

In accordance with transfer provisions under S49/S50 of the *Cemeteries and Crematoria Act 2013*

Purpose of this application form:

This application form should be completed by the beneficiary (or beneficiaries) to transfer the interment right from the current registered holder in accordance with the deceased's estate administration. You will be required to provide the relevant legal documentation to support your claim to the interment right.

Where you have been nominated as a beneficiary to specifically receive the interment right or more generally as part of inheriting personal property of the deceased, you will need to provide legal documents to verify your claim. For example, the probated Will, Orders of Probate or Letter of Administration will verify the beneficiary.

Where the deceased right holder had no Will, the person(s) entitled to claim the interment right under the laws of intestacy must produce legal documents to establish their entitlement to the estate. For example, a certified copy of the death certificate of the deceased, certified copy of any Grant of Letters of Administration (if a Grant has issued); certificates as required to establish the persons entitled to the estate e.g. death certificate, marriage certificate.

The person(s) to whom an interment right devolves does not become the holder of the interment right until the Cemetery Operator's Register is amended.

This application form is not required for transferring rights between joint holders. On the death of a joint holder of an interment right, the remaining joint holder/s is/are entitled to the interment right. Surviving joint holder/s should advise the cemetery of the death of one joint holder so the cemetery operator's register can be updated.

We understand that everybody has different circumstances and, in some cases, different documentation may be required. If you require assistance in updating ownership, please contact our customer care team and we will guide you through the process.

Current registered holder/s of interment right

Current Holder

Given name/s

Surname

Date of death

Address

Suburb

State

Postcode

Current Holder

Given name/s

Surname

Date of death

Address

Suburb

State

Postcode

Please attach an additional sheet if there are more than two registered holders.

Location and interment site details

☐ **Eastern Suburbs**
Memorial Park and Crematorium

☐ **Frenchs Forest**
Bushland Cemetery

☐ **Macquarie Park**
Cemetery and Crematorium

☐ **Sandgate**
Cemetery

☐ **Field of Mars**
Cemetery

☐ **Gore Hill**
Memorial Cemetery

☐ **Rookwood**
Cemetery and Crematorium

☐ **Woronora**
Memorial Park and Crematorium

Interment site:			
Type:			
Number of interments	Maximum permitted	Interred	Remaining
Full body interments			
Ash interments			

Details of new holder/s

New Holder			
Given name/s			
Surname		Date of birth	
Address			
Suburb	State	Postcode	
Phone (H)	(M)		
Email			

New Holder			
Given name/s			
Surname		Date of birth	
Address			
Suburb	State	Postcode	
Phone (H)	(M)		
Email			

Please attach an additional sheet if there are more than two new holders.

Secondary contact nominated by new holder/s of interment right (optional)

Secondary contact for holder			
Given name/s		Surname	
Address			
Suburb	State	Postcode	
Phone (H)	(M)		
Email			

Secondary contact for holder			
Given name/s		Surname	
Address			
Suburb	State	Postcode	
Phone (H)	(M)		
Email			

The person(s) to be interred

Identity of person/s whose remains to be interred:

Given name/s	Surname
Given name/s	Surname

Please attach an additional sheet if there are more than two new persons to be nominated

OR

Class of person/s whose remains may be interred:

For example children of the holder or immediate family members of the holder

Specify a person who may nominate the person/s whose remains may be interred:

The following person may, at a future time, nominate the person or persons whose remains may be interred pursuant to the interment right

Authorisation to transfer Interment Right

New Interment Right Holder(s) to complete

I/We the undersigned accept the transfer of the interment right under the relevant provisions of the *Cemeteries and Crematoria Act 2013*. I/we acknowledge that the transfer will not take effect until the transfer fee has been paid, the Cemetery Operators Register has been updated and I/we have been issued with a Certificate of Interment Right.

New Holder	New Holder
Signed	Signed
Date	Date
Name of New Holder	Name of New Holder

Please attach an additional sheet if more than two holders are to be registered.

PROOF OF IDENTITY

Applicants must produce two (2) original identification documents, one (1) of which must include photo identification. This may include a passport, license issued under Australian law (driver's licence or other government issued licence), birth certificate/citizenship certificate, credit card, EFTPOS card, Medicare card, and membership to a registered club.

Holder 1	<input type="text"/>	ID Documents sighted	<input type="text"/>
Holder 2	<input type="text"/>	ID Documents sighted	<input type="text"/>

Privacy collection notice

This information is collected to enter into the Cemetery Register and provide services relating to the exercise of the interment right. The supply of this information is required by law. If you are unwilling to provide this information, MMP may be unable to provide access to the service. Customer Services will collect this information and store it electronically in the Cemetery Records Management System. Please contact the relevant cemetery by phone or email to access or correct your personal information. For further details refer to the Privacy Policy and Privacy Management Plan located on our website: metropolitanmemorialparks.com.au

General Cemetery Information

1. Interment Right

- 1.1 Metropolitan Memorial Parks will issue the interment right holder with a certificate confirming the perpetual interment right.
- 1.2 The interment right gives you the authority to make decisions around who can be interred and the erection of a memorial.
- 1.3 A perpetual interment right does not include any rights or title in the land, roads, building or other structures in the interment site or on the premises.
- 1.4 The Certificate of Interment Right will list the interment right holders recorded in the Cemetery Operator's Register. You must advise the cemetery of any changes to the cemetery register including change of contact details, change of secondary contact details, death of a joint right holder.
- 1.5 As the interment right holder, you can nominate who is to be interred into the interment site at a future time. This is known as the 'person(s) to be interred'. You may nominate yourself and/or other person(s).
- 1.6 MMP may refuse to grant or transfer an interment right if, in the operator's opinion, the transfer would tend to create a monopoly or encourage dealing in interment rights.
- 1.7 An interment is unable to take place until we issue an Order for Interment.
- 1.8 Joint holder/s cannot exercise interment rights without consent from all joint holders. Contact the cemetery office where urgent circumstances exist.
- 1.9 An Interment Right when applied to a vault applies to the entire vault and not individual shelves. It is recommended that joint holders of an interment right for a vault prepare a formal agreement around the internal management of the vault.

2. Memorials, maintenance and services

- 2.1 As the interment right holder, you are the person authorised to place a memorial or monument at the interment site and manage in future as long as you comply with the below requirements.
- 2.2 You must have our written approval to place a memorial or monument at the interment site. You also must place the memorial or monument in line with this approval.
- 2.3 We will guide you on the type of memorial or monument that we will approve. We can prohibit, change, or remove a memorial or monument if it does not have our approval or does not meet the requirements of the approval we provided.
- 2.4 You are not allowed to place anything at the interment site that we believe is a public safety risk. Anything we believe is hazardous may be removed by the operator without notice.
- 2.5 We must maintain the premises regularly, at least to the minimum standard the law requires us to meet. This includes your interment site, with the exception of any memorial or monument built on your site. We may reduce the maintenance level in the future where we are no longer offering future interments at the premises.
- 2.6 If there is already a memorial/monument at the interment site you accept it in its current state.
- 2.7 You are responsible for the costs or activity needed to install or maintain a memorial or monument.
- 2.8 You are responsible for complying with the standards in place for the placement of flowers and tributes across MMP cemeteries. Visit our website for further information.

Further information can be found at our website metropolitanmemorialparks.com.au/ or Cemeteries and Crematoria NSW at <https://www.cemeteries.nsw.gov.au/>

Please return this form to the applicable Metropolitan Memorial Parks office:

Eastern Suburbs Memorial Park & Crematorium

info.esmp@mmplm.com.au
Phone 02 9661 5655

Field of Mars Cemetery

info.mpc@mmplm.com.au
Phone 1300 389 888
(MPCC Office)

Frenchs Forest Bushland Cemetery

info.ffbc@mmplm.com.au
Phone 02 9451 6204

Gore Hill Memorial Cemetery

info.mpc@mmplm.com.au
Phone 1300 389 888
(MPCC Office)

Macquarie Park Cemetery & Crematorium

info.mpc@mmplm.com.au
Phone 1300 389 888

Rookwood General Cemetery & Crematorium

info.rgc@mmplm.com.au
Phone 02 8575 8100

Sandgate Cemetery

info.sgc@mmplm.com.au
Phone 02 4968 3602

Woronora Memorial Park & Crematorium

info.wmp@mmplm.com.au
Phone 02 9545 4677