clarence VALLEY COUNCIL

Contact Details:
Postal Address: Locked Bag 23,
GRAFTON NSW 2460
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Office Locations:
2 Prince Street, Grafton
50 River Street, Maclean

Application for Columbarium/Memorial Wall Niche & Plaque

Applicants Details

Name of Applicant		Signature
Postal Address		
Relationship to Deceased		Contact number
Name of Deceased		Date of Death

Cemetery / Columbarium Location

❒ **Clarence Lawn Cemetery – Grafton**
❒ **Maclean Lawn Cemetery**
❒ **Lawrence Cemetery**
❒ **Iluka Columbarium**
❒ **Glenreagh Cemetery**

Payment in full must be made with this application

Does the family wish to be present when the ashes are interred? ❒ YES ❒ NO

Location of ashes:

❒ First Internment ❒ Second Internment

Type of Memorial

❒ **Double Memorial – no niche** (Maclean, Lawrence, Iluka only)	Wall Row	Fee
❒ **Double Memorial – niche** (Clarence, Maclean, Lawrence, Iluka only)	Wall Row Niche	Fee
❒ **Single Memorial – no niche** (Maclean only)	Wall Row	Fee
❒ **Single Memorial – niche** (Clarence, Maclean only)	Wall Row Niche	Fee
❒ **Granite Wall – single niche** (Clarence only)	Wall Row Niche	Fee
❒ Photo (additional fee)	❒ 3 cm x 5 cm Black & White ❒ 3 cm x 5 cm Colour	Fee
❒ Additional vase (first vase included)		Fee
❒ Emblem (additional fee)	Type/number	Fee
❒ Service Badge (additional fee)	❒ A.I.F ❒ A.C.M.F ❒ R.A.N ❒ R.A.A.F Service number	Fee
Date	Receipt Number	Total fees

Details of Plaque

PLEASE USE BLOCK LETTERS

1. ……..25 letters/spaces
2. ……..25 letters/spaces
3. ……..25 letters/spaces
4. ……..25 letters/spaces
5. …….. 25 letters/spaces
6. ……..25 letters/spaces
7. …….. 25 letters/spaces
8. …….. 25 letters/spaces

Sample Plaques

Double plaque 165 x 230mm
(maximum of 8 lines including photos/emblems)

IN LOVING MEMORY OF

KENNETH PETER SAMPLE

1-1-1940 - 2-2-2001

CHERYL NESSIE SAMPLE

3-3-1933 - 4-4-20002

LOVING PARENTS OF JOHN, KYLIE & THEIR FAMILIES

TOGETHER AGAIN

Single plaque 170 x 160mm
(maximum of 7 lines including photos/emblems)

LOVING MEMORIES OF

CHERYL NESSIE SAMPLE

3-3-1933 - 4-4-2002

LOVING WIFE OF KENNETH

DEVOTED MOTHER OF

JOHN & KYLIE

AT PEACE

Office Use Only

Customer Service Officer

Application received and all boxes completed ❒ Yes Date…….

Fee & additional emblem/photo fee paid ❒ Yes Date……. .

Cemetery Administration Officer

Complete Mock up ❒ Yes Date…….

Complete Council Order ❒ Yes Date…….

Plaque Company …… Date…… Order No……

Plaque Received from Supplier ❒ Yes Date…….

Check Plaque Details ❒ Yes Date…….

Notify Cemetery Maintenance Officer – ready for placement ❒ Yes Date…….

Applicant Notified ❒ Yes Date…….

Privacy Advice

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Council will only use this information in accordance with the PPIPA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your application/request. Council requires this personal information from you in order to process your application.

You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information.