

# 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

## 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

## 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](mailto: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 takes no responsibility to repairs due to age, weather or vandalism

**Memorials**

- Memorials must be constructed on a slab 1.2m x 2.4m x 15cm for single burial site
- Memorials must be constructed on a slab 2.4m x 2.4m x 15cm for double burial site
- Must be safely and securely placed;
- Shall be consistent with the existing amenity of the section of the cemetery in which it is to be erected or installed
- Shall be marked with the name of the person whose remains are contained in the resting place
- All stone/cement masonry work is carried out in a professional manner

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