Application to Cancel a Reserved Plot or Sell a Plot Back to Council

THAMES COROMANDEL DISTRICT COUNCIL

Plot Certificate Holder Details

Plot Certificate Number

Name

Address/ City/Town

Telephone Number *(include area code)*

E-mail Address

Fax Number *(include area code)*

Cemetery Plot Details

Cemetery

Section

Block

Plot

Declaration

I (please print name) _____ advise that I no longer wish to reserve the above burial plot. I authorise and instruct the Thames-Coromandel District Council to release my reserved plot and refund the fee paid at time of reservation. I acknowledge that I will no longer have any rights to the plot and that the plot will now be available for reservation or use by other parties.

Signature

Date (DD/MM/YYYY)

Witnessed by (please print)

Witness' Signature

Date (DD/MM/YYYY)

Refund Type

☐ **Bank Deposit**
(please supply pre-printed bank deposit slip)

Bank Account Details

Bank | Branch | Account Number | Suffix

Account Name

Bank

Branch

Town

OR

☐ **Refund Cheque made payable to** _____

Office use only

☐ CONFIRM OWNERSHIP DETAILS
☐ CHECK PHYSICAL SITE FOR HEADSTONE/MONUMENT/PLAQUE
☐ REVOKE CERTIFICATE
☐ CHECK DATABASE
☐ UPDATE DATABASE RECORD

COMPLETED BY (CSR)

DATE