



# RESERVATION REQUEST 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 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 3323 Email: Cemeteries@msc.qld.gov.au**

MSC Application no:

MSC Doc set ID no:

**Information about the APPLICANT**

Mr	Mrs	Ms	Other	<b>Family Name:</b>
Male		Female		<b>Given Names:</b>
Date of Birth:				Residential Address:
Landline Ph:				
Mobile Ph:				Mailing Address (if different from above):
Email:				

**Information about the RESERVEE**

Same as Applicant (if this box is checked then you do not need to complete details in this section)

Mr	Mrs	Ms	Other	<b>Family Name:</b>
Male		Female		<b>Given Names:</b>
Date of Birth:				Residential Address:
Landline Ph:				
Mobile Ph:				Mailing Address (if different from above):
Email:				

**Information about the NEXT OF KIN / APPLICANT / PERSONAL REPRESENTATIVE**

Same as Applicant (if this box is checked then you do not need to complete details in this section)

Mr	Mrs	Ms	Other	<b>Family Name:</b>
Male		Female		<b>Given Names:</b>
Date of Birth:				Residential Address:
Landline Ph:				
Mobile Ph:				Mailing Address (if different from above):
Email:				

**CEMETERY LOCATION**

Almaden	Chillagoe	Dimbulah	Irvinebank	Kuranda
Mareeba New	Mareeba Old	Mt Carbine	Mt Molloy	Watsonville

**SITE ALLOCATION**

New Site (all cemeteries)	Beside the grave of:	Near the grave of:
Mareeba New only		
Catholic	Protestant	
Muslim	Angel's Rest	

RESERVATION REQUEST FORM (Continued)			
<b>MSC – INTERNAL USE ONLY</b>			
MSC Application no:		MSC Doc set ID no:	
Reservee Name:			
Cemetery:			
Section:			
Side:	Row:		Plot:
<b>CEMETERY SECTION</b>			
Full Grave Slab (with headstone)	Lawn – Plaque on Beam	Mausoleum (free standing)	
Single Niche (Columbarium Wall)	Vault below ground	Mausoleum Wall	
Double Niche (Columbarium Wall)	Vault above ground	Headstone on Beam	
<b>FUNERAL DIRECTOR/PERSON ARRANGING THE RESERVATION</b>			
Company Name:			
Contact Name:		Phone Number:	
		Email:	
Signature:		Date:	
<i>Contact the Customer Service Officers, Mareeba Shire Council (1300 308 461) immediately after this Reservation Request Form has been submitted. A Reservation is not confirmed until a response is received from Council.</i>			
<b>MAREEBA SHIRE COUNCIL – INTERNAL USE ONLY</b>			
<b>Certification</b>	Council Officer (Name)	Signature	Date
<b>Physical certification of Plot Allocation (to be completed by Parks and Gardens personnel)</b>			/ /
I certify that the allocated Plot Number has been physically checked for availability.			/ /
<b>Certification of Plot Allocation against Council records (to be completed by Customer Service Officer)</b>			/ /
I certify that the allocated Plot Number has been assessed against Council records and that there is no conflicting data for the assigned plot.			/ /
Receipt Number:	Amount Paid:		Date Paid: