

Cemetery Burial Application for Gravesite



Original to be provided at the Cemetery on the day of the funeral by the Funeral Director

Return completed form to:

Email: cemeterybookings@mackay.qld.gov.au

Post: Mackay Regional Council, PO Box 41, Mackay QLD 4740

Phone: 1300 MACKAY (622 529)

Service Desk: 73 Gordon Street, Mackay QLD 4740

Note: All applications must be submitted by a qualified Funeral Director and will be invoiced directly to the Funeral Director.

SECTION 1: Deceased details (please complete in BLOCK letters)			
Title:			
Given name/s:			
Surname:			
Date of birth (DD/MM/YYYY):			
Date of death (DD/MM/YYYY):			
Age:			
Gender:			
SECTION 2: Service/Funeral details			
Date of service:			
Start time (AM/PM):			
Cemetery:	☐ Mt Bassett ☐ Walkerston ☐ Mackay City ☐ Sarina ☐ Mirani ☐ Marian		
Site type:	☐ New grave ☐ Existing or Reserved grave (☐ Beside / ☐ On top)		
Is a reserve grave required?	☐ Yes ☐ No		
If re-opening existing grave:	Name of last interment:	Date:	
Remarks:			
Existing grave authorisation			
I, (full name) _____			
certify that I am the Burial Rights Holder OR have the permissions of the Burial Rights Holder to re-open this grave (<i>written confirmation required</i>)			
Family representative's signature: _____ Date: _____			
SECTION 3: Preparation of Grave details			
Please indicate type by circling: Coffin / Casket size:	☐ Standard ☐ Non-standard (<i>please provide dimensions below</i>)		
If non-standard coffin/casket:	Length:	Width:	Height:
Type of burial:	☐ Grave burial ☐ Single vault burial ☐ Double vault burial ☐ Other (specify)		
Vase required (<i>Lawn sections Mt Bassett cemetery only</i>):	☐ Inground lawn cemetery vase ☐ Replacement inner		

SECTION 4: Applicant's details

I confirm that I am authorised to purchase burial rights for this plot on behalf of the Estate of the deceased.

Full name of applicant:

Postal address:

Preferred contact number:

Email:

Relationship to deceased:

Deed to be issued in the name of:

Option A - Estate:

Estate of (deceased name):

Care of (representative):

Postal address:

Option B – Specified Person:

Full name:

Postal address:

SECTION 5: Burial Rights Holder confirmation

Are you the Burial Rights Certificate Holder for the grave/site?

☐ Yes (complete section 5.1)

☐ No (application cannot proceed without Right of Burial Holder consent)

SECTION 5.1: Declaration (for existing or reserved sites)

Tick all that apply:

☐ I confirm the information in Section 4 is true and correct.

☐ I agree to follow Council Policy No. 067.1 Cemeteries.

☐ I am the Burial Rights Holder for this site; **or**

☐ I have obtained permission from the Burial Rights Holder; **or**

☐ I am next of kin and have permission from all other living relatives of the Burial Rights Holder.

☐ I acknowledge that the burial rights holder has all rights and responsibilities for future burials and monument construction on this site.

Name:

Signature:

Date:

SECTION 6: Funeral Director						
Funeral Home name:						
Contact name:				Contact number:		
SECTION 7: Required supporting documents						
Please include:						
☐ Proof of ID for the Burial Rights Holder or authorised representative						
☐ Evidence of permission to use the grave site (if applicable)						
SECTION 8: Cemetery use ONLY						
Grave/Burial No:			Section:		Line no:	
Plot no:			Size of plot: ☐ 8 X 4 ☐ 8 X 8			
8X	8X	8X	8X	8X	8X	8X
Notes:						
CASHIER USE ONLY						
Fee:				Date:		
Receipt No				Cashier:		
Receipt codes (Burial) – Mackay RC/MKYBUR, Marian RC/MARBUR, Mirani RC/MIRBUR, Mt Bassett RC/MTBB, Sarina RC/SARBUR, Walkerston RC/WALKB Receipt codes (Purchase of burial rights) – Mackay RC/MKYPL, Marian RC/MARPL, Mirani RC/MIRPL, Mt Bassett RC/MTBL, Sarina RC/SARPL, Walkerston RC/WALKP Receipt code (Vase and inners) - Mt Bassett RC/MTBV, Mackay RC/MKYVAS, Walkerston RC/WALKV, Sarina RC/SARVAS, Marian RC/MARVAS, Mirani RC/MIRVAS						
PRIVACY DISCLAIMER Mackay Regional Council is collecting your personal information to process your application. This information will only be disclosed to impartial third parties such as funeral directors and stone masons. However, under all other circumstances we will only disclose your personal information with your written authorisation or as we are required to by law.						