



Notification of Cremation & Request for Placement of Ashes

PURPOSE OF FORM: The information in this form will be used to process your application for Notification of Cremation & Request for Placement of Ashes.

PRIVACY NOTICE: Whitsunday Regional Council is collecting the deceased and Funeral Directors details for identity verification and the purpose outlined on this form. This information will only be accessed by authorised Council employees and handled in accordance with the 'Information Privacy Act 2009'.

APPLICATION PROCESS: For the notification of cremation and request for placement of ashes to occur, the completed application must be lodged with Council on the approved form. Council reserves the right to return the application form and request for further information if items have been left blank.

Please refer to the last page regarding terms and conditions.

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

Section 1 – Grave Description

Please note, the old monumental sections in the cemeteries are closed and no further interments shall take place in those sections except in the following circumstances:

- i. **There is a pre-existing reservation; and**
- ii. **it is practical and safe to inter remains or ashes**

Council will review your request regarding an interment in the old monumental sections.

Type	<input type="checkbox"/> Cremation – No Interment	<input type="checkbox"/> Placement of Existing Grave	<input type="checkbox"/> Placement in Niche Wall	<input type="checkbox"/> Placement in Memorial Garden
Location	<input type="checkbox"/> Bowen	<input type="checkbox"/> Proserpine	<input type="checkbox"/> Collinsville	

Section 2 – Deceased Details

Name of Deceased					
Rank	<input type="checkbox"/> MSTR	<input type="checkbox"/> MR	<input type="checkbox"/> MISS	<input type="checkbox"/> MS	<input type="checkbox"/> MRS
Date of Birth		Date of Death		Age	
Late residence of deceased					
Denomination		Minister of Officiate			

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800
 P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
 Cnr Herbert & Powell Streets
 Bowen QLD 4805

Proserpine
 83-85 Main Street
 Proserpine QLD 4800

Collinsville
 Cnr Stanley & Conway Streets
 Collinsville QLD 4804

Cannonvale
 Shop 23, Whitsunday Plaza
 Shute Harbour Road, Cannonvale QLD 4802

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Section 3 – Next of Kin/Executor Details

Next of Kin					OR Executor		
Address							
Contact Phone	B		H		M		
Email Address							
Relationship to the Deceased							

Section 4 – Placement of ashes

Please note if a placement of ashes is to occur in the columbarium wall, a plaque is required to be ordered before the ashes can be placed. A plaque can be ordered via completing the 'Application for plaque order or refurbishment of plaque' for a bronze plated plaque. For a stone or granite plaque, please refer to a stonemason

Placement by	<input type="checkbox"/> Family	<input type="checkbox"/> Council	
Proposed date			Proposed time
Placement with Plaque	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Number of Attendees			
Equipment Use	<input type="checkbox"/> Yes – If yes, please refer to the below	<input type="checkbox"/> No	
	<input type="checkbox"/> Marquee	<input type="checkbox"/> Chairs	<input type="checkbox"/> Both
Cultural/Religious requests – if yes, please specify	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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Section 5 – Special Requirements

Please specify any special requirements that you may wish or anything Council needs to be made aware of

Section 6 – Declaration

Funeral Directing completing application please sign in the 'For Funeral Director Use Only' area when applicant is unable to provide a signature.

Next of Kin Full Name			
Next of Kin Signature		Date	

For Funeral Director Use Only – Funeral Director Details

Funeral Director						
Address						
Contact Phone	B		H		M	
Email Address						
Signature				Date		

For Council Office Use Only

Fees paid	\$		Receipt #	
Date Paid			Application #	
Receiving Officer			Date	
Signature				

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TERMS AND CONDITIONS

- 1.1. No burial or interment of ashes shall be permitted in the cemeteries until an application on the approved form has been received and approved by Council in writing.
- 1.2. Ashes may be interred in the Columbarium wall, memorial garden or an existing grave upon approved application and payment of the associated fee in Council's Fees and Charges. Ashes may only be interred in an empty plot where the burial plot was reserved prior to the death occurring and exceptional circumstances have arisen which mean that the family have only ashes to inter.
- 1.3. The old monumental sections in the cemeteries are closed and no further interments shall take place in those sections except in the following circumstances:
 - i. There is a pre-existing reservation; and
 - ii. It is practical and safe to inter remains or ashes.
- 1.4. No more than two coffin interments and six ashes interments shall be made in a singular plot, with the exception of Bowen cemetery which only has the allowance for one coffin interment and multiple ashes.
- 1.5. A single niche in the columbarium wall can be purchased at Council's cemeteries for the interment of ashes. The Bowen columbarium is the only wall that offers a double niche for family members.
- 1.6. A Memorial Garden can also be found at each of Council's Cemeteries for the interment of ashes where families do not want to place loved ones in the columbarium wall.
- 1.7. Council reserves the right to return the application form and request for further information if items have been left blank.

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