

Application for Plaque Children's Section – Clarence/Maclean Lawn Cemeteries

Applicants Details			
Name of Applicant		Signature	
Postal Address			
Email Address		Contact Number	
Date of Death		Relationship to Deceased	
Name of Deceased			
Location of Grave			
<input type="checkbox"/> Clarence Lawn Cemetery 230 x 185mm 25 Letter/spaces –6 lines first emblem or cross	<input type="checkbox"/> Maclean Lawn Cemetery 230 x 185mm 20 letters/spaces – 6 lines plus emblem or cross		
Section		Grave Number	
Details of Plaque			
<input type="checkbox"/> Bevelled Polished Edge		<input type="checkbox"/> Raised Polished Edge	
<u>PLEASE USE BLOCK LETTERS</u>			
Emblem (type).....or Plain Cross / Catholic Cross (Please circle one)			
1.....			
2.....			
3.....			
4.....			
5.....			
6.....			

**Additional Emblems/photos - Clarence Lawn Cemetery *GL ClarLawnCemPlaque*
Maclean Lawn Cemetery *GL MacLawnCemPlaque***

<input type="checkbox"/> Additional Emblem	No/type.....	Date	Receipt No.	Fee
<input type="checkbox"/> Photo	<input type="checkbox"/> 3 x 5 colour <input type="checkbox"/> 3 x 5 black & white	Date	Receipt No.	Fee

Office Use Only

Customer Service Officer

Application received and all boxes completed Yes Date

Additional emblem/photo fee paid Yes Date

Cemetery Administration Officer

Burial Permit received & recorded Yes Date

Complete Mock up Yes Date

Complete Council Order Yes Date

Plaque Supplier 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.