



Catholic Parish of Forster Tuncurry

31 Lake St Forster NSW 2428

P.O Box 67 Forster NSW 2428

0475 242 695

forster-tuncurry.parish@mn.catholic.org.au

www.forstertuncurrycatholic.org.au

ABN: 528 778 824 71

COLUMBARIUM AND MEMORIAL GARDEN APPLICATION FORM

Complete this application form and return to the parish office to reserve a niche. Please contact the parish office if you would like to organise an inspection of the Columbarium and Memorial Garden or require further information about the reservation or interment processes.

APPLICANT/S

Full name/s

Phone

Address

Email

Reservation for self Yes / No

Relationship to deceased

PERSON/S TO BE INTERRED (if different from above)

Full name/s

Last residential address

Date of birth

Date deceased

Next of kin

Phone

INTERMENT DETAILS

Wall

Niche No.

Ashes to be collected from

Phone

Address

DECLARATION

I/We understand that reservation of a niche/s in the Forster-Tuncurry Catholic Parish Columbarium and Memorial Garden is only finalised upon receipt of payment for the niche and that the cost of a plaque is separate. Once the application for a niche has been accepted by the parish office and payment has been made a Certificate of Purchase will be issued to the person nominated as the Holder. This Certificate of Purchase gives that person, or any other person they nominate, the right to be interred in that niche. Should the deceased be the Holder, then the Interment Right becomes part of his or her estate, to be administered by his or her Executor. If there is no Executor, then the Next of Kin who is the "major beneficiary" may authorise the opening of the grave for the interment of the deceased.

I/We acknowledge the Policy and Operating Rules of the Columbarium and Memorial Garden established by the Catholic Parish of Forster-Tuncurry and agree that acceptance of this application and issuance of a Certificate of Purchase shall be subject to those Policy and Operating Rules and any subsequent amendments thereto.

Applicant Signature

Date

OFFICE USE ONLY

Amount paid

Date paid

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Policy and Operating Rules

Reservation

1. Receipt of the application form is not a guarantee of right to interment. The application will be reviewed and the title of Holder of the niche/s will be applied following Parish approval and receipt of payment.
2. The applicant acknowledges that they have inspected the facilities and warrants that the facilities are suitable for their purpose.

Holder Rights

3. A certificate will be issued to the Holder of the niche/s to verify their entitlement to have ashes interred into the niche/s with the corresponding numbers on the certificate.
4. The Holder has the right to be interred in the niche/s and right to authorise the interment of others in niche/s.

Plaques

5. The size and inscription of plaques will be created in accordance with the standards set by the Catholic Parish of Forster-Tuncurry to maintain uniformity.
6. The cost of the plaque is separate to the cost of the niche/s.
7. A minimum of 4 weeks must be allowed from the time of placing the plaque order to the date of the interment to allow for creation and postage.
8. The Catholic Parish of Forster-Tuncurry does not accept responsibility should a plaque be damaged by an act of vandalism.

Visitation

9. A gate code will be issued to the Holder of the niche/s which can be given to family and friends of the deceased for visitation. The Holder must ensure that the premises are locked and secured at the end of each use.
10. The Holder of the niche/s must notify the parish immediately in writing of any accident to any person or damage to property that occurs while on the premises during the hours of visitation.

Monuments and Adornments

11. Monuments and adornments are not permitted to be placed in the Columbarium grounds.
12. The Parish Priest may, without notice, remove and dispose of any object, tribute of any kind from the Columbarium.
13. No shrubs, bushes, trees or live growing plants may be planted at any place or time within the Columbarium by any individual other than regular parish maintenance staff.

Relocation and Removal of Ashes

14. In the event the Holy Name of Jesus Church must relocate to new premises, the Holder gives the Catholic Parish of Forster-Tuncurry permission to relocate the ashes of all those included in the application, that have already been interred in the wall, to the new premises.
15. Applications to have cremated remains removed from the Columbarium Wall must be made in writing to the Catholic Parish of Forster-Tuncurry and approved by the Parish Priest. The application must be signed by the Holder, Executor or Next of Kin, or a Statutory Declaration may be submitted stating that all near relations of the deceased have been advised of the request for removal.

Relinquishing a Niche Reservation

16. Holder rights may not be sold.
17. There will be no refund given for relinquishing a reserved niche/s.

Variations

18. The Catholic Parish of Forster-Tuncurry reserves the right to vary, replace or terminate this policy from time to time.

Acceptance of Policy and Operating Rules

Applicant Signature

Date