



FUNERAL NOTICE

About this form

This form is held by Radio Norfolk. It is to be completed by an immediate family member or next of kin to provide information for broadcast of a Funeral Notice. If this is not possible, information is verbally received from family or next of kin and the form completed by a Radio Staff member. The information on this form is used to allow Radio Norfolk to include the information in Local Notices.

How to complete this form

- Ensure that all fields have been filled out correctly in BLOCK LETTERS.
- Please note that fields on this form marked with an * are mandatory and must be completed before submitting this form.
- Once completed you may submit this form by email or in person. Please see Lodgement Details for further information.
- If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

NOTICE TO BE BROADCAST*

'The funeral service for the late:

will be held at: (time)

at the: (church / graveside)

on: (day, date)

Wreaths will be made at the usual place (if applicable)'.

SIGNATURE OF FAMILY/NEXT OF KIN COMPLETING FORM*

Name and Signature of Person who completed this form
Name:
Signature:
Relationship:

Date:

Contact Telephone Number(s)

LODGEMENT DETAILS

You can lodge the completed form by:

Email: radionews@nirc.gov.nf

In Person: **Radio Norfolk**
New Cascade Road
NORFOLK ISLAND

OFFICE USE ONLY

Name of Receiving Officer

Date Received

Signature of Receiving Officer

Time Received

If Receiving Officer took information down verbally, detail who provided the information and their relationship to the deceased.

Dates Broadcast

Times Broadcast
/ / / /