

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



Plot Certificate Holder Details

Plot Certificate Number	Name
Address/ City/Town	
Telephone Number <i>(include area code)</i>	E-mail Address

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)

1. Download and open this form in your PDF reader (eg Adobe Acrobat). 2. Fill it in and save. 3. Press 'Submit Form'. Your email application (eg Gmail) will open with the form attached and the email pre-addressed to TCDC. If not, attach the form to an email to customer.services@tcdc.govt.nz. **4. You will receive a reply saying the form has been submitted.**

Office
use only

<input type="checkbox"/> CONFIRM OWNERSHIP DETAILS	<input type="checkbox"/> CHECK PHYSICAL SITE FOR HEADSTONE/MONUMENT/PLAQUE	<input type="checkbox"/> REVOKE CERTIFICATE
<input type="checkbox"/> CHECK DATABASE	<input type="checkbox"/> UPDATE DATABASE RECORD	

COMPLETED BY (CSR)	DATE
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Refund Type

Bank Deposit
Please supply verification of bank account number: a deposit slip or copy of top bank of your bank statement only.

Bank Account Details

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank	Branch	Account Number	Suffix

Account Name		
Bank	Branch	Town