

# FORM

# WOLLONGONG MEMORIAL GARDENS & CEMETERIES CHAPEL BOOKING FORM



Privacy Notification (*Privacy and Personal Information Protection Act 1998 – Section 10*) - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

**Wollongong Memorial Gardens & Cemeteries**  
176 Berkeley Road, Unanderra, NSW 2526  
**Post** Locked Bag 8821 Wollongong DC NSW 2500  
**Phone** 02 4227 7780 **Fax** 02 4271 7535  
**Email** [memorialgardens@wollongong.nsw.gov.au](mailto:memorialgardens@wollongong.nsw.gov.au)  
**Web** [www.memorialgardens.wollongong.nsw.gov.au](http://www.memorialgardens.wollongong.nsw.gov.au)  
**Office Hours:** 8:30 am to 4:30 pm Mon - Fri

FUNERAL DIRECTOR DETAILS		
Funeral Director (Company Name) <a href="#">Click or tap here to enter text.</a>		
Phone No. <a href="#">Click or tap here to enter text.</a>	Email Address: <a href="#">Click or tap here to enter text.</a>	
DECEASED DETAILS		
Name of Deceased <a href="#">Click or tap here to enter text.</a>		
Date of Birth <a href="#">Click or tap to enter a date.</a>	Date of Death <a href="#">Click or tap to enter a date.</a>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Address at time of death <a href="#">Click or tap here to enter text.</a>		Postcode <a href="#">Click or tap here to enter text.</a>
CHAPEL SERVICE		
Day of Service <a href="#">Click or tap to enter a date.</a>	Date of Service <a href="#">Click or tap to enter a date.</a>	Time of Service <input type="checkbox"/> am <input type="checkbox"/> pm
Duration of Service <input type="checkbox"/> 60 min <input type="checkbox"/> 120 min	Chapel <input type="checkbox"/> Main Chapel <input type="checkbox"/> Family Chapel	
Other Service Requirements <a href="#">Click or tap here to enter text.</a>	Record Service <input type="checkbox"/> Yes <input type="checkbox"/> No	Audio / Visual Presentation <input type="checkbox"/> Yes <input type="checkbox"/> No
*(DVD is not supplied by Council. We recommend any Visual / Audio presentation be tested prior to day of service)		
CATERING <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, name of caterer <a href="#">Click or tap here to enter text.</a>		
<b>Note:</b> Please advise the name of Wollongong City Council approved caterer prior to date of Service. Also if catering is cancelled by family, then please advise our office as soon as possible.		
PRE-ARRANGEMENT DETAILS		
Is there a reservation for deceased at Memorial Gardens <input type="checkbox"/> Yes <input type="checkbox"/> No	Site Details <a href="#">Click or tap here to enter text.</a>	
Would family like Memorial options of placement posted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
LICENCEE DETAILS		
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Family Name <a href="#">Click or tap here to enter text.</a>	Given Name <a href="#">Click or tap here to enter text.</a>	
Current Address <a href="#">Click or tap here to enter text.</a>	Relationship to the deceased <a href="#">Click or tap here to enter text.</a>	
Phone No. <a href="#">Click or tap here to enter text.</a>	Mobile <a href="#">Click or tap here to enter text.</a>	Email <a href="#">Click or tap here to enter text.</a>