

Burial/Disturbance of Human Remains on Private Property

Application Form



Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under Rockhampton Regional Council *Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be submitted when applying for a proposed burial/disturbance of human remains on private property. Applications must be submitted at least 10 working days prior to the proposed burial/disturbance.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Applicant Details		
Organisation name:		
Contact name:		
First	Middle	Last
ABN (if applicable):		
Preferred contact number:	Email:	
Preferred delivery method:	<input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)	
<i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>		
Postal Address		
Street number and name/PO box:		
Suburb:	State:	Postcode:
Burial Site Details		
Property owner/s name:		
Street number and name:		
Suburb:	State:	Postcode:
Lot number:	Plan number:	Size of land: <i>(20,000m² minimum)</i>
GPS coordinates or similar location particulars of the proposed burial site within the land:		
Please identify the proximity of the burial site to the following:		
Buildings (of any nature):	Water courses:	
Adjoining properties:		
Detail how ongoing access to the place at which the human remains are to be buried or disposed of will be secured should the owner dispose of their interest in the land:		
Owner/s signature/s:		Date:

Details of the Deceased

Name:		
First	Middle	Last
Date of birth:	Place of birth:	
Date of death:	Gender:	

Burial Service and Qualified Undertaker Details

Proposed date and time:	Service type: <input type="checkbox"/> Gravesite <input type="checkbox"/> Church and gravesite
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Qualified undertaker name:

Details of how the activity is to be undertaken:

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Aerial map outlining the location of the proposed burial site.
- Proof of identity of the deceased person (eg. certified copy of death certificate or personal identification document).
- Evidence of the applicant or owner's relationship with the deceased.
- A certified copy of each approval required (including authority under the *Coroners Act 2003* (if applicable)) for the undertaking of the burial.
- Evidence of the wishes of the deceased and the relatives of the deceased, and, if applicable, all deceased persons who are buried in the grave.
- Written statement of the reasons for the proposed disturbance (if applicable).
- Evidence human remains of the forebears of the applicant/owner's family are lawfully buried or disposed of on the land.

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

Name:	Signature:	Date:
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Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Please note the fees relevant to this activity relate only to the application assessment and approval process.

Grave preparation and all associated expenses relating to the proposed activity are the responsibility of the applicant.

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.