Cemetery Monumental Work Permit Application

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APPLICATION TO EFFECT IMPROVEMENTS ON GRAVES		
CEMETERY:		
Beam\Row No:	Plot No:	Section:
Full Name of Deceased: 1. ..... 2.		Date of Death: 1. ..... 2. .....
Single Memorial □	Double Memorial (2 Plots side by side) □	Other (provide details on page 2) □
Fee: $	Monumental Mason:	
Address:		
Phone No:	Email:	

I agree that all works will be completed to Australian Standards and comply with all Work Health and Safety requirements and the Cemetery and adjoining works will be left in a clean and tidy condition. Any damage to adjoining works will be reported to Council and the cost of repairs will be my responsibility. I certify that I hold Public Liability Insurance. I understand that it is my responsibility to determine the exact location of the grave prior to commencement of works.

Signature of Monumental Mason:	Date:

AUTHORISED APPLICANT	
Applicant Full Name:	Applicant Phone No:
Applicant Address:	Applicant Email:

Declaration: I am the person who applied for the Burial Licence; or

- I am the Executor of the Estate of the deceased; or
- I have written authority of the person, or the Executor of the Estate of the deceased (please provide); or
- I am the next of kin of the deceased; and

therefore, act on behalf of and with the consent of the next of kin of the deceased or the deceased's estate.

CONSENT

I consent to the work described in this application being carried out and declare that all the information given is correct. I acknowledge that I have a responsibility to construct in accordance with the application and thereafter to maintain the monument in thorough order and condition during the term of the Burial Licence and, if I do not, the Council has the right to remove it and to recover the cost of doing so. I do agree to indemnify and hold blameless the Council against any claims, actions, liability, loss or damage or expense arising to or against the Council in respect to the monument, the condition or repair of or damage to the monument, or the removal of the monument occurring at any time after the installation of the monument.

Signature of Authorised Applicant:	Date:

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DETAILS OF HEADSTONE\MONUMENT
Description of Work:
Diagram of Memorial:

Minimum Standard for Work in Cemeteries includes but is not limited to;

- The work is limited to the Right / license held by the Legal Grantee
- When excavating for any work, strict compliance with the confined space regulations is required
- All work must be carried out in a tradesman like manner
- All materials shall be of a permanent nature (timber, bricks & mortar, untreated ferrous metals etc. are not considered permanent and may not be approved)
- The work shall not interfere with the rights of visitors to the cemetery or gardens
- The work shall not encroach onto adjoining sites- that is, it will be limited and contained within the site or allotment described in the permit
- It is the responsibility of the contractor to keep the site neat, tidy and be made safe at all times and to provide barricades and fence off the work area to make it safe and prevent access to any unauthorised people and to carry a work method statement when on cemetery grounds
- The contractor/worker must not allow access ways to be obstructed by materials, tools, plant etc.
- All debris, rubbish, materials, tools etc. must be removed from the site and the cemetery or memorial gardens at the end of each working shift
- Proposed work is also subject to Hilltops Management Plans
- Application fees are payable to Hilltops Council (The fees must accompany this application)
- Payment of fees does not constitute a permit to work. Fees are paid for the consideration and assessment of the application. Fees are not refundable if the application is rejected
- Special conditions apply to lawn cemetery areas. Please check with the cemetery administration before making your application
- All work must cease when a funeral is in progress

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