

# Townsville Cemeteries



## Form # 5 Right of Burial Transfer Application

Form to be returned to: Email: [townsville.cemeteries@townsville.qld.gov.au](mailto:townsville.cemeteries@townsville.qld.gov.au)

Postal: Townsville City Council, PO Box 1268, Townsville QLD 4810

Phone: 07 4727 9754

Service Desk Location: Belgian Gardens Cemetery, 56 Evans Street, Belgian Gardens

PLEASE NOTE: Advice given by Applicants and Right of Burial Certificate Holders is relied upon by Council in good faith. Council does not accept any responsibility for allowing an interment that might be the subject of a later dispute between family members, executors and/or assigns.

### Section 1: Plot Details

Cemetery: Belgian Gardens Other (please specify):

Section/Subdivision: Plot No: Right of Burial Certificate Number (if known):

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### Section 2: Right of Burial Holder Consent for Transfer

A) Are you the Right of Burial Certificate Holder for the grave/site?

Yes (Complete Section 2 – Confirmation of Right of Burial Holder details)

No (Continue to Question B)

B) Is the Right of Burial Holder deceased?

Yes (Complete Section 3 - Applicant Declaration & Support Documentation)

### Right of Burial Certificate Holder/s Details:

#### Right of Burial Holder 1

Title: Given Name/s: Surname:

Postal Address:

Suburb: State: Postcode:

Mobile Number: Work or Home Phone Number: Email Address:

Right of Burial Holder 1 Signature: Date (DD/MM/YYYY):

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#### Right of Burial Holder 2 (if applicable)

Title: Given Name/s: Surname:

Postal Address:

Suburb: State: Postcode:

Mobile Number: Work or Home Phone Number: Email Address:

Right of Burial Holder 2 Signature: Date (DD/MM/YYYY):

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## Section 3: New Right of Burial Certificate Holder/s Details

### Right of Burial Holder 1

Title: Given Name/s: Surname:

Postal Address:

Suburb: State: Postcode:

Mobile Number: Work or Home Phone Number: Email Address:

Right of Burial Holder 1 Signature: Date (DD/MM/YYYY):

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### Right of Burial Holder 2 (if applicable)

Title: Given Name/s: Surname:

Postal Address:

Suburb: State: Postcode:

Mobile Number: Work or Home Phone Number: Email Address:

Right of Burial Holder 2 Signature: Date (DD/MM/YYYY):

### Right of Burial Holder Supporting Documentation\* (tick which apply):

\*Supporting documentation must accompany Right of Burial Transfer Application if the Right of Burial Certificate Holder is deceased.

<input type="checkbox"/> Certified Statutory Declaration from applicant	<input type="checkbox"/> Certified Statutory Declarations from all beneficiaries to plot by Right of Burial Holder
<input type="checkbox"/> Certified copy of Last Will and Testament	<input type="checkbox"/> Certified Statutory Declaration by Right of Burial Holders Legal Representative
<input type="checkbox"/> Original Right of Burial Certificate	<input type="checkbox"/> Other supporting documentation

#### Terms

I declare that the information I have provided in this form is complete and correct. I understand that giving false or misleading information is a serious offence under section 234 of the *Local Government Act 2009*. A Right of Burial Certificate may be transferred by the mutual agreement of the Right of Burial Certificate Holder and another person. Both parties must give agreement in writing to Council and complete a Right of Burial Transfer Application Form. A transfer fee applies.

On the death of the Right of Burial Certificate Holder, the authority to authorise burials in a grave reverts to Council. It is the families' responsibility to apply for the transfer of Right of Burial into the rightful beneficiary's name, should they wish to do so. At its discretion, Council will not allow the transfer of Right of Burial to occur if it cannot be clearly agreed and determined who the rightful beneficiary is.

A Construction Permit for the erection of a monument can only be granted with permission from the Right of Burial Holder, or in the event the Right of Burial Holder has passed, the Applicant for the Right of Burial Certificate Holder's interment is the only authorised person to consent to a Construction Permit request (unless a formal Right of Burial Transfer Application occurs).

A valid Right of Burial Certificate may be surrendered to Council. Upon surrender, Council will pay the valid Right of Burial Certificate Holder or their estate 90% of the original purchase price of the unused grave (as per the *Townsville Cemeteries Statement of Principles*).

For the full *Townsville Cemeteries Statement of Principles*, please visit: [townsville.qld.gov.au](http://townsville.qld.gov.au)

#### Privacy Notice

Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009 (Qld)*. We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess your application and process your request. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our [Information Privacy Policy](#).