



**Contact Details:**

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Updated: July 2024 24647/2019

# **APPLICATION FOR PURCHASE OF A SPECIAL PLAQUE NAMBUCCA VALLEY COUNCIL – CEMETERIES**

Type of plaque: \_\_\_\_\_

Background Colour: \_\_\_\_\_ Size: \_\_\_\_\_

Border: \_\_\_\_\_ Fittings: \_\_\_\_\_

Motif required: Yes!!!! NO      If yes, Motif number: \_\_\_\_\_

Location of motif: \_\_\_\_\_

Full Name of Deceased: \_\_\_\_\_

Where is plaque to be placed\*\*: \_\_\_\_\_

*\*\*If plaque is to be placed on a memorial in a Council owned cemetery, prior approval is to be sort for carrying out works in a Council Cemetery with regard to a memorial.*

**DETAIL OF INSCRIPTION ON PLAQUE**

*Please set out exactly as you wish the inscription to appear by remaining within the guide.*


## Applicant details:

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Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to deceased: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Privacy declaration

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Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*.

## Payment (cemetery operator to complete)

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Item	Fee
Application for Special Order Plaque (as quoted)	\$ _____
<b><u>OFFICE USE ONLY</u></b>	
Register Number: 301._____._____.1	
Date Paid: _____ Receipt Number: _____	
Amount Paid: \$ _____	
<b>Wording sent to Foundry for proof &amp; quote:</b>	