



CREMATORIUM DISPOSITION AUTHORISATION

MEMORIAL ARRANGEMENTS ARE BY APPOINTMENT ONLY – PHONE 02 4227 7780 TO ARRANGE YOUR APPOINTMENT

Record Number _____ Debtor Number _____
Applicant _____
Address _____
Email _____
Phone (H) _____ Phone (M) _____

Details

Name of Deceased _____
Memorial Location _____ Prop Key _____
Reserved For _____
Reservation Location _____ Prop Key _____

Memorial Plaque Inscription

Plaque Type _____
War Service/other emblem (fee applies) _____ Photo (fees applies) _____
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 (fee applies) _____
8 (fee applies) _____

Additional Instructions

Collection by Funeral Director Collection by applicant or authorised person
 Family present for placement of ashes (fee applies \$ _____) Date: _____ Time: _____
 Small niche wall placement – instructions for 2nd urn Scatter Collect
 Other Instructions _____

Signature of Applicant _____ Date _____

(PLEASE READ REVERSE FOR CONDITIONS AND SUMMARY OF FEES BEFORE SIGNING)

CONDITIONS

- 1 The disposition of cremated remains will be in strict accordance with the regulations of the NSW Public Health Act (Disposal of Bodies) Regulation 2012 and the policies and practices of Wollongong City Council for the time being.
- 2 Details of the conditions under which a memorial is placed within the Wollongong Memorial Gardens appear on the attached form and I have read and acknowledged them.
- 3 I authorise the instructions to be carried out and/or any plaque wording has been proof read by me and I authorise this order to proceed.

SUMMARY OF FEES – OFFICE USE ONLY	
Location	
Site Fee	
Reservation Fee	
Plaque Fee	
Extra Lines	
Vase	
Emblem	
Family Attend Placement	
Decorative Urn	
Other Items	
TOTAL	

Receipt Details	
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Wollongong Memorial Gardens General Conditions

- 1 The interment of ashes in niches, gardens or other memorials under Council's control is subject to the provisions of the NSW Public Health Act (Disposal of Bodies) Regulation, 2012, and amendments and/or regulations, and to the rules and regulations of current Council policies.

Memorials

- 2 Memorials are made in perpetuity and when placed cannot be removed without written authority from the original applicant for the cremation.
- 3 In the event of relocation to a different section or removal of the memorial, by request of the applicant, all monies paid for the original position are forfeited unless the memorial has been in place less than five years. In this case the scale of refund is 20% of the original site cost for each year occupied. After removal of the ashes and plaque, the site is forfeited and reverts to Council's control. The cost of any new position and plaque must be paid in full at current prices before the relocation can proceed or, applicable fee for removal of ashes for collection will apply.
- 4 Council reserves the right to realign or alter positions of niches, gardens and other memorials at its discretion. Wherever possible notification in writing will be given to the applicant. Advice of change of address should be made to the office.
- 5 No monument, memorial, nameplate, inscription, plant, artificial floral tribute, container or ornament shall be erected or placed in the grounds or buildings controlled by Council without Council's written consent.
- 6 Council has the right to remove and dispose of any unauthorised item, as described in point (5) without reference to any person.

Memorial Rights (Reservations)

- 7 Council may grant an applicant a Reservation for a memorial site only upon receiving full payment of applicable fee. Application must be in writing.
- 8 Where a half deposit for a memorial reservation has been paid under Council's previous policy, the balance payable will be half the current fee for the site.
- 9 The Reservation of a memorial site secures the right to a memorial space. It does not provide for the final disposition and placement of cremated remains or supply of a commemorative plaque.
- 10 If the applicant wishes to relinquish a reservation, they must apply in writing. The original fee paid will be refunded in full. Applicable administration fee will be charged.

Plaque and Installation Fee

- 11 No cremated remains and/or commemorative plaque will be placed at a memorial site until:
 - a) The right to a memorial has been secured by the applicant by payment of the current fee.
 - b) A plaque and placement fee, as set annually by Council has been paid by the applicant or their agents. The plaque and placement fee may not be paid prior to need.
- 12 Where a half deposit for plaque and placement fee has been paid under Council's previous policy, the balance payable will be half the current applicable fee.