

Cemetery Burial Application Form

Lawn, Monumental, Columbarium, Ash Gardens Burials In All
Livingstone Shire Council Cemeteries

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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 Council's cemetery locations. Application must be submitted no less than two business days prior to the required date and time of the service. All applications 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 - Mandatory			
Funeral Director Name:			
Residential Address:			
Postal Address:			
Contact Number:			
Email			
Declarations: I agree to the requirements stipulated in Council's Policies and Procedures. 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 requirements to allow burial of the deceased.			
Funeral Director Signature:		Date:	
Section 2 – Burial Right Holder (original holder of burial rights, if known) - Mandatory			
Applicant 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. Please remember to provide the following supporting documentation when submitting this form:			
Signature:		Date:	
Section 3 – Next of Kin to Incumbent (Not burial right holder) - Mandatory			
Full Name:			
Residential Address:			
Postal Address:			
Contact Number:			
Email:			
Relationship to Deceased:			

Section 4 – Mandatory - 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 5 – Deceased Person Details - Mandatory				
Full Name:				
Date of Birth:		Date of Death:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/>	Religion/Culture:	
	Female			
Section 6 – Plot & Site Details - Mandatory				
Cemetery Location:	<input type="checkbox"/> Yeppoon	<input type="checkbox"/> Emu Park	<input type="checkbox"/> Cawarral	
	<input type="checkbox"/> Capricorn Coast Memorial Gardens (CCMG)		<input type="checkbox"/> Joskeleigh	
Section	<input type="checkbox"/> Lawn	<input type="checkbox"/> Monumental	<input type="checkbox"/> Columbarium	
	ROW:	NO:	NICHE NO:	
Ash Gardens (CCMG)	<input type="checkbox"/> Poplar Gum	<input type="checkbox"/> Weeping Paperbark	<input type="checkbox"/> Rusty Fig	<input type="checkbox"/> White Gum
	Number:			
Section 7 – Service Details - Mandatory				
Inurnment:	<input type="checkbox"/> First Inurnment		<input type="checkbox"/> Second Inurnment	
Date of Service:		Graveside Service:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Arrival time at Cemetery:		Time of Burial Service:		
Coffin / Casket	Coffin size: <input type="checkbox"/> Standard <input type="checkbox"/> Non-Standard (please provide dimensions below). If non-standard coffin: Length: ____ mm Width: ____ mm Height: ____ mm <input type="checkbox"/> Tick if approximate weight of the coffin and deceased is under 50kg.			
Is Cultural Assistance Required?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	If yes, please outline request for the service:			
Section 8 – Setup Details (applicable to all services – contact Cemeteries Administration Office for assistance if required) - Mandatory				
Is Pavilion Hire Required- CCMG Only				
Up to 2 hours flat fee of \$160.00, does not include drink, food, and set up service. Council staff will set up 2 tables and 30 chairs and provide limited cleaning services after burial service. Extra cost for additional 15 chairs.				
Is a Standard Setup Required?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	(The standard setup is 3 marquees and 15 chairs)			
Section 9- Submission and Payment Options:				
Refer to Council’s Fees and Charges - https://www.livingstone.qld.gov.au/downloads/file/3699/fees-and-charges-effective-1-july-2024				
Invoice Funeral Director:	<input type="checkbox"/> Yes			

