Banyule City Council

PO Box 94
Greensborough VIC 3088

T 03 9490 4222
ABN 37 017 044 696

banyule.vic.gov.au

enquiries@banyule.vic.gov.au

Right of Interment Transfer Application

This form is to be used when transferring the right of interment (ROI) to another person(s).

Important: The transfer is not effective until the transfer form has been approved and processed by the Cemetery Trust.

Right of Interment holders have specific rights and responsibilities under legislation. New ROI holders are required to advise the Cemetery Trust of any changes to their contact details.

1. LOCATION DETAILS

Cemetery: Warringal Cemetery

Area: _____

Row: _____

Grave Number: _____

2. CURRENT RIGHT OF INTERMENT (ROI) HOLDER(S) OR LEGAL REPRESENTATIVE

Person 1

Full Name: _____

Address: _____

Email: _____

Mobile: _____

Person 2

Full Name: _____

Address: _____

Email: _____

Mobile: _____

Authority for Transfer

Please tick the applicable box and attach the required documentation.

☐ I/We are the current holder(s) of the Right of Interment.

Please provide a certified copy of identification (e.g. Driver Licence or Passport).

☐ I/We are the legal representative(s) of the Right of Interment holder.

Please provide a copy of the Power of Attorney.

☐ The previous Right of Interment holder is deceased.

Please provide one of the following:

- A certified copy of the Will clearly identifying the person entitled to inherit the Right of Interment; or
- A certified copy of a letter signed by the Executor authorising the transfer; or
- A Statutory Declaration detailing who has inherited the Right of Interment.

3. NEW RIGHT OF INTERMENT HOLDER(S)

Person 1

Full Name: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Person 2

Full Name: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

DECLARATION

In accordance with the Privacy Statement overleaf, I understand that the personal information I provide will only be used and disclosed for the functions and activities of the Cemetery Trust as they relate to the ongoing administration of this Right of Interment.

New ROI Holder(s)

Person 1 Signature: _____Date: __ / __ / ____

Person 2 Signature: _____Date: __ / __ / ____

4. AUTHORISATION OF TRANSFER

I/We authorise the transfer of the Right of Interment detailed in this application to the person(s) named above.

Current ROI Holder(s) / Legal Representative(s)

Person 1 Signature: _____Date: __ / __ / ____

Person 2 Signature: _____Date: __ / __ / ____

PRIVACY STATEMENT

Any personal information you provide in your application will be treated in accordance with the principles set out in the Privacy and Data Protection Act 2014. You may request access to the information we hold about you and you may request its correction if necessary.

The information you provide is required to enable us to process your application and inform you of matters concerning it. We also need the information to perform our functions, comply with our obligations and exercise our rights under the Cemeteries and Crematoria Act 2013. Except for the information you are required to submit under that legislation, you are not obliged to provide any personal information. However, should you choose not to provide this information, we may not be able to process your application or provide the services for which the information is required.

Under the Cemeteries and Crematoria Act 2003, we are also required to keep records containing certain information regarding interments, cremations and rights of interment. Members

Warringal Cemetery is managed by Banyule City Council on behalf of the Banyule Cemetries Trust.