

Application for Shrub & Plaque Clarence/Maclean Lawn Cemeteries

Applicants Details			
Name of Applicant		Signature	
Postal Address			
Email Address		Phone No.	
Date of Death		Relationship to Deceased	
Name of Deceased			
Type of Memorial			
<input type="checkbox"/> Clarence Lawn Cemetery		<input type="checkbox"/> Maclean Lawn Cemetery	
<input type="checkbox"/> Interment of Ashes under Shrub, inc Shrub & plaque <i>GL ClarLawnCemInter / GL MacLawnCemInter</i>	Receipt Number	Fee \$	
<input type="checkbox"/> Shrub & Plaque (no ashes) <i>GL ClarLawnCemPlaque / GL MacLawnCemPlaque</i>	Receipt Number	Fee \$	
<input type="checkbox"/> Second interment of Ashes under Post inc plaque	Receipt Number	Fee \$	
Name of first interment with whom ashes are to be interred			
Does Family wish to be present when the ashes are interred?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of ashes:			
Office Use Only			
<u>Cemetery Administration Officer</u>			
Complete Council Order		<input type="checkbox"/> Yes	Date
Plaque Company	Date.....		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
CVC Ref:	Plot Ref.....		Letter Sent.....

Details of Plaque

PLEASE USE BLOCK LETTERS

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

Tree/Shrub provided by Council

NOTE: Clarence Valley Council will not permit further monument gardens, fences or rocks to be placed around the base of the shrub post.

Sample Plaque

<p style="text-align: center;"> KYLIE ANN SAMPLE 1950 - 2000 IN LOVING MEMORY OF OUR SISTER, YOU WILL BE IN MY THOUGHTS AND HEART FOREVER </p>

130mm x 130mm (maximum 6 lines 25 letter/spaces per line)

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.