

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: enquiries@cassowarycoast.qld.gov.au**Approved Form 7.20 Burial or Disposal of Human Remains in a Cemetery (2024/2025 FY)****Applicable Law:***Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022**Cassowary Coast Regional Council Local Law No. 7 (Human Remains and Cemeteries) 2022***Council Reference / Application ID: CEM_I_****Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached**

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Information regarding the burial or disposal of human remains in a cemetery

Funeral Conductor Details	Funeral Director				
	Representative		Signature		
Billing Details	Bill to		Burial assistance:	<input type="checkbox"/> No <input type="checkbox"/> Yes	
	Billing Email / Postal				
	Mobile Phone No.				
Next Of Kin Details	Are you the Next of Kin, authorised person or a Funeral Director approved to make this application?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please supply supporting information</i>		
	Full Name				
	Relationship to Interred		Phone Number:		
	Email Address:				
	Residential Address:				
Interred Details	First Name		Middle Name		
	Surname Name		Preferred Name		
	Gender	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth		
	Birthplace		Date of Death		
	Religion		Age at Death		
	Cause of Death		Occupation		
	Last Address				
	<input type="checkbox"/> Death Certificate Attached – Must be provided*		Has a plot been reserved? <input type="checkbox"/> No <input type="checkbox"/> Yes		
	Location	<input type="checkbox"/> Innisfail <input type="checkbox"/> Innisfail Angel View <input type="checkbox"/> Tully	<input type="checkbox"/> Cardwell	<input type="checkbox"/> Murrigal <input type="checkbox"/> Jumbun	
	Burial Details	Block / Section		Row	
Plot No		Plot Prefix			
Date of Burial		Burial Time			
Type of application	<input type="checkbox"/> Adult	<input type="checkbox"/> Lawn Plaque		<input type="checkbox"/> Single Niche	
	<input type="checkbox"/> Child / Infant	<input type="checkbox"/> Lawn Headstone		<input type="checkbox"/> Double Niche (Innisfail only)	
Burial Details Continued			<input type="checkbox"/> Wall Vault (Innisfail Contractor)		<input type="checkbox"/> Ashes interred at grave site
			<input type="checkbox"/> CCRC Wall Vault (Tully)		<input type="checkbox"/> Full Monumental grave / vault
			<input type="checkbox"/> Family Chapel (Innisfail & Tully)		<input type="checkbox"/> Double above ground vault
	Are there any related Reservation Applications? <input type="checkbox"/> No <input type="checkbox"/> Yes (Name: _____)				
	Interred into existing grave? <input type="checkbox"/> No <input type="checkbox"/> Yes (Name: _____)				
	Type of Service:	<input type="checkbox"/> Graveside <input type="checkbox"/> Church <input type="checkbox"/> Hall <input type="checkbox"/> Chapel			
Coffin Size:	<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Other				

Criteria for assessment of application

General Criteria under Local Law No. 1 (Administration) 2022

Council must assess your application against the general criteria. To assist council's assessment you must provide the following information as an attachment to this application:

1. proof that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. proof that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. indicate how the activity will benefit the good rule and governance of the Cassowary Coast;
6. indicate how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. indicate whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Additional criteria under Local Law No. 7 (Human Remains and Cemeteries) 2022

Council must assess your application against the additional criteria that apply to this activity specifically. To assist Council's consideration, please provide the following information as an attachment to this application:

9. evidence of the identity of the deceased person and the applicant's relationship (if any) with the deceased;
10. date of interment or inurnment;
11. cemetery of interment or inurnment;
12. provision of an allocated plot; name and contact details of the recognized undertaker or other person performing the ceremony;
13. who will conduct the burial or inurnment; and
14. details as to how the proposed burial of human remain or, inurnment is to be undertaken.

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

THIS SECTION - OFFICE USE ONLY

FEES AND CHARGES		Tick	GST	Total Inc GST
Plot / Niche Purchase	Grave Site Plot Purchase – Plaque or Headstone (Adult)			1510.00
	Single Columbarium Niche (Adult)			421.00
	Double Columbarium Niche – <i>Innisfail Only</i> (Adult)			707.00
	CCRC Wall Vault Purchase - <i>Tully only</i>			11,790.00
	Grave Site Plot Purchase – Plaque or Headstone (Child / Angel View)			754.00
	Single Columbarium Niche (Child / Angel View)			210.50
Interment Burial/Ashes &/or Plaque Placement	Burial Fee - Plaque or Headstone (Adult)		85.18	937.00
	Burial Fee - Vault (Adult)		39.55	435.00
	Ashes and/or Plaque Placement Fee, Lawn or Niche (Adult)		23.36	257.00
	Burial Fee - Plaque or Headstone (Child / Angel View)		42.64	469.00
	Burial Fee - Vault (Child / Angel View)		19.77	217.50
	Ashes and/or Plaque Placement Fee, Grave or Niche (Child)		11.68	128.50
Surcharge	Outside normal working hours		65.64	722.00
	Saturday, Sunday or Statutory Holiday		94.09	1035.00
Customer Service	Receipt Number:	<input type="checkbox"/> Death Certificate Attached **Must be provided**	Total \$	
Cemetery Officer	<input type="checkbox"/> Email to Cemetery Sexton	<input type="checkbox"/> Email to funeral Director	Update OBDM paperwork	
	<input checked="" type="checkbox"/> Cemetery Officer - Name: _____ Date: _____		Add to spreadsheet	

June 2024

Information Privacy Statement: Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law



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Approved Form 1.7 Application to Council (*What I Want*)

Applicable Law:

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

For most applications to Council, you must complete Approved Form 1.7: Application to Council (*What I Want*) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.

Type of application

<input type="checkbox"/> Prescribed Activity	<input type="checkbox"/> Amendment	<input type="checkbox"/> Renewal
<input type="checkbox"/> Non-Prescribed Activity	<input type="checkbox"/> Transfer	

Applicant details

Note: the applicant is the person responsible for making the application. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant. The applicant may be, for example, the driver of extraordinary traffic on a local government road.

Applicant's name:	Title	First name	Surname
Applicant's phone:			
Applicant's email:			
Business name:			
ABN:			
Director name/s:			
Name of Agent / Contractor			
Contact number/s:			
Email address:			
Residential address:			
Postal address			

New Permit - provide a brief description of the activity you want permitted

Property where the activity is to take place (if applicable)

Property ID Number:	Note: This number is important and should be used on all correspondence relating to this matter	
Property address:		
Property Lot and Plan	Lot No.	Plan No.
Name of owner of property if not the applicant: (e.g. company)		
Street/Park Name:		
Is the property privately owned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If no, please provide property owner name & phone:	
Is the property a dwelling unit or multi-residential?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property in the Environmental Management and Conservation Zone?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Approved Forms to be attached for Prescribed Activities			
<input type="checkbox"/> Approved Form 1.7 Application for renewal	<input type="checkbox"/> Approved Form 1.12 Transfer of permit	<input type="checkbox"/> Approved Form 1.13 Request to amend conditions	<input type="checkbox"/> Approved Form 1.23 Request for enforceable undertaking
<input type="checkbox"/> Approved Form 2.15 Keeping of animals	<input type="checkbox"/> Approved Form 2.17 Breeding of animals	<input type="checkbox"/> Approved Form 2.39 Request to reclaim an impounded animal	<input type="checkbox"/> Approved Form 2.40 Surrender of animal to Council
<input type="checkbox"/> Approved Form 4.8 General activity – Other general activities	<input type="checkbox"/> Approved Form 4.13 Driving or leading animals	<input type="checkbox"/> Approved Form 4.18 Depositing of goods and materials	<input type="checkbox"/> Approved Form 4.23 Alteration or Improvement to Local Government Controlled Areas or Roads
<input type="checkbox"/> Approved Form 4.28 Mooring	<input type="checkbox"/> Approved Form 5.4 Temporary Home	<input type="checkbox"/> Approved Form 6.10 Use of a Bathing Reserve or Foreshore	<input type="checkbox"/> Approved Form 6.23 Exclusive Use of a Life Saving Club Area
<input type="checkbox"/> Approved Form 7.4 Disturbance of Human Remains Outside of a Cemetery	<input type="checkbox"/> Approved Form 7.10 Burial or Placement Outside of a Cemetery	<input type="checkbox"/> Approved Form 7.15 Disturbance of Human Remains in a Cemetery	<input type="checkbox"/> Approved Form 7.20 Burial or Disposal of Human Remains in a Cemetery
<input type="checkbox"/> Approved Form 7.25 Erection of a Memorial, Vault, Columbarium or Full Grave Slab	<input type="checkbox"/> Approved Form 8.5 Operation of a Camping Ground, Caravan Park or Shared Facilities Accommodation	<input type="checkbox"/> Approved Form 9.10 Parking	<input type="checkbox"/> Approved Form 10.5 Advertising Device
<input type="checkbox"/> Approved Form 11.4 Cane Railway Operation	<input type="checkbox"/> Approved Form 12.20 Hire of a Metered Standpipe	<input type="checkbox"/> Approved Form 12.23 Installation of a Subsidiary Meter	

<p>Checklist:</p> <p><i>For most applications to Council, you must complete Approved Form 1.7: Application to Council (What I Want) and an approved form relevant to your application, provide the supporting documentation identified in the approved forms and make payment of the prescribed fee.</i></p> <p><input type="checkbox"/> I have attached the additional Approved Form required for my application.</p> <p>I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application</p> <p>PRINT NAME..... SIGNATURE..... DATE.....</p>
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Payment options	
In person	As of 1 July 2022, Cassowary Coast Regional Council will no longer accept payments by cash or cheque at Customer Service Centres, and other Council run facilities. You can pay via EFTPOS at the Customer Service Centres between 8:30am to 4:30pm Monday, Tuesday, Thursday & Friday; and 9:30am to 4:30pm on Wednesdays (excluding public holidays).
Over the phone	<input type="checkbox"/> Please tick if you would like to pay by credit card and an officer will call you to take payment after your application form is received.
By BPay	<input type="checkbox"/> Please tick if you would like an invoice to be emailed so you can pay by BPay.

General Application to accompany all applications to Council for permits to undertake prescribed activities and non- prescribed activities. This Approved Form 1.7 Application to Council (What I Want) is approved by the Chief Executive Officer for the local laws.

The Council may, by written notice, request the applicant to provide further reasonable information or clarification of information, documents or materials to be included in the application. Council may require an application to include site plans, management plans, relevant consents, evidence of public liability insurance etc. Please not an application to Council may require approvals under another Act, for example in relation to development, building, liquor carriage of goods and business licensing etc. Should the applicant not provide information, documents or materials to be included in the application, the application may lapse. See Section 7 *Cassowary Coast Regional Council Local Law No 1 (Administration) 2022*.

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