



Goondiwindi Customer Service Centre: (07) 4671 7400  
 Inglewood Customer Service Centre: (07) 4652 0200  
 Texas Customer Service Centre: (07) 4653 2600

Postal: LMB 7, Inglewood QLD 4387  
 Email: [mail@grc.qld.gov.au](mailto:mail@grc.qld.gov.au)  
 Web: [www.grc.qld.gov.au](http://www.grc.qld.gov.au)

## CEMETERY MEMORIAL APPLICATION FORM

Contact Council on 07 4671 7400 or visit the website [www.grc.qld.gov.au](http://www.grc.qld.gov.au) for assistance in ensuring you have the correct information for a memorial installation.

**Privacy Notice:**  
 Goondiwindi Regional Council is collecting this information to fulfil its responsibilities and obligations as a Local Government. This information may be used by Council officers, or shared with relevant agencies, where it is necessary to process your application or carry out related Council functions. Your contact details may also be used by Council to communicate with you about other services, matters or responsibilities that directly relate to your dealings with Council, in accordance with the Information Privacy Act 2009 (Qld) and Council's Information Privacy Policy. Your personal information will not be disclosed to any other person or agency unless you have given your consent or we are required to do so by law.

<b>CEMETERY</b>	<input type="checkbox"/> Goondiwindi <input type="checkbox"/> Inglewood <input type="checkbox"/> Texas <input type="checkbox"/> Yelarbon
<b>DETAILS OF DECEASED</b>	Surname: _____ Given Name/s: _____
	Date of Birth: _____ Date of Death: _____
<b>SITE DETAILS</b>	Section: <input type="checkbox"/> Lawn <input type="checkbox"/> Columbarium <input type="checkbox"/> Other:
	Row: _____ Plot / Niche: _____
<b>BURIAL RIGHT HOLDER (APPLICANT DETAILS)</b>	Is the applicant the burial right holder? <input type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If answering yes to this question, you must be the Burial Right Holder and provide the Burial Right Holder Certificate Number below, or able to attach supporting evidence.</i>
	<i>If answering no to this question, please complete the section 'Burial Right Holder - Other' below as you are not the burial right holder and are unable to obtain written permission from the Burial Right Holder.</i>
	Burial Right Holder Certificate Number: _____
	Full Name: _____
	Relationship to Deceased: _____
	Postal Address: _____
Phone Number: _____	
Email: _____	
<b>TYPE OF WORKS</b> <small>Indicate type of works being carried out by ticking relevant box/boxes</small>	A fee is payable to the following applications:
	<input type="checkbox"/> Install a new memorial (Excludes War grave applications – refer to the section below) <input type="checkbox"/> Upgrade an existing memorial – install slabs or vases to part of or the full surface of grave
	<u>No</u> application fee is applicable to the following:
	<input type="checkbox"/> War grave applications <input type="checkbox"/> Adding a second inscription or plaque to an existing memorial <input type="checkbox"/> Restoration of an existing memorial including replacing existing memorial with a plaque <input type="checkbox"/> General maintenance – cleaning of a memorial, restoring existing inscription and the like
<b>PROPOSED DIMENSIONS</b>	The applicant must provide Council with the specifications of the requested works including the types of materials for approval – attach details to application.

**Burial Right Holder – Other**

*Only complete if you are unable to answer and provide documentation required in Burial Right Holder section.*

Are you acting on behalf of the Burial Right Holder in a legal capacity?    Yes    No

*If yes, please provide a copy of the relevant documentation.*

*For example: the Burial Right Holder is still alive and you are acting through their enduring power of attorney.*

Is the Burial Right Holder deceased?    Yes    No

If deceased, were you listed in their legal documents as someone who could act on behalf of the Burial Right Holder after their passing?    Yes    No

*If yes, please provide a copy of the relevant documentation.*

If answering no to all question above, why is the Burial Right Holder for the site unable to make arrangements for this site:

<b>APPLICATION REQUIREMENT &amp; DECLARATION</b>	<p><i>All relevant sections in this application form must be completed and any required documentation must be submitted with this application for it to be a properly made application. Council must receive and approve a properly made application at least 5 business days prior to the date of the proposed works taking place. Applications which are incomplete may not be accepted.</i></p> <p><i>I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Goondiwindi Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.</i></p>
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<b>INDEMNITY</b>	<p><i>I indemnify the Goondiwindi Regional Council, including its employees, representative or agents from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Goondiwindi Regional Council in connection with or related to:</i></p> <ul style="list-style-type: none"> <li>a) <i>Reliance on the information provided in this application, unless such Loss is caused by the Goondiwindi Regional Council's negligent act or omission; and</i></li> <li>b) <i>Undertaking the burial of human remains and/or use of the Cemetery in any way, unless such Loss is caused by the Goondiwindi Regional Council's negligent act or omission.</i></li> </ul>
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<b>APPLICANT</b>	Name:	
	Address:	Phone:
	Signature:	Date:

<b>MONUMENTAL MASON</b>	Representative Name:	Company Name:
	Address:	Phone:
	Signature:	Date:

<b>OFFICE USE ONLY</b>	Fees \$	Receipt No:
	Application has been properly made in accordance with GRC's Local Law and Cemetery Statement of Principles	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Approved By:
Records:	<input type="checkbox"/> Practical <input type="checkbox"/> Book <input type="checkbox"/> Map	