

Use this form to install/replace a headstone on a grave site only

**Office Use:**

SITE ID:

#### 1. Cemetery Details

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

#### 2. Details of deceased

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

#### 3. Applicant details

Surname	Given names	
Residential/Postal address		
Suburb	State	Postcode
Home Ph:	Mobile	
Email address		
Relationship to deceased		

#### 4. Headstone details

Lawn base with bronze plaque (see *Frequently Asked Questions – Picture 1*)

Concrete (included) or

Granite: (*Picture 3*) Grey / Dark Grey / Green / Rose Red / Balmoral Red / Blue Pearl / Black / Emerald Pearl

Base & desk with bronze plaque (see *Frequently Asked Questions – Picture 2*)

Lawn plaque (replacement only)

Ceramic photo on plaque – *please attach*

Motif (1 included in price) if yes, what type flower, cross, army motif, other:

Plaque colour: Bronze (included)  Blue / Green / Black / Other:

Flower holes | If yes,  One  Two *Note: flower holes are only available on Concrete desk & base headstones*

#### 5. Wording for memorial

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

Line 4: \_\_\_\_\_

Line 5: \_\_\_\_\_

Line 6: \_\_\_\_\_

Line 7: \_\_\_\_\_

**Note:** Additional lines (over 7) can be added for a cost – see fees (section 7)

Featured Name Line is a maximum of 30 characters (including spaces)

Other text lines are a maximum of 40 characters (including spaces)

## 6. Declaration of applicant

I understand and acknowledge that the completion of the memorial will take 10 to 12 weeks and I also acknowledge 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 have read and I understand the information provided to me on the attached information sheet.

Signed	Name	Date
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## 7. Fees

Concrete lawn base with bronze plaque (up to 7 lines) (picture 1)	\$1372.00
Concrete base & desk with bronze plaque (up to 7 lines) (picture 2)	\$1650.00
Lawn plaque 381mm x 279mm (replacement only)	\$1062.00

### Optional Extras

Granite Lawn Base with bronze plaque (up to 7 lines)	\$1991.00
Extra lines on a plaque – price per line (over 7 lines)	\$34.00 / per line
Ceramic photo on plaque	\$495.00
Motif - additional	\$48.00
Background plaque colour (excluding bronze) blue / green / black / other	\$46.00

## 8. 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 Tewartin 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

**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.

## OFFICE USE ONLY

Application No:	Amount Paid:	Receipt Date:	Receipt No:	Initial:	Date stamp
Account Mnemonic - <b>SELECT</b> – COOROYMONUMENT/ POMONAMONUMENT/TEWANTINMONUMENT					
Cemetery:	Section:	Row:	Site:		

**Frequently Asked Questions**

**1. Who can order a headstone?**

The ordering of a headstone must be completed by the burial rights holder/applicant or a representative with written authority from the burial rights holder/applicant.

**2. How long before my headstone or plaque is installed?**

Generally, installation of memorials will take 10 to 12 weeks from date of approved proof.

**3. 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.

**4. 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.

**5. 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.

**6. 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.

**7. 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 assignees. In this instance, you will need to seek independent legal advice.

**8. Can I place flowers on the headstone?**

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

**9. Can I place additional vases on my headstone?**

No.

**10. Approved proof of headstone**

Once application and payment is received, a proof of the headstone will be supplied for your approval. Any changes required to the proof will be made and a revised proof supplied to you for your approval until you are happy with the design. Council requires a signed proof to be returned to us before proceeding to manufacture.

**11. Granite Only**

Council can only provide granite lawn bases (as per picture 1) with a bronze lawn plaque. Any other granite must be completed by a stone mason. See yellow pages for local Monumental Stone Masons.

## 12. Pictures

**Picture 1**



Concrete lawn base with bronze plaque

**Picture 2**



Concrete base & desk with bronze plaque

**Picture 3**



Granite lawn bases are available instead of concrete.

Pictured are the granite sample colours (as they appear above)

Grey / Green / Rose Red / Blue Pearl / Black

Other available colours (not pictured): Emerald Pearl/ Balmoral Red/ Dark Grey