

Application to erect monument / carry out alterations

Cemeteries



Folder 119623 Workflow Headstone Plaques Doc ID _____ Box No _____

Pursuant to Council Policy 252 – *Cemeteries*, ten (10) days' notice must be given to allow sufficient time for Council to process this application. This application must be approved in writing by a Council Officer prior to any works being carried out.

DECEASED DETAILS

Surname	First name	Middle names
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CEMETERY DETAILS

Cemetery	Cemetery Type <input type="radio"/> Lawn <input type="radio"/> Monumental <input type="radio"/> Columbarium	
Section	Row	Plot

APPLICANT DETAILS

Company Name	Mason Name	
Postal address	State	Postcode
Contact number	Email address	

PUBLIC LIABILITY INSURANCE - Not applicable for minor works e.g. Cleaning, painting etc.

Insurance Company Name	Insurance Policy Number
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DETAILS OF BURIAL RIGHT HOLDER / NEXT OF KIN 1

Surname	First name	Burial Right Holder? <input type="radio"/> Yes <input type="radio"/> No
Postal address	State	Postcode
Relationship	Contact number/s	

DETAILS OF BURIAL RIGHT HOLDER / NEXT OF KIN 2

Surname	First name	Burial Right Holder? <input type="radio"/> Yes <input type="radio"/> No
Postal address	State	Postcode
Relationship	Contact number/s	

MONUMENT DETAILS

Date of work	Start time	Finish time	Require Council Representative <input type="radio"/> Yes <input type="radio"/> No
Length	Width	Height	Tick if design is attached <input type="checkbox"/>

Description of work

SIGNED

Signature	Date
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LODGEMENT OF YOUR APPLICATION

MAIL Chief Executive Officer, PO Box 390, Gayndah, Qld 4625

EMAIL admin@northburnett.qld.gov.au

TELEPHONE 1300 MY NBRC (1300 696 272)

IN PERSON Visit your local library and customer service centre

OFFICE USE ONLY

Information received from	Date and time
NBRC Receiving Officer	NBRC contact officer

OFFICE USE ONLY – APPLICATION CHECKLIST TO BE COMPLETED WITH APPLICANT

Cemetery

- The correct location of gravesite is provided by a Council Officer
- The cemetery is left in a clean and tidy condition having removed all excess materials utilised for stone/cement masonry work
- Any damages to nearby gravesites occurring during installation of monuments must be reported to the Chief Executive Officer and the respective stonemason will be charged for repair costs
- The person/stonemasons carrying out work must hold a valid public liability insurance policy
- The cost of such monument/memorial is to be borne by the applicant
- Council does not take responsibility for the maintenance of monuments/plaques that may become damaged from poor workmanship, subsidence, age, weather or vandalism

Monuments

- Monuments shall be marked with the name of the person, date of birth, date of death and age of whose remains are contained in the burial site
- When erecting new monuments it is recommended that applicants wait 18-24 months before monumental work is undertaken to account for movement of soils
- Monuments are constructed on a full slab of 1.2m x 2.4m or partial slab of 1.2m x 1m
- Base of monument is recommended to be minimum of 15cm, there is no restriction on headstone height
- Shall be consistent with the existing amenity of the section of the cemetery in which it is to be erected or installed
- All stone/cement masonry work is carried out in a professional manner

Burial Right Holder / Next of Kin / Stonemason	Signed	Date
Customer Service Officer	Signed	Date