

Privacy Statement - Council is collecting your personal information for the purposes of processing your application. Your information will be handled in accordance with requirements under the Information Privacy Act 2009 (Qld) and will not be used for any other purpose and will not be provided to any other entity without your express permission or unless required by law.

- Please read the [MSC Cemetery Terms and Conditions](#) and [MSC Fees and Charges](#) prior to completing this form.
- Please ensure that all names are spelt correctly in this form.
- **Contact Council by phone 1300 308 461 before completing this application.**
- **Submit completed application by email: cemeteries@msc.qld.gov.au**
- Plaques take approximately six (6) to ten (10) weeks to produce once an order has been placed.

MSC – INTERNAL USE ONLY

MSC Application No:

MSC Doc Set ID No:

Information about the APPLICANT

The applicant must be next of kin, personal representative of the deceased or right holder. You may be required to provide proof of your identity and evidence of your authority to make this application.

| | | |
|--|----------------|--------------|
| Title: | Given Name: | Family Name: |
| Phone / Mobile: | Email Address: | |
| Residential Address: | | |
| Mailing Address (if different from above): | | |

Information about the DECEASED – PERSON 1

| | | |
|----------------|----------------|---|
| Title: | Given Name: | Family Name: |
| Date of Birth: | Date of Death: | Sex: <ul style="list-style-type: none"> • Male • Female |

Information about the SECOND DECEASED – PERSON 2 (if required)

| | | |
|----------------|----------------|---|
| Title: | Given Name: | Family Name: |
| Date of Birth: | Date of Death: | Sex: <ul style="list-style-type: none"> • Male • Female |

CEMETERY LOCATION

- | | | | |
|-------------|-------------------|-----------------|----------------|
| • Almaden | • Irvinebank | • Mareeba New | • Mount Molloy |
| • Chillagoe | • Kuranda | • Mareeba Old | • Watsonville |
| • Dimbulah | • Kuranda Heights | • Mount Carbine | |

CEMETERY SECTION

- | | | |
|----------------------|----------------------------|-----------------------------|
| • Columbarium Ground | • Lawn – Plaque on Beam | • Full Grave Slab |
| • Columbarium Wall* | • Lawn – Headstone on Beam | • Unknown location memorial |

*Maximum size for a container to be inserted into a single niche is: **95mm (height) x 125mm (width) x 235mm (length)** and for a double niche is: **175mm (height) x 120mm (width) x 235mm (length)**.

| | | |
|--------------------------------|----------------------------|---------------------------|
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|--|--|
| Information about the PLAQUE | |
| <i>Niche plaques must of brown, bronze construction with maximum dimensions shown below.</i> | |
| Plaque Supplier: • Worsell & Co. • Arrow Bronze | |
| Plaque Type: | |
| • Single niche (137mm x 102mm) | • Dual Backing Plate with one detachable plate (165mm x 229mm) |
| • Double Niche (165mm x 229mm) | • Detachable plate to suit backing plate (165mm x 229mm) |
| Plaque Features <i>(please indicate supplier design number/name and preferred location for each plaque feature):</i> | |
| Emblems: | |
| Special Codes: | |
| Vases: | |
| Other Instructions: | |
| <i>Australian Service Emblems - Returned Services persons may have an Australian Service Emblem included on the plaque, however, permission must be obtained from the Commonwealth War Graves Commission. To enable Council to obtain this consent on your behalf, please supply evidence of the military service record of the deceased person.</i> | |

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| PLAQUE WORDING | |
| <i>Please PRINT CLEARLY and ensure the inscription is correct as any changes that are made after the proof is received from the Supplier will incur an additional fee for a second proof. Ensure only one character per square. Word spaces and punctuation must also each occupy a single square.</i> | |
| Line 1 | |
| Line 2 | |
| Line 3 | |
| Line 4 | |
| Grave Number (row & plot): | <i>Grave number will be fixed to the bottom right hand corner of the plaque.</i> |
| <i>Mareeba Shire Council will obtain a quotation and proof from the supplier and then contact the Applicant to obtain approval and payment of fees prior to placement of an official order with the supplier.</i> | |
| Does the Applicant wish to be notified when the plaque arrives? • Yes • No | |

| | | |
|--|------------|-------|
| APPLICANT DECLARATION & SIGNATURE | | |
| <i>I declare that I have appropriate authority to submit this application. The information that I have supplied in this application is complete, true and correct. I have received a copy of the MSC Cemetery Terms and Conditions. I authorise Mareeba Shire Council to have a Niche Plaque prepared and fitted as indicated in the form above.</i> | | |
| Name: | Signature: | Date: |

| | | |
|---|-------------------|------------|
| MAREEBA SHIRE COUNCIL – INTERNAL USE ONLY | | |
| Deceased Name: | | |
| Cemetery Name: | Cemetery Section: | Grave No.: |
| • Has an Interment Request Form been completed? (tick if completed) | | |