

**Request to update cemetery records**

Use this form to advise council of additional information

**Office Use**

SITE ID:

**Cemetery Detail**

<input type="checkbox"/> Cooroy	<input type="checkbox"/> Pomona	<input type="checkbox"/> Tewantin
Section	Row:	Plot:
<input type="checkbox"/> Garden <input type="checkbox"/> Niche Wall - <input type="checkbox"/> Brick <input type="checkbox"/> Granite (Tewantin only) <input type="checkbox"/> Tree <input type="checkbox"/> Grave <input type="checkbox"/> Scatter Ashes in Cemetery		

**2. Details of deceased**

Surname of deceased	Given names
Date of birth	Place of birth
Date of death	Place of death
Cause of death	Male / Female
Military details	

**3. Applicant details**

Surname	Given names
Residential/Postal address	
Suburb	State      Postcode
Business phone	A/H phone      Mobile
Email address	
Relationship to deceased	

**4. Evidence – must be supplied**

<input type="checkbox"/> Birth certificate
<input type="checkbox"/> Death certificate
<input type="checkbox"/> Marriage certificate/s
<input type="checkbox"/> Family tree
<input type="checkbox"/> Power of Attorney:
<input type="checkbox"/> Executor:
<input type="checkbox"/> Other: <i>specify:</i>

**5. Declaration of applicant**

I declare that the information I have supplied in this application is complete, true and correct. I agree and accept that Noosa Shire Council will not be held responsible or liable for any dispute arising from any information advised under this application. I also acknowledge that I am the burial rights holder, executor or acting with the permission of the burial rights holder of the burial site. I have read and accept the cemetery online deceased search disclaimer.

Signed	Name	Date
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**Collection Notice - Noosa Shire Council (Council)** will only use the personal information collected for the intended purpose, to remain in contact with you regarding the application and for the associated functions and services of Council. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law and will not be transferred outside of Australia. If you do not provide your personal information, we may not be able to process or respond to your request. Your personal information is handled in accordance with Council's Privacy Policy, which contains details on how to request access to your personal information and complain if you believe there has been a breach of the Queensland Privacy Principles in the Information Privacy Act 2009 (Qld). If you have any questions regarding how your personal information will be handled, contact us on the details provided on this form.

**OFFICE USE ONLY**

Cemetery:	Section:	Row:	Plot:	Date received:

**Information Sheet – Request to update cemetery records**

Any details advised will be recorded but may not be reflected on the Cemeteries Online Deceased Search website. All changes will need to be verified and confirmed by the burial rights holder or executor of the will who is responsible for the plot.

We thank you for taking the time to provide any information.