

Application to transfer burial/ashes plot to another name

1 Details of person applying to transfer plot to another name

Date _____

Surname _____

Forenames _____

Postal address _____

Phone _____

Plot no _____

2 Please give below full name of each person for whom plot is currently reserved

Surname	Forenames (in full)

3 Please give below full name of each person to whom plot is being transferred

Surname	Forenames (in full)

4 Declaration

I _____ hereby confirm that I have the authority to dispose of
Name person completing the form

and agree to the transfer of plot no _____ to _____
Number of plot *Name of person to whom plot is being transferred*

Signed (Signature of person completing the form)

Date (Today's date)

Fee	GST inclusive	\$34.00
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Office use

Receipt no _____ Email sent to cemetery manager

Receipt date _____ Form sent to cemetery office

Customer service representative name _____ CSR initials _____

Confirmed entered in register

Confirmed entered onto database

Cemetery admin initials _____

Guidance notes for completion of the form

Application to transfer burial/ashes plot to another name

Please complete all sections

Date Enter today's date

1 Details of person applying to transfer plot to another name

Surname Enter the surname of person applying to transfer the plot to another name

Forenames Enter the forenames of person applying to transfer the plot to another name

Postal address Enter the full postal address of person applying to transfer the plot to another name

Phone/Mobile Enter the contact telephone number of person applying to transfer the plot to another name

Plot no Enter the plot number as stated in the certificate of title or as advised by the cemetery manager

2 Please give below full name of each person for whom plot is currently reserved

Surname Enter the full surname of the person(s) for whom the plot is currently reserved

Forenames in full Enter the full forenames of the person(s) for whom the plot is currently reserved

3 Please give below full name of each person to whom plot is being transferred

Surname Enter the surname of the person(s) to whom the plot is being transferred

Forenames in full Enter the full forenames of the person(s) to whom the plot is being transferred

4 Declaration **Person applying to transfer plot to another name should complete the declaration, then sign and date it**

Office use To be completed by the customer services representative

Should you require any assistance completing this form, please contact a customer services representative, or if you have any related questions, please contact the cemetery manager.