

# Application to Exhume Remains from a Council Managed Cemetery



**Walgett Shire Council**

ABN 88 769 076 385

P.O. Box 31, WALGETT, N.S.W. 2832.

Telephone: (02) 6828 1399    Email: admin@walgett.nsw.gov.au

**PLEASE NOTE:**

- Exhumation must be conducted in accordance with the requirements of Council’s Health and Building Surveyor and all relevant occupational health and safety standards.
- Applications must be lodged at least ten (10) working days prior to proposed exhumation.
- Applications will be refused if they are not accompanied by the mandatory supporting documents detailed below.
- An administrative fee of \$705.00 applies.
- Excavation, ancillary staff & equipment fees at cost

**APPLICANT DETAILS**

Full name:			
Street/PO Box:	Town:	P.Code:	
Phone (B.H.):	Fax No.:		
e-mail address			

**DECEASED DETAILS**

Surname:	Given Names:		
Date of Death:	Date of Birth:		
Cemetery:	Denominational Portion		

**UNDERTAKER DETAILS** (undertaker engaged to transport and re-inter the body)

Undertaker name:	Phone No.:		
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**EXHUMATION EARTHWORKS** (is Council requested to undertake earthworks or has a contractor been engaged)

Earthworks contractor name:	Phone No.:		
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NOTE A: If Council is nominated to undertake the earthworks, a quote will be provided for the work which must be paid for in advance.

NOTE B: If a commercial contractor is nominated to undertake earthworks they must have suitable public liability insurance, relevant experience and the capacity to comply with occupational health and safety standards (as confirmed by the Director of Urban Infrastructure Services).

I have attached the following mandatory supporting documents, as requested by Walgett Shire Council:

1. A certified copy of Exhumation Approval issued by the Director General of NSW Health, **OR** a certified copy of an order for exhumation issued by a coroner.
2. A certified copy of the Exhumation Plan of Management.
3. If a contractor is being used to undertake earthworks, a copy of their public liability insurance policy which covers the exhumation activity.

Applicant’s signature X \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

<b>RECEIPT</b>	No: _____ Date: _____ Amount: _____
<b>ASSESSMENT</b>	<ol style="list-style-type: none"> <li>1. Application fees paid – Yes / No</li> <li>2. Excavation fees paid if Council engaged to undertake excavation work – Yes / No /N/A</li> <li>3. Applicant has supplied a certified copy of:             <ol style="list-style-type: none"> <li>(a) A NSW Health Exhumation Approval – Yes / No, <b>OR</b>;</li> <li>(b) An order for exhumation issued by a coroner – Yes / No.</li> </ol> </li> <li>4. Certified copy of Exhumation Plan of Management supplied – Yes / No</li> </ol>
<b>RECOMMENDATION</b>	As Health and Building Surveyor for Walgett Shire Council I recommend that the application to exhume remains be approved / refused X _____
<b>DECISION</b>	As Director Environmental Services I approve / refuse the application to exhume remains X _____ .
<b>APPLICANT NOTIFICATION</b>	Approval letter: _____ (signature) on _____ (date). <b>OR</b> Refusal letter _____ (signature) on _____ (date). Note: <i>If application refused, clear reasons for refusal must be cited in letter</i>
<b>ENGINEERING/TECHNICAL SERVICES</b>	Engineering/Technical Services division notified of their engagement to undertake exhumation. Notification to _____ (staff member) on _____ (date) by _____ (notification method).
<b>MONITORING</b>	Exhumation monitored by _____ (NSW Health or Council EHO) on _____ (date) from commencement _____ (time) until completion _____ (time).  X _____ EHO signature
<b>RECORDS</b>	Burial register updated _____ (signature) on _____ (date).
	Cem. plot tab file updated by _____ (signature) on _____ (date).