

Request for Reserved Plot or Niche

Customer notes

Date of phone call _____

Contact Person or Funeral Director _____

Email _____

Postal address _____

Phone _____

Details

Section of Cemetery Person Interested In _____

Date of Meeting in the Cemetery _____ 2025 Time _

Numbers of Available Plots ___ see spreadsheet _____

Cost of Available Plots – Lawn Cemetery - Headstone including admin \$1490 and **Desktop** including admin \$1365
and General Cemetery Memorial Wall including admin **\$635**

Chosen Location of Plot:

Area _____

Section _____

Grave number _____

Process to reserve a Plot or Niche

1. Select a plot/niche. NB. **Plot** up to 3 burials or 6 sets of ashes. One **niche** per set of ashes
2. Complete a Right of Interment form.
3. Send/email the form to cemetery at info@beechworthcemetery.com.au or PO Box 248 Beechworth, Vic, 3747.
4. An invoice will be issued.
5. Pay amount to Beechworth Public Cemetery. WAW, BSB 803 070, Ac 100139500
6. Receipt and Deed Certificate will be issued for the Plot/Niche.
7. Keep these with your legal papers.

Many thanks
Beechworth Public Cemetery Trust

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Grave number _____

At need (YES/NO)

If Yes – find out preference

Secretary Admin.	Date Sent	Date Received
Upon Plot Selection		
1.Covering Letter 2.Application for right of interment 3.Invoice		
On Receipt of ROI and Payment		
1.Covering Letter 2.Receipt 3. Cert of Right of Burial (grave plot) Cert of Right of Interment (Wall Niche) Use official Stamp		N/A
Complete record entries:		
1.Right of interment -manual register (Book) 2.Reservations -Computer records- (Reservation by location-current value reservations) 3.Cemetery Plan- Sections (Lawn Sections- Memorial Wall -Ashes) -computer records -for Lawn Section & Memorial Wall Reservations. 4.In case of general cemetery grave plots shown as vacant on the laptop records, delete the newly reserved plot from "Vacant Plots – General Cemetery". 5. Enter the reservation on the laptop records _ STATISTICS (BURIALS) 6. MYOB		