

### Application for Monumental works on a gravesite

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"/> <b>Copy of public Liability - must be attached</b> Policy Number:		

#### 5. Monumental work details

Type of Monumental work	<input type="checkbox"/> Lawn plaque on flat base <input type="checkbox"/> Lawn plaque on base and desk <input type="checkbox"/> Other: <i>specify</i>	<input type="checkbox"/> Full monument <input type="checkbox"/> Granite upright monument / headstone
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**Copy of design & structural detail – must be attached**

Proposed commencement date	
Proposed completion date	
Specify machinery to be used on site	

#### 6. Declaration of applicants

I agree to comply with all requirements & undertake to make good any damage resulting from activities by myself or my stone mason or others on my behalf. I advise that I am the burial rights holder or acting with the permission of the burial rights holder of the burial site. Once installed any theft, damage or vandalism to headstone/plaque is my responsibility.

Family Applicant Name	Sign	Date
Stone Mason Name	Sign	Date

**7. Fees**

Headstone Installation Application Fee	\$303.00
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**8. Payment options**

<b>Internet</b>	<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

**OFFICE USE ONLY**

Application No:	Amount Paid:	Receipt No:	Receipt Date:	Initial:
<b>Account Mnemonic - <i>SELECT</i> – COOROYMONUMENT / POMONAMONUMENT / TEWANTINMONUMENT</b>				

**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.