



**Works cannot commence until an approval is issued**

**The approval will be subject to conditions**

**All monumental works shall be done by an appropriately trained monumental mason. Consideration will be given to applications made by non-masons if the work is minor.**

**Monumental works cannot be carried out on a grave less than 6 months old**

**This reduces the incidence of structural cracking and breaking of monumental works as a result of subsidence**

# Application for monumental works

## Applicant

Company Name / Contact Name

Postal Address

Contact telephone no.

Signature

Date

Is the work being undertaken by a monumental mason?  Yes  No

*If no, please attach a hold harmless agreement. A copy may be found on Council's website.*

Is the grave is over 6 months old?  Yes  No

## Type of work

**New monumental works**  **Restoration works**  **Memorial plaque**

**Kerbing**

Height out of ground to top end

Materials to be used

**Memorial stone/ plaque**

Height from level of kerbing

Width

Thickness

Materials to be used

**Monuments**

Height from level of kerbing

Width

Thickness

Weight

Materials to be used

## Sketch of proposed works

*Attach any additional pages if further space is required*

## Deceased details

Please print full legal name.

Surname

Given names

Date of birth

Date of death

Age at death

Cemetery

Denomination

Section

Row

Plot

## Proposed inscription

  
  
  

## Proposed time of work

Proposed Date

Proposed time

### Note:

No works are to be carried out in Council's managed cemeteries without approval.

All monumental works are to be designed and constructed in accordance with sound engineering principles to provide a monument that is stable, durable and serviceable. All structural materials used must have a service life expectancy of 50 years. Corrugated iron, timber, koppers logs/ treated pine, wire, shade cloth etc., are not permitted.

A minimum of 790mm width and 2160mm length is to be provided between the face of kerbs for adult graves unless site conditions prevent this.

No structures are to exceed 900mm in height above ground level.

Vaults, crypts, tombs and mausoleums are not permitted.

## Office use only

Location

Section

Row

Plot

Date of proposed works confirmed

Certificate of currency from \_\_\_\_\_ (insurer)  
for \$ \_\_\_\_\_ (amount) \_\_\_\_\_ (expiry date) OR

Hold Harmless Agreement signed.

Approval issued

Location has been pegged

## Fees paid - RC No 632

Monumental fee \_\_\_\_\_ Perpetual care \_\_\_\_\_

Total paid \_\_\_\_\_ Receipt number \_\_\_\_\_ Date \_\_\_\_\_

Approval for work completed by monumental masons is subject to a certificate of currency showing a minimum of \$5 million Public Liability Insurance.

Approval of minor works are subject to completion of a "hold harmless agreement."

A copy is available on Council's website.

## further information

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