

Instructions for completing a statutory declaration

This form can be used to make a statutory declaration in Queensland whether it is signed physically or electronically, or witnessed by someone in person or via audio visual link (AV link). Please complete the form following the instructions in the left-hand margin. You can find more information on making a statutory declaration at www.qld.gov.au/legal/documents. There is also information available if the person is witnessing the statutory declaration via AV link.

The address of the person making the declaration and the place where the declaration is signed are requested on the statutory declaration form.

The individual making the declaration, or another impacted person, may exercise judgement and state their address as “Queensland” or “Australia” if it would be unsafe to reveal this information, such as if there are worries about domestic, family, or sexual violence. A witness is required to provide more personal information at the bottom of the form. A witness should refer to the “*Fact Sheet – Witness information for statutory declarations or affidavits*”.

Oaths Act 1867 (sections 13C, 13E, 14)

QUEENSLAND STATUTORY DECLARATION

Insert full name and address of person making the declaration. An address can be listed as “Queensland” or “Australia” if it would be unsafe to reveal this information, such as if there are worries about domestic, family, or sexual violence. declared in numbered paragraphs.

I, BARBARA BELLE BROWN

of 1 Silver Street, Mackay in the State of Queensland

do solemnly and sincerely declare that:

1. I am the Granddaughter of the late Barry Bernard Bloggs who is buried in plot 100, Line 5, Section 5 at Mount Bassett Cemetery.
2. I confirm that I have obtained permission from all remaining family members that is in order for the ashes of my late Mother, Betsy Bertha Brown, to be interred into the same plot, as described above.
3. I further confirm that all family members are in agreement to the installation of a headstone on the abovementioned plot.
4. I hereby acknowledge that Mackay Regional Council is not responsible or liable for any dispute arising from the interment of ashes or installation of a monument/headstone carried out in relation to my application. I hereby indemnify Mackay Regional Council and/or its employees, from any claims, action suits or demands arising from any interment of ashes or installation of any monument or headstone in relation to the abovementioned plot.

and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

☐ If completing this declaration and you need more space, please attach any additional pages to this form and tick the box to indicate that additional pages are attached.

The contents of this statutory declaration are true, except where they are stated on the basis of information and belief, in which case they are true to the best of my knowledge. I understand that a person who makes a declaration that the person knows is false in a material particular commits an offence.

I state that:

- ☐ This declaration was made in the form of an electronic document¹
- ☐ This declaration was electronically signed²
- ☐ This declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867*³

(tick if applicable)

Full name and signature of person making the declaration. If using a substitute signatory, only insert the name of signatory, leave the signature of signatory panel blank, and complete the next section.

DECLARED by

.....
[full name of signatory] [signature of signatory]

at
[insert place where signatory is located] [Date]
(If applicable)

Full name and signature of substitute signatory (cross out if not applicable).

Refer to the **Fact Sheet – Who can sign a statutory declaration or affidavit as a substitute signatory.**

Signed for and at the direction of the signatory by

.....
[full name of substitute signatory] [signature of substitute signatory]

.....
[Date]

Substitute signatory to include additional information if directed over AV link.

Refer to the **Fact Sheet – Who can sign a statutory declaration or affidavit as a substitute signatory.**

.....
[Australian legal practitioner/government legal officer/employee of the Public Trustee, as applicable]⁴

Declared on.day.month.year
[Insert date of signing]

Full name and signature of authorised witness. Refer to the **Fact Sheet – Who can witness a statutory declaration or affidavit in Queensland.**

In the presence of:

.....
[full name of witness] [signature of witness]

Qualification of witness (e.g. lawyer, JP, Cdec, etc).

Witness must include additional information under section 13E of the *Oaths Act 1867*. Refer to the **Fact Sheet – Witness information for statutory declarations or affidavits.**

.....
[type of witness]

Declared on.day.month.year
[Insert date of signing]

.....
[witness's place of employment /employment address / home address / telephone number / email address / law practice, as applicable]⁵

Witness seal of office, if applicable

For special witnesses to complete – Tick as applicable

- ☐ I am a special witness under the *Oaths Act 1867* (see section 12 of the *Oaths Act 1867*)
- ☐ This document was made in the form of an electronic document⁶
- ☐ I electronically signed this document⁷
- ☐ This statutory declaration was made, signed and witnessed under part 6A of the *Oaths Act 1867* – I understand the requirements for witnessing a document by AV link and have complied with those requirements⁸