standard burial plaque includes 10 lines of text and 1 motif

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Line 5 _____

Line 6 _____

Line 7 _____

Line 8 _____

Line 9 _____

Line 10 _____

Please go to section 9.

7. ASHES Memorial Details

Plaque placement

- Niche Wall
- Garden – concrete pier
- Garden – granite pier – colour choice _____
- Garden – rock
- Existing Surround/pier
- Ashes Boulevard
- Family Tree – granite pier – colour choice _____

Plaque Type

- Granite – Sandblasted background “Raised Lettering”
- Granite Laser etched (black granite only)
- Bronze Plaque
- Aluminium Plaque
- Direct Inscription onto granite pier
 - Painted – white
 - Painted – gold (additional cost)
 - No Paint – (black granite only)

Photo's & Motifs

- Ceramic Porcelain photo
Sizes 70, 80, 90, 100mm
- Laser etched photo
- Motif of choice _____

- If replacing an existing plaque do you require it returned?
 Yes No

Do you wish to be present at the ashes installation?

- Yes. If yes, council will contact the applicant.
- No. If no, council will notify you once completed.

Ashes location: Funeral director: _____ Family member: _____ No Ashes

Please note ashes are to be delivered to Kulangoor Cemetery (31-89 Ackerman Rd KULANGOOR 4560 QLD) or may be brought to the interment on the day. No ashes can be accepted by council until all relevant fees are paid. Council can collect ashes from Funeral Directors located within the Sunshine Coast Local Government area on behalf of applicants with approval.

8. Wording for memorial

A standard ashes plaque includes 7 lines of text and 1 motif

Line 1	_____
Line 2	_____
Line 3	_____
Line 4	_____
Line 5	_____
Line 6	_____
Line 7	_____

9. Declaration of applicant

I understand that no product will be ordered or construction commenced until the provided invoice is paid in full. I understand that the completion of memorials can take between 16 and 23 weeks from date of full payment.

Signed	Name	Date
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OFFICE USE ONLY

PLQ-	Date application received
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Information when ordering and installing headstones, memorials and plaques

1. Who can order a plaque or memorial?

The ordering of a plaque / memorial must be completed by the burial rights holder / applicant or a representative with written authority from the burial rights holder / applicant. Council is guided by the Succession Act 1981 and Queensland Intestacy Rules in instances where Burial Rights Holder are contested by next of kin.

2. When will my headstone / memorial be ordered?

Plaques and memorials will only be ordered on receiving a signed, dated and approved plaque proof and full payment of invoice.

3. How long before my order is installed?

Generally installation of memorials will take between 16 and 23 weeks from date of full payment being received however special request or customer works may take longer.

4. Can I place my own memorial?

Yes, memorials can be placed by any who has been issued with the required approval pursuant to Councils Local Law 1 applicants in most cases will require appropriate insurance cover. You are free to obtain private works quotes from a memorial supplier directly.

5. I have seen some positions with lots of trinkets and personal items as well as planted trees and shrubs, can I do this?

The planting of trees and shrubs and the placement of items including crosses, trinkets and other artefacts is not permitted without cemetery approval and will be remove by an authorised officer.

6. What if I want to refurbish or add a plaque to an existing memorial?

We encourage families to take care and maintain memorials and if you are doing minor adjustments and repairs which do not require large plant you can simply complete a Notice of Intention Form "NOI" to advise the cemetery of what you are doing.

7. Will the cemetery look after my memorial?

No, the care and maintenance of plaques, memorials and monuments is the responsibility of the family or the representative of the deceased.

8. There is a family member objecting to the headstone, what do I do?

Sunshine Coast Council acts in good faith when it relies on advice provided by applicants and does not accept any responsibility for allowing a plaque / memorial that might be the subject of a later dispute between family members, Executors and/or assigns, in this instance you need to seek independent legal advice.

9. Can I place artificial flowers on the headstone?

Artificial flowers are not permitted to be placed onto headstones. Fresh flowers only are to be placed.

10. Can I place additional vases on my headstone?

Items including vases, trinkets, jars and existing plants will be removed should they be placed without prior permission from the cemetery where they create a safety, amenity or operational nuisance cemetery management.

11. After I lodge my memorial application when will I receive a proof for consideration?

You will receive a proof for checking 10 working days after your application is received by the cemetery staff. If you would like changes made, please contact us to make necessary changes. We will prepare a new proof and send back to you until you are happy with the design. We require a signed copy of the proof be returned to us prior to your order proceeding.