

Request to transfer Burial Rights

Local Law No. 7 (Human Remains and Cemeteries) 2016

Local Law No. 1 (Administration) 2016

2025/2026

This application form is to be used when requesting to transfer existing Burial Rights for an unused site within a Council cemetery.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Applications which are incomplete will not be accepted.

APPLICANT DETAILS

1. Applicant details

	Mr ☐	Mrs ☐	Miss ☐	Ms ☐
Full name:				
Address:			Suburb/City:	
			State:	
			Postcode:	
			Country:	
Phone number:				
Email address:				

2. Who is applying to transfer the Burial Right?

Burial Right Holder – proceed to complete question 5	☐
A person with the written permission of the Burial Right Holder – Complete question 3	☐
Another person where the Burial Right Holder is deceased or cannot be contacted – Complete question 4	☐

3. A person with the written permission of the Burial Right Holder

Do you have the written permission of the Burial Right Holder to surrender this site?	Yes ☐ <i>If answering yes to this question, please provide a copy of the written permission from the Burial Right Holder with this application.</i>
	No ☐ <i>If answering no to this question, proceed to question 4.</i>

4. Another person where the Burial Right Holder is deceased or cannot be contacted

Are you acting on behalf of the Burial Right Holder in a legal capacity?	Yes ☐ <i>If answering yes to this question, please provide a copy of the relevant document.</i>
<i>For example – if the Burial Right Holder is still alive, through an enduring power of attorney</i>	No ☐
Is the Burial Right Holder deceased?	Yes ☐
	No ☐

CEMETERY DETAILS

5. Select the relevant cemetery and section

Cemetery:				Section:			
Martyn Street Cemetery	☐	Nelson Road Cemetery	☐	Lawn Plaque	☐	Lawn Headstone	☐
Forest View Cemetery	☐	Babinda Cemetery	☐	Lawn Section for Ashes	☐	Mausoleum	☐
Gordonvale Cemetery	☐			Columbarium Wall Niche	☐	Children's Section	☐

6. Site Details

Row:	Site Number:
------	--------------

7. Transfer Burial Rights to (an Application for Purchase of Burial Rights must also be completed)

Please note: Burial Rights can only be transferred to a family member

	Mr ☐	Mrs ☐	Miss ☐	Ms ☐
Full name:				
Address:			Suburb/City:	
			State:	
			Postcode:	
			Country:	
Phone number:				
Email address:				

Applicant Declaration

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.	
I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council (" Loss ") in connection with or related to:	
a) reliance on the information provided in this application, unless such Loss is caused by the Council's negligent act or omission; and b) transferring a burial right, unless such Loss is caused by the Council's negligent act or omission.	
☐	I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.
Name of applicant	
Signature	
Date	

How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



By mailing

You can mail your completed application to the following address:

Cairns Regional Council
PO Box 359
CAIRNS QLD 4870



In person

You can submit your completed application in person at Council's Spence Street Customer Service centre.



By email

You can submit your completed application by emailing it to regadmin@cairns.qld.gov.au

OFFICE USE ONLY				
Receipt Type	T168 Martyn Street	T169 Forest View	T171 Gordonvale	T172 Babinda
Fee:	Receipt #	Date:	Officer Name:	
Application has been properly made in accordance with clause 33 of <i>Local Law No. 7 (Human Remains and Cemeteries) 2016</i> and <i>Local Law No. 1 (Administration) 2016</i> ?			Yes	No
			Approved by:	

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.