

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				
<input type="checkbox"/> Clarence Lawn Cemetery – GL ClarLawnCemInter		<input type="checkbox"/> Maclean Lawn Cemetery – GL MacLawnCemIntern		
<input type="checkbox"/> Lawrence Cemetery - GL OthCemColumbarium		<input type="checkbox"/> Iluka Columbarium - GL OthCemColumbarium		
<input type="checkbox"/> Glenreagh Cemetery - GL OthCemColumbarium				
<u>Payment in full must be made with this application</u>				
Does the family wish to be present when the ashes are interred?			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Location of ashes:				
<input type="checkbox"/> First Interment		<input type="checkbox"/> Second Interment		
Type of Memorial				
<input type="checkbox"/> Double Memorial – no niche (Maclean, Lawrence, Iluka only)	Wall	Row	Fee \$	
<input type="checkbox"/> Double Memorial – niche (Clarence, Maclean, Lawrence, Iluka only)	Wall	Row	Niche	Fee \$
<input type="checkbox"/> Single Memorial – no niche (Maclean only)	Wall	Row	Fee \$	
<input type="checkbox"/> Single Memorial – niche (Clarence, Maclean only)	Wall	Row	Niche	Fee \$
<input type="checkbox"/> Granite Wall – single niche (Clarence only)	Wall	Row	Niche	Fee \$
Additional Emblem, Service Badge, Photo Charge		GL ClarLawnCemPlaque	GL MacLawnCemPlaque	
<input type="checkbox"/> Photo (additional fee)	<input type="checkbox"/> 3 cm x 5 cm Black & White <input type="checkbox"/> 3 cm x 5 cm Colour		Fee \$	
<input type="checkbox"/> Emblem (additional fee)	Type/number		Fee \$	
<input type="checkbox"/> Service Badge (additional fee)	<input type="checkbox"/> A.I.F <input type="checkbox"/> A.C.M.F <input type="checkbox"/> R.A.N <input type="checkbox"/> R.A.A.F Service number		Fee \$	
Date	Receipt Number		Total fees \$	

Details of Plaque

PLEASE USE BLOCK LETTERS

1.IN LOVING MEMORY OF25 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

Record Niche Location on Maps (including hard copy) Yes Date

Record Details into Proclaim Yes Date

File and Notify Applicant Yes Date