

Application to transfer plot reservation to another plot number

1 Details of person applying to transfer plot number

Date _____

Surname _____

Forenames _____

Postal address _____

Phone _____

2 Please give below current plot number and name(s) in which it is reserved

Current plot no	
Surname(s)	Forenames (in full)

3 Please give below new plot number

Transferred to plot no	

4 Declaration

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

to dispose of and agree to the transfer of plot no _____ to _____
Old plot number *New plot number*

Signed (*Signature of the person completing the form*)

Date (*Today's date*)

Fee	GST inclusive	
		\$34.00

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 the completion of form

Application to transfer plot reservation to another plot number

Please complete all sections

Date Enter today's date

1 Details of person applying to transfer plot number

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

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

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

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

2 Please give below current plot number and name(s) in which it is reserved

Current Plot number Enter the plot number as stated on the certificate of title

Surname(s) Enter the full surname of the person(s) for whom the plot was previously reserved

Forenames (in full) Enter the full forenames of the person(s) for whom the plot was previously reserved

3 Please give below new plot number

Transferred to plot number Enter the new plot number as advised by the cemetery manager

4 Declaration Person applying to transfer plot reservation 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 in completing this form please contact a customer services representative, or if you have any related questions, please contact the cemetery manager.