

**Application to for exhumation of a grave site**

This is an application for the exhumation of a body. It is to be completed by a funeral director only but must be signed by burial/ashes rights holder.

<b>Office Use</b>
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SITE ID:
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**Note: After you submit this application, the application has not been granted until you receive written confirmation from Noosa Shire Council. If you have any queries, please contact us.**

*Note: Please read page 3 of this application form for requirements for exhumation.*

**Cemetery Detail**

<input type="checkbox"/> Cooroy	<input type="checkbox"/> Pomona	<input type="checkbox"/> Tewantin
Section	Row	Site

**2. Details of deceased**

Surname of deceased	Given names
Date of birth	Place of birth
Date of death	Place of death
Male / Female	Cause of death

**3. Funeral Director details**

Surname	Given names	
Residential/Postal address		
Suburb	State	Postcode
Business phone	A/H phone	Mobile
Email address		
Relationship to deceased		

**4. Burial Rights Holder details**

Surname	Given names	
Residential/Postal address		
Suburb	State	Postcode
Business phone	A/H phone	Mobile
Email address		
Relationship to deceased		

**5. Exhumation details**

Date of exhumation:	Day of exhumation:	Time of exhumation:		
Body to be transferred to:	Cemetery Name:	Section:	Row:	Site:
	Other Location:			
Funeral Director:				

**6. Reason for the exhumation**


**7. Fees**

Exhumation	\$11766.00
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**8. Declaration of applicant**

I declare that the information I have supplied in this application is complete, true and correct. I declare that I have a legal right to authorise the exhumation of the body. I hereby request and authorise that Noosa Shire Council exhume the body of the deceased person specified in section 2 of this application. I have obtained all necessary permissions and consents required by law and am authorised to make this application. I agree and accept that Noosa Shire Council will not be held responsible or liable for any dispute arising from any exhumation carried out under this application. I hereby indemnify and hold harmless the Noosa Shire Council, its servants, and agents, from any claims, actions, suits or demands arising from any exhumation carried out under this application.

Funeral Director Signed:	Name	Date
Burial Rights Holder Signed:	Name	Date

**9. Attached Documentation – must be included with application**

copy of approval from Department of Natural Resources, Mines and Energy (DERM)

**10. Payment options**

Internet	<input type="checkbox"/> Please send me tax invoice via email to make payment – email address is as follows:
In person	<input type="checkbox"/> Noosa Council Tewartin office: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).
By Mail	<input type="checkbox"/> An invoice will be mailed to you and a cheque can be made payable to: Noosa Council

**OFFICE USE ONLY**

Application No:	Amount Paid:	Receipt Date:	Receipt No:	Initial:	Date stamp
Account Mnemonic - <b>SELECT</b> - COOROYBURIAL / POMONABURIAL / TEWANTINBURIAL					
Cemetery:	Section:	Row:	Plot:		
<input type="checkbox"/> Update BDMs					

**Collection Notice - Noosa Shire Council (Council)** will only use the personal information collected for the intended purpose, to remain in contact with you regarding the application and for the associated functions and services of Council. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law and will not be transferred outside of Australia. If you do not provide your personal information, we may not be able to process or respond to your request. Your personal information is handled in accordance with Council's Privacy Policy, which contains details on how to request access to your personal information and complain if you believe there has been a breach of the Queensland Privacy Principles in the Information Privacy Act 2009 (Qld). If you have any questions regarding how your personal information will be handled, contact us on the details provided on this form.

## **APPLICATION FOR EXHUMATION PURPOSES**

Approval for authorising exhumation of remains for Cremation purposes will not be considered unless this application is accompanied by:

1. Written confirmation from a recognised funeral director that he/she is prepared to carry out the exhumation,
2. The Funeral Director needs to apply for all approvals through Department of Natural Resources, Mines and Energy and must forward a copy of the outcome to council prior to commencing the Exhumation.
3. Written consent to the proposed exhumation by the Executor or Administrator of the Will of the deceased.
4. In the absence of an Executor or Administrator of the will, written consent **will be required** from the nearest living relative/s to the deceased.
5. Where the Executor is the applicant, he/she will need to get written consent from a surviving spouse or the immediate children of the deceased.
6. A certified copy of the Death Certificate.

## **APPLICATION FOR RE-INTERMENT PURPOSES**

Approval for authorising exhumation of remains for re-interment purposes will not be considered unless this application is accompanied by:

1. Written confirmation from a recognised funeral director that he/she is prepared to carry out the exhumation,
2. The Funeral Director needs to apply for all approvals through Department of Natural Resources, Mines and Energy and must forward a copy of the outcome to council prior to commencing the Exhumation.
3. Written consent to the proposed exhumation by the Executor or Administrator of the Will of the deceased.
4. In the absence of an Executor or Administrator of the will, written consent from the nearest living relative to the deceased.
5. Where the Executor is the applicant he/she will need to get written consent from a surviving spouse or the immediate children of the deceased.
6. A certified copy of the Death Certificate, and
7. Lodgement of the details of the new burials place where the reinterment is to take place.

## **ADDITIONAL SITE CONDITIONS:**

- Noosa Council to provide shoring and ensure gravesite is screened from public view.
- Funeral Director to provide Council a copy of their risk assessment prior to the exhumation.
- A site induction shall be carried out by Councils Burials Officer before exhumation commences.
- Appropriate Personal Protection Equipment to be worn by all attendees (including employees of the Funeral Director) involved in the exhumation.
- The Council Burials Officer has the authority to enforce the wearing of all PP&E as per risk assessment.
- An exclusion zone will be maintained by Council around the affected area during the course of the exhumation, this may include closure of the cemetery to the public.

The provision of all details identified above does not guarantee that an approval will be granted.