

Burial Application Form

For monumental and lawn burials in all Livingstone Shire Council cemeteries

ABN 95399253048

Telephone 1300 790 919



PRIVACY NOTICE: Livingstone Shire Council is collecting your personal information to provide the requested service and to update Council's records.

This form is to be completed when a Qualified Funeral Director wishes to arrange a burial service at one of Livingstone Shire Councils cemetery locations. Application must be submitted no less than two business days prior to the required date and time of the service. All application submitted by a Funeral Director will be invoiced to the Funeral Director. The Funeral Director or an employee of the Funeral Director is not permitted to be a Holder of Burial Right without Council's written approval.

Section 1 – Funeral Director					
Applicant's Name:					
Residential Address:					
Postal Address:					
Contact Number:					
Email:					
Declarations					
<input type="checkbox"/> I agree to the requirements stipulated in Council's Policies and Procedures					
<input type="checkbox"/> I declare that I have obtained and provided permissions from the holder of burial rights / Next of Kin to organise this service					
As a Funeral Director, I have fulfilled all statutory requirement to allow burial of the deceased.					
Signature:				Date:	
Section 2 - Burial Right Holder (original holder of burial rights, if known)					
Full Name					
Relationship to Deceased					
Residential Address					
Postal Address					
Contact Number					
Email					
I declare that I am the burial right holder of the burial site and consent to the burial or inurnment of the deceased in the burial site.					
Signature				Date	
Section 3 – Next of Kin to Incumbent (Not burial right Holder)					
Full Name:					
Residential Address:					
Postal Address:					
Contact Number:					
Email:					
Relationship to Deceased:					
Section 4 – Proof of ID (proof of ID must be sighted by the Funeral Director as part of the request. If holder of burial right is deceased, proof of ID of the Next of Kin must be sighted)					
ID Type:			ID Number:		Expiry Date:

Section 6 – Deceased Person Details			
Full Name:			
Date of Birth:			
Date of Death:			
Gender:			
Religion / Culture:			
Section 7 – Site Details			
Site type:	<input type="checkbox"/> Vacant Site <input type="checkbox"/> Reserved Site <input type="checkbox"/> Re-open of Site <i>(please complete details below)</i>		
Cemetery Location:	<input type="checkbox"/> Yeppoon <input type="checkbox"/> Emu Park <input type="checkbox"/> Capricorn Coast Memorial Gardens (CCMG) <input type="checkbox"/> Cawarral <input type="checkbox"/> Joskeleigh		
Section:	Lawn <input type="checkbox"/> Monumental <input type="checkbox"/> Columbarium <input type="checkbox"/> Ashes Garden		
Burial Site:	Row:	Number:	<i>(the burial site)</i>
CCMG Ashes Garden:	<input type="checkbox"/> Poplar Gum <input type="checkbox"/> Weeping Paperback <input type="checkbox"/> Rusty Fig <input type="checkbox"/> White Gum		
Number:			
Section 8 – Service Details			
Inurnment:	<input type="checkbox"/> First Inurnment <input type="checkbox"/> Second Inurnment		
Date of Service:		Graveside Service:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Time of Arrival:		Time of Service:	
Coffin / Casket	Coffin Size <input type="checkbox"/> Standard <input type="checkbox"/> Non-Standard <i>(please provide dimensions below)</i> . If non-standard coffin - Length: _____ mm Width: _____ Height: _____ mm <input type="checkbox"/> Tick yes is approximate weight of coffin and deceased is under 50kg.		
Is pallbearer required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is cultural assistance required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please outline any cultural requests for the service below:			
Section 9 – Setup Details <i>(applicable to all services – contact Cemeteries Administration Office for assistance if required)</i>			
Is pavilion hire required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Up to 2 hours flat fee of \$150.00, does not include drink, food, set up for service. Council staff will set up tables, chairs and provide limited cleaning services after burial service.			
Is a standard set up required?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(The standard setup is 3 marquees and 15 chairs.)</i>		
If no, please provide details of the preferred setup:			
Section 11 – Supporting Documentation			
Please remember to provide the following supporting documentation when submitting this form:			
<input type="checkbox"/> Proof of ID of the holder of burial rights/person acting on behalf of the holder of burial rights, or proof of ID of the holder rights			

Section 13 - Submission and Payment Options

Refer to Council's Current [Fees and Charges](#) for details.

Payment must be made when the form is submitted – forms will not be processed until payment is received



MAIL – Make your cheque/money order payable to Livingstone Shire Council and mail to PO Box 2292, Yeppoon QLD 4703.

EMAIL – email the completed form to enquiries@livingstone.qld.gov.au.
Customer Service Staff will contact you regarding payment.



IN PERSON – You can pay this account at any of Council's Customer Service Centres:

Yeppoon (Town Hall, 25 Normanby Street or
Emu Park (Library), 7-9 Hill Street