



NICHE PLAQUE ORDER FORM

Please ensure the correct spelling of all names included in this form.

Information Privacy Act 2009 – Mareeba Shire Council is collecting your personal information in order to process this interment request. The information will be accessed only by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

To: Mareeba Shire Council Phone: 1300 308 461 Fax: 07 4092 3 323

AUTHORITY for Niche Plaque

I, the person identified as the Applicant (below), do hereby authorise Mareeba Shire Council to have a plaque prepared and fitted over a niche in the Columbarium Wall at the: **Mareeba Kuranda** Dimbulah cemetery for the deceased person identified below.

Information about the DECEASED

Title: Mr Mrs Ms Miss **Family Name:**

Given Names:

Male Female

Date of Birth: / /

Date of Death: / /

Age at Death:

Information about the APPLICANT

Title: Mr Mrs Ms Miss **Family Name:**

Given Names:

Contact Phone:

Mailing Address:

Email Address:

Signature:

Date: / /

IMPORTANT INFORMATION regarding Cremated Remains (Ashes)

The **maximum size** for a container to be inserted into a Council Columbarium Wall is:

95mm (height) x 125mm (width) x 235mm (depth).

The Applicant (identified above) acknowledges these maximum dimensions and undertakes to ensure that any container provided for interment into a Council Columbarium Wall will not exceed these dimensions.

PLAQUE TYPE

Single Niche - 137mm x 102mm

Dual Backing plate with one detachable plate - 165mm x 229mm

Detachable plate to suit backing plate - 165mm x 229mm

NICHE TYPE

What type of Niche is required?

Single Niche

Double Niche

Is a Reserve Niche required?

No

Yes (refer to **Note 1** below)

Will ashes be interred?

No

Yes (refer to **Note 2** below)

Note 1

RESERVATION REQUEST FORM must be completed.

Note 2

INTERMENT REQUEST FORM must be completed prior to ashes being placed in a Columbarium Wall.

MAREEBA SHIRE COUNCIL - INTERNAL USE ONLY SHIRE COUNCIL – INTERNAL USE ONLY

Receipt Number:

Date Paid: / /

Grave Number:

Cemetery Location:

Date Ashes Interred: / /

Cashier Initials:

Date Received (Stamp)

NICHE PLAQUE ORDER FORM (Continued)

MAREEBA SHIRE COUNCIL – INTERNAL USE ONLY	
Deceased Name:	
Cemetery:	Section:
Row:	Plot:

PLAQUE WORDING

Ensure only **one character per square**. Word spaces and punctuation must also each occupy a single square.

Line 1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Line 2	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Line 3	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Line 4	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

GRAVE NUMBER (fixed to bottom right hand corner of plaque):

CHOICE OF VERSE OR EMBLEM

In Line 1 (above) you can choose **ONE** of the following: 1. Verse: 'In Loving Memory' or 2. Emblem (as shown below)

[illegible]

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.

Other relevant information

- Plaques take approximately 5-6 weeks to produce once an order has been placed.
- Council will contact the Applicant once the Proof and Quotation for the plaque has been received in order to arrange for approval.
- Council will arrange for the plaque to be attached to the Columbarium Wall.

NOTES

[illegible]