

To the General Manager, Coffs Harbour City Council

APPLICATION TRANSFER OF RESERVATION (RIGHT OF BURIAL)

Public Health Act 1991 and Public Health (Disposal of Bodies) Regulation 2001

Locked Bag 155, Coffs Harbour 2450

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487



Glossary of Terms

Reservation (Right of Burial): an exclusive right granted by Council (or its predecessors) for use of a burial / interment of ashes site. There is no entitlement to any real estate. The holder of the reservation (right of burial) has the sole authority to determine who can be buried in the burial plot and to allow headstones, inscriptions, memorials etc to be placed on the grave.

Applicant / Grantee: person/s granted a reservation being the person registered as the holder of the reservation (right of burial) issued by Council.

Recipient: any person to be transferred reservation (right of burial) to issued by Council.

1. Details of the Applicant / Grantee

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given Name/s

Surname

Postal Address

Suburb or Town

State

Postcode

Daytime Telephone

Fax

Mobile

Email Address

2. Details of the Recipient

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given Name/s

Surname

Postal Address

Suburb or Town

State

Postcode

Daytime Telephone

Fax

Mobile

Email Address

OFFICE USE ONLY

Payment Code: 1-69100-000-1335

Date received

Application fee

Receipt No.

I, the undersigned (applicant/grantee): being the person registered as the holder of the reservation (right of burial), hereby transfer the reservation (right of burial) to:

Given Name/s

Surname

Postal Address

Suburb or Town

State

Postcode

Cemetery

 Coffs Harbour Lawn

 Woolgoolga Lawn

 Coffs Harbour Historical

 Woolgoolga Monumental

 Bucca

 Coramba

 Corindi

Religion / Denomination

Section

Row

Plot / Niche

All my right, title and interest in and under the within reservation (right of burial).

Signature (Applicant/Grantee) : **Date:**/...../.....

Signature (Witness) : **Date:**/...../.....

4. Indemnity

- The applicant indemnifies the Coffs Harbour City Council from and against all claims (including any injury, damage, or loss), costs, expenses and damages (including the costs of defending or settling any action or claim) resulting from or by reason of anything done or omitted to be done by the Applicant or the Applicants agent arising out of your activities undertaken at or near Council's cemetery.
- The Applicants liability to indemnify the Coffs Harbour City Council is reduced proportionally to the extent that a negligent act or omission of the Council or its employees or agents has contributed to the injury, damage or loss.

5. Release

- The Applicant unconditionally releases the Coffs Harbour City Council from all actions, suits, demands, actions or proceedings (whether at law, in equity or arising under a statute) arising out of or in connection with an act, default, or omission of the Applicant or the Applicants Agents. You agree not to sue or make any claim or demand against Council in respect of the matters covered by this release and application.

6. Applicable Fees and Charges

- To view the current applicable fees and charges associated with this application please refer to Council's adopted fees and charges at www.coffsharbour.nsw.gov.au/fees

7. Privacy and Personal Information Protection Notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

Office Use Only

 Datworks Updated

 Map Updated

 Cemetery Foreman Copy

 Proclaim

 Document Scanned

 Customer / Recipient Copy