

Application for Interment/Burial (Ashes and Coffin)

Effective 01 July 2025 to 30 June 2026

BPOINT RECEIPT NUMBER:

This number must be included before application is submitted if payment is required.

AMOUNT PAID:

ABOUT THIS FORM

Use this form to arrange the interment / burial of a coffin or ashes.

WHAT YOU NEED

If the current owner is deceased, this form will need to be completed by the administrator/executor of the estate and a certified copy of the grant of probate or letter of administration of the estate will need to be attached. If the original Plot owner is deceased, the grave needs to be transferred to the beneficiaries of the Estate.

NOTE: Council requires three (3) business days from receiving the application to allow a burial, in order to undertake a risk assessment prior to burial.

DETAILS OF PERSON (APPLICANT) REQUESTING THE INTERMENT

Title:	☐ Mr	☐ Mrs	☐ Ms	☐ Other
First Name:			Last Name:	
Postal Address:				
Suburb:			Post Code:	
Phone No(s)::	Home:	Mobile:		
Email:			Date:	
Relation to Deceased:			Signature of Applicant:	
Name of witness :			Signature of witness:	

DETAILS OF THE OWNER/EXECUTOR OF THE ALLOTMENT (IF DIFFERENT FROM ABOVE)

Title:	☐ Mr	☐ Mrs	☐ Ms	☐ Other
First Name:			Last Name:	
Signature:			Date:	
Postal Address:				
Suburb:			Post Code:	
Email:			Mobile:	

Allotment Number: _____ **Section:** _____ **Area/Religion:** _____

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

DETAILS OF THE DECEASED

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name: _____ Last Name: _____

Address: _____

Suburb: _____ Post Code: _____

Date of Birth: _____ Date of Death: _____ Age: _____ Sex: _____

DETAILS OF THE FUNERAL DIRECTOR

Organisation: _____ Contact Name: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Email: _____ DX: _____

Phone No(s): _____ Mobile: _____

Proposed Date of Interment: _____ Time: _____

Please tick appropriate box: ☐ Ashes ☐ Burial

HOW TO LODGE THIS APPLICATION

BY MAIL: Address the Application to: Randwick City Council 30 Frances Street Randwick	OVER THE COUNTER: at Customer Service Centre Randwick City Council 30 Frances Street Randwick Open 8:30am – 5:00pm, Monday – Friday	BY EMAIL: Scan and send to council@randwick.nsw.gov.au
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INTERMENT FEES

Application Fees are in accordance with Council's Fees and Charges Policy Fees. They may be paid by BPoint, cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Fees can be paid by:

- **BY BPOINT** payment: Please put receipt number on Page 1 of this form and email application to: council@randwick.nsw.gov.au
To make a BPOINT payment with your credit card visit www.bpoint.com.au and quote **Biller Code: 1594084**

FEES

- Grave Probe fee per plot: \$89.00 per search
- Coffin: \$4,212.00 including GST
- Ashes: \$1,513.00 including GST

PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

Coffin Details

NOTE: COMPLETION OF THIS SECTION TO BE BY FUNERAL DIRECTOR

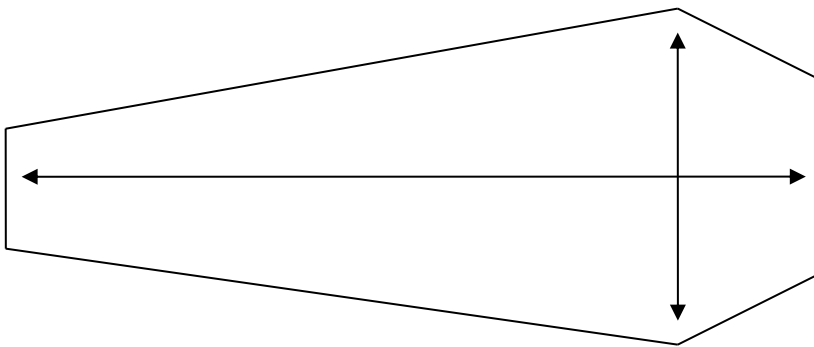
COFFIN INTERMENTS RECOMMENDATIONS

- To ensure the maximum use of a burial allotment, we recommend the use of FLAT lid traditional shaped coffins for interment. If other styles of coffin are used, there can be no guarantee of successful multiple interments or construction of monumental work requiring foundations.
- Memorial foundations with contemporary or old/existing are to be expected to be present with every interment.
- Evidence has shown that the width of the head and the foot of these traditional shaped coffins is as important as the maximum length and width.

The measurements given below are the EXACT outer dimensions of the coffin that will arrive for interment. This INCLUDES any rigid/collapsible handles at their widest 'open' point.

The overall depth of the coffin is: _____ cm

The combined weight of the coffin is: _____ kg



OFFICE USE ONLY

(Please tick appropriate boxes)

- | | |
|--|---|
| ☐ Organise burial | ☐ Send Purchase Order |
| ☐ Request invoice from contractor | ☐ Update cemetery register |
| ☐ Send invoice to Finance | ☐ Update cemetery book |

Completed: _____

Date: _____