

Application for a Perpetual Interment Right

Purpose of this form:

This application form should be completed to apply for a Perpetual Interment Right within a Kempsey Shire cemetery.

What is an Interment Right?

An Interment Right is an undertaking by the Kempsey Shire Council (Council) to grant a Right to occupy a specific interment site, without interference once the remains of a deceased person have been placed in it. The person to whom an Interment Right has been granted is called the "holder".

An Interment Right does not bestow any ownership of cemetery land. It is simply a contract or promise that a particular space in the cemetery has been set aside for the holder's use. When someone's body is buried under the provisions of an Interment Right, the Interment Right devolves to the estate of the person buried in the grave.

Will there be other fees or costs?

When the time comes for a burial to take place within the allotment/plot where the Right is held, there will be fees charged by Kempsey Council. Fees are to be charged for grave digging, site preparation, closing the grave. These fees cannot be pre-paid and will be charged in accordance with the current Council Fees n Charges in place at the time of need.

BILLING/ PAYMENT: A tax invoice will be issued following approval of the application with terms and conditions for payment provided on the tax invoice.

NOTE: Council is required to comply with the Cemetery and Crematorium Operator Code of Practice 2018 approved by CCNSW. Copies of the Code of Practice are available online at [Cemetery and crematorium operator code of practice 2018 \(nsw.gov.au\)](https://www.cemeteries.nsw.gov.au/sites/default/files/2023-01/CCNSW-Code-of-Practice-2018.pdf) or <https://www.cemeteries.nsw.gov.au/sites/default/files/2023-01/CCNSW-Code-of-Practice-2018.pdf>

PROPOSED INTERMENT ONLY IF KNOWN AT THIS TIME:

Burial Ash interment

Is the applicant also the intended holder of the Interment Right? YES NO

If No, Applicant's details

Given name/s: _____ Surname: _____

Address (not PO Box): _____

Date of birth: _____ Phone: _____

Email: _____

Intended holder/s of Interment Right/s

Holder 1:

Given name/s: _____ Surname: _____

Address (not PO Box): _____ Date of birth: _____

Phone _____ Email: _____

Do you hold other interment right/s in any cemetery within the Kempsey Shire YES NO

Holder 2:

Given name/s: _____ Surname: _____

Address (not PO Box): _____

Date of birth: _____ Phone: _____

Email: _____

Do you hold other interment right/s in any cemetery within the Kempsey Shire YES NO*Please attach an additional sheet to register more than two (2) holders.***Next of kin/secondary contact nominated by a new holder of Interment Right**

Given name/s: _____ Surname: _____

Address (not PO Box): _____

Date of birth: _____ Phone: _____

Email: _____

Interment site

Cemetery: _____ Section/Wall: _____ Type(Lawn, monument): _____

Row: _____ Allotment: _____ Depth: _____

Number of persons whose remains may be interred: _____

Full body interments: _____ Ash interments: _____

Identity of person/s whose remains may be interred (full name/s and date of birth):
_____**Kempsey Shire Council's Payment Schedule**

Item/s	Fee
Perpetual Interment right (Reservation/Maintenance) (in accordance with the current Kempsey Shire Council Fees n Charges)	\$2,337.00
1 st interment (in accordance with 2024/25 Kempsey Shire Council Fees n Charges) + CCNSW Levy (if/when 1 st burial need arises)	\$2,397.60
2 nd interment (in accordance with 2024/25 Kempsey Shire Council Fees n Charges) + CCNSW Levy (if/when 2 nd burial need arises)	\$2,241.60
Ash interment + CCNSW Levy (in accordance with 2024/25 Kempsey Shire Council Fees n Charges) (if/when need arises)	\$282.30
TOTAL PAYABLE AT TIME OF RESERVATION	\$2,337.00

Proof of identity

Applicants must produce two original identification documents, one of which must provide photo identification. These may include a passport, license issued under Australian law (driver's license or other government-issued license), birth certificate/citizenship certificate, credit card, EFTPOS card, Medicare card, and membership to a registered club.

Privacy declaration

Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*.

NOTE: Kempsey Shire Council may refuse to grant or transfer an interment right if, in Council's opinion, the transfer would tend to create a monopoly or encourage dealing in interment rights.

Cemeteries and Crematoria Act 2018, Section 60.

No work is to be undertaken in any cemetery within the Kempsey Shire without the written prior consent of Council.

Applicant's acknowledgement/declaration

I acknowledge that all terms and conditions of this interment right have been disclosed and explained to me.

Signature of applicant

Signature: _____ Name: _____ Date: _____

Signature: _____ Name: _____ Date: _____

Office Use Only

Fees: _____ Receipt: _____ Identification copied: _____

Register #: _____ IR: _____

Privacy declaration: Council collects and holds personal information for a number of reasons related to Council business e.g to process applications, to issue rate notices to property owners and to process correspondence, as per legislation and regulation which council operates under. When you provide personal information to Council it is used and stored in accordance with the *Privacy and Personal Information Protection Act 1998*. This means your personal information will only be used in relation to Council business. Your personal information will not be used for any other purposes unless you are asked permission.

If you wish to know what personal information Council may hold on you then you can make application to Council to determine what information is held.