

Application for Plaque Nun's Section – Clarence Lawn Cemetery

Applicants Details	
Name of Applicant	Signature
Postal Address	
Relationship to Deceased	Contact Number
Grave/Plot Number	Date of Death
Name of Deceased	
Details of Plaque	
<u>PLEASE USE BLOCK LETTERS</u>	
1. CATHOLIC CROSS 2. IN LOVING MEMORY OF 3. 4. 5. DIED 6. AGED..... 7. MAY SHE REST IN PEACE	
Office Use Only	
<u>Customer Service Officer</u>	
Application received and all boxes completed	<input type="checkbox"/> Yes Date
<u>Cemetery Administration Officer</u>	
Burial Application received and recorded	<input type="checkbox"/> Yes Date
Complete Mock up	<input type="checkbox"/> Yes Date
Complete Council Order	<input type="checkbox"/> Yes Date
Plaque CompanyDate.....Order No.....	
Plaque Received from Supplier	<input type="checkbox"/> Yes Date
Check Plaque Details	<input type="checkbox"/> Yes Date
Notify Cemetery Maintenance Officer – ready for placement	<input type="checkbox"/> Yes Date
Applicant Notified	<input type="checkbox"/> 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.