

ENQUIRIES: **NOOSA CEMETERIES**
PHONE: 07 5329 6443
YOUR REF:
OUR REF:

25 August, 2026

Dear Sir/Madam,

Legacy Plot Reservation Management Program
Burial Rights reserved in the name of Burial Rights Holder.

Noosa Shire Council (**Council**) is writing to you regarding the above cemetery reservation. Council manages the cemeteries at Tewantin, Cooroy and Pomona and is committed to ensuring these important community spaces continue to serve current and future generations. As part of this responsibility, Council is confirming reservations that were made more than 25 years ago but remain unused.

Our records indicate that interment rights for **Plot details** at **Tewantin Cemetery** was reserved in name of **Burial Rights Holder**, and that the site remains unused.

We appreciate that cemetery reservations often hold significant personal, family and historical meaning. The purpose of this review is to ensure Council's records remain accurate and up to date and confirm whether the reservation is still required or not.

In accordance with Council's *Legacy Plot Reservation Management Policy 2026*, we are inviting you to advise whether you would like to:

- 1. Retain the reserved Plot for future use; or**
- 2. Relinquish the interment rights for the Plot to Council.**

Please complete the enclosed *Notice to Retain or Relinquish Burial Plot* form along with:

- (a) a copy of the original reservation confirmation, permit, payment receipt or any other available documentation relating to the reservation; and
- (b) identification confirming you are the person named on the reservation records (for example, a driver's licence or passport);

If you no longer have the original reservation documentation, please contact us. We will work with you to identify alternative supporting information that may help establish your entitlement to the reservation.

Following confirmation of your entitlement, Council will update its records to reflect your intention to retain or relinquish the Plot.

If the Interment Rights Holder for the Plot has passed away

If you have received this letter as a family member or representative of the interment rights holder for the Plot named in this letter, we encourage you to contact Council.

To assist us, please provide:

- (a) any available documentation relating to the original reservation;
- (b) information demonstrating that you are authorised to act on behalf of the interment rights holder for the Plot, such as an executor, administrator of the estate, legally appointed representative or lawful decision-maker;

Council will consider the information provided in accordance with the *Legacy Plot Reservation Management Policy 2026* and will work with you to determine the most appropriate outcome.

We kindly ask that you respond by **14 December, 2026**.

If Council does not receive a response by this date, Council may proceed with the administrative return of the interment rights in accordance with the *Legacy Plot Reservation Management Policy 2026*.

Where interment rights are administratively returned to Council, the Plot may become available for future community use.

A copy of the Legacy Plot Reservation Management Policy 2026 can be found on the Noosa Shire Council website www.noosa.qld.gov.au/About-Council/Governance/Policies or a copy can be mailed on request by contacting our Customer Service team on 07 5329 6500.

Need Assistance?

We understand that matters relating to cemetery reservations can be sensitive and sometimes involve family history that spans many years.

If you have any questions, are unsure whether this reservation relates to you or a family member, or would simply like to discuss your options, please contact Council's Cemetery Services team on **07 5329 6443** or email legacyplot@noosa.qld.gov.au. Our staff will be pleased to assist you.

Yours sincerely



Alison Hamblin
Community Connection Manager
Community Services