

## Application for Cast/Bronze Plaque Clarence/Maclean Lawn Cemeteries

Location of Grave				
Name of Applicant		Signature		
Postal Address				
Email Address		Phone Number		
Name of Deceased				
Date of Death	Relationship to Deceased			
Location of Grave				
<input type="checkbox"/> <b>Clarence Lawn Cemetery – Grafton</b> Plaques 380 x 215 mm	<input type="checkbox"/> <b>Maclean Lawn Cemetery</b> Plots 1 – 114      Plaques 380 x 215 mm Plots 115 – ____ Plaques 210 x 210 mm			
<input type="checkbox"/> First Interment	<input type="checkbox"/> Second Interment Reopen of the late			
Section	Row	Plot Number		
Office Use Only				
<u>Customer Service Officer</u>				
Application received and all boxes completed			<input type="checkbox"/> Yes	Date .....
Additional emblem/photo fee (no fee first emblem or cross)			<input type="checkbox"/> Yes	Date .....
<u>Cemetery Administration Officer</u>				
Burial Permit received & recorded			<input type="checkbox"/> Yes	Date .....
Complete Mock up (Lugs or No Lugs)			<input type="checkbox"/> Yes	Date .....
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 .....
<b><u>Plaque application details please see over</u></b>				
Additional Emblems/photos – GL ClarLawnCemPlaque / GL MacLawnCemPlaque				
<input type="checkbox"/> Additional Emblem	No/type	Date	Receipt No	Fee \$
<input type="checkbox"/> Photo	<input type="checkbox"/> 3 x 5 <input type="checkbox"/> 5 x 7	Date	Receipt No	Fee \$

## Sample Plaques

### Single plaque - Raised Edging with Plain Cross

	IN LOVING MEMORY OF	Emblem/cross
Line 1	40 Letter/spaces	
Line 2	20 Letter/spaces	
Line 3	40 Letter/spaces	
Line 4	40 Letter/spaces	
Line 5	40 Letter/spaces	
Line 6	40 Letter/spaces	
Line 7	40 Letter/spaces	



### Double Plaque

Catholic Cross, Bevelled Edge & Photo (additional cost)

	IN LOVING MEMORY OF	Emblem/cross
Line 1	40 Letters/spaces	
Line 2	20 Letters/spaces	
Line 3	40 Letters/spaces	
Line 4	20 Letters/spaces	
Line 5	40 Letters/spaces	
Line 6	40 Letters/spaces	
Line 7	40 Letters/spaces	



## Details of Plaque

Bevelled Polished Edge

Raised Polished Edge

### PLEASE USE BLOCK LETTERS

Emblem (no./type) or Plain Cross / Catholic Cross (one included) (Please circle one)

1 .....

2 .....

3 .....

4 .....

5 .....

6 .....

7 .....

8 .....

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

### 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.