

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 our customer administration offices 8.30am – 4.30pm (closed 11.30am – 12.30pm)

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