|  |  |  |
| --- | --- | --- |
| **Contact details** | | |
| Full name: Click here to enter text. | | |
| Address: Click here to enter text. | | |
| Phone number: | (M): Click here to enter text. | (H): Click here to enter text. |
| Email address: Click here to enter text. | | |
| Relation to the deceased: Click here to enter text. | | |

*Please tick one*

Register interment of ashes in cemetery  Register a memorial (plaque with no ashes)

|  |  |  |
| --- | --- | --- |
| **Details of deceased** | | |
| Deceased full name: Click here to enter text. | | |
| Age: Click here to enter text. | Date of Birth (if known): Click here to enter text. | |
| Last place of residence: Click here to enter text. | | |
| Date of Death: Click here to enter text. | | Date of Interment: Click here to enter text. |
| Cemetery: Click here to enter text. | | Lease number: Click here to enter text.  *If you do not have a lease number, please contact Council before proceeding any further.* |
| Plot/Niche number: Click here to enter text. | |
| Ashes interred/spread by: Click here to enter text. | | |
| Ceremony performed by or attended by *(If applicable)*: Click here to enter text. | | |
| Notes: *If ashes have been spread outside of dedicated cemetery ground, please record where ashes were spread here.*  Click here to enter text. | | |

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| --- | --- |
| ***Office use only:*** | |
| *Date entered:* | *Entered by:* |
| *Cemetery Map* | *Synergy Registration Number:* |
| *Enter into Cemetery Register Book:* | *Enter into Cemetery Lease Book:* |
| *Register of Internment:*  *Purchase order:*  *Tax Invoice:* | *Cemeteries Register Code:*  *Cemetery Record Board*  *Partial Cause Death & Certificate of ID:* |