

You **MUST** include with this form, a diagram of the monumental work being carried out including full design & structural details & a copy of your Monumental Masons' \$20M public liability insurance. All work must comply with specifications.

Office Use:

SITEID

1. Cemetery Detail

<input type="checkbox"/> Cooroy	<input type="checkbox"/> Pomona	<input type="checkbox"/> Tewantin
Section	Row	Site

2. Details of deceased

Surname	Given names
Date of birth	Place of birth
Date of death	Place of death
Cause of death	Male / Female

3. Applicant details

Surname	Given names	
Residential address		
Suburb	State	Postcode
Phone	A/H phone	Mobile
Email address		
Relationship to the deceased:		

4. Stone Mason details

Surname	Given names	
Residential/Postal address		
Suburb	State	Postcode
Phone	A/H phone	Mobile
Email address		
<input type="checkbox"/> Copy of public Liability - must be attached Policy Number:		

5. Monumental work details

Type of Monumental work	<input type="checkbox"/> Lawn plaque on flat base	<input type="checkbox"/> Full monument
	<input type="checkbox"/> Lawn plaque on base and desk	<input type="checkbox"/> Granite upright monument / headstone
	<input type="checkbox"/> Other: <i>specify</i>	
<input type="checkbox"/> Copy of design & structural detail – must be attached		
Proposed commencement date		
Proposed completion date		
Specify machinery to be used on site		

6. Fees

Headstone Installation Application Fee	\$303.00
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7. Payment options

Internet	<input type="checkbox"/> Please send me tax invoice via email to make payment – email address is as follows:
In person	<input type="checkbox"/> Noosa Council Tewantin office: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).
By Mail	<input type="checkbox"/> An invoice will be mailed to you and a cheque can be made payable to: Noosa Council

8. Declaration of applicants

I advise that I am the burial rights holder or acting with the permission of the burial rights holder of the burial site. I/We, the applicants, declare that the above information is correct in all respects, at the time of lodgment of this application with Noosa Council (Council). Should any of the details given in relation to this application be changed in the future, the applicant(s) shall advise Council in writing prior to any such change being implemented.

I/We Agree to comply with all Council local laws and/or all other statutes and agree to pay all costs associated with the reinstatement of any damage caused to Council land, the surrounding natural environment, infrastructure and/ or other public utilities as a result of the proposed activities associated with the application. This includes all work carried out on the applicant(s)'s behalf by the stone mason, including any agent, contractor, sub-contractor, manufacturer or others engaged to deliver remove or carry out any part of the activities.

I/ We declare that I/ We have appropriate public liability insurance that will cover the activity that is the subject of this application. Once installed any maintenance, theft, damage or vandalism to headstone/plaque is my responsibility.

I/We agree to indemnify, release and discharge Council against any loss, damage or expense (including all legal costs), arising from any claim, demand, action, suit or proceeding that may be made or brought by any person against Council as a result of the proposed work.

Family Applicant Name	Sign	Date
Stone Mason Name	Sign	Date

OFFICE USE ONLY

Application No:	Amount Paid:	Receipt No:	Receipt Date:	Initial:
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Account Mnemonic - *SELECT* - COOROYMONUMENT / POMONAMONUMENT / TEWANTINMONUMENT

Collection Notice - Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding the application and for the associated functions and services of Council. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to third parties with your consent, or if required to do so by law. Your personal information is handled in accordance with Council's Privacy Policy.

Frequently Asked Questions

1. Who needs to complete this form?

If you are going to engage the services of a monumental stone mason, you will need to make application for your stone mason to work within a Noosa Council Cemetery.

2. What do I need to attach with this form?

You must include with this form

- A diagram of the monumental work being carried out including full design and structural details
- A copy of the monumental masons' \$20M public liability insurance

3. What is Council's process?

- Receipt of this form with the relevant payment and all documentation
- Council will review your application and advise you in writing when it is ok to proceed
- You will advise Council of the schedule of dates for proposed completion
- You will advise Council when the works have been completed by the Monumental Stone Mason
- Council will conduct a site inspection of the completed memorial
- Council will advise you in writing the outcome of the site inspection

You will be in direct contact with Council throughout this process. The timeline of this process will be dictated by your Monumental Stone mason.

4. Can I place my own memorial?

Memorials may only be placed by suitably qualified monumental masons with appropriate insurance cover and on approval of permit from the cemetery office at Noosa Council.

5. I have seen some gravesites with lots of trinkets and personal items as well as planted trees and shrubs, can I do this?

The planting of trees and shrubs and the placement of items including crosses, trinkets and other artefacts is not permitted without cemetery approval and will be removed.

6. When installed, who will look after my headstone?

The care and maintenance of headstones is the responsibility of the family or the representative of the deceased.

7. Theft, damage or vandalism

Theft, damage or vandalism to a headstone or plaque is the responsibility of the family or family representative of the deceased.

8. There is a family member objecting to the headstone, what do I do?

Noosa Council acts in good faith when it relies on advice provided by Applicants and does not accept any responsibility for allowing a headstone that might be the subject of a later dispute between family members, Executors and/or assigns, in this instance you need to seek independent legal advice.

9. Can I place flowers on the headstone?

Yes, artificial & fresh flowers are permitted to be placed onto headstones.

10. Can I place additional vases on my headstone?

No.