

FORM 6 – Application to Construct/ Modify/ Repair and Cemetery Monument

Stonemason / Builder (Applicant details)	
Name	
Postal Address	
Contact Number	
E-Mail	
Burial Rights Holder or Authorised Person Details	
Name	
Postal Address	
Contact number email address	
Relationship to Deceased:	
Applicant Signature (Burial Rights Holder or Authorised Person)	
Date: ____ / ____ / ____	
<p><i>Note: The personal information collected on this form is used in the collection of personal information in accordance with Council's Local Law 13. The information collected relates to the deceased and details of their next of kin and / or their representatives/s. This information will only be used in Council's cemetery database whereby the information collected will only be used by authorised Council officers or other persons authorised by Council or legislation.</i></p>	
Gravesite Details	
Name of Deceased	
Cemetery/Section/Grave Number	
Grave Size	2400 mm x 1200 mm
Depth	Single / Double / Triple
Reopen: If site is to be reopened, the front wall must be lower than 450mm.	Yes / No
Monument details	
New Monument	Yes / No VAULT (AS 4425-1996) ABOVE GROUND / BELOW GROUND
Existing Monument	Yes / No
Details of Epitaph or Inscription – See attached proof	
Estimated Start/Completion date of Project Note: Proposed start date should be at least one (1) week later than the date of application. In urgent cases please contact the Supervisor Cemetery Operations. In <u>no</u> case may construction be started before application is approved.	
Estimated Start Date	
Estimated Completion Date:	

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Application / Plan Details	
Item	Requirement
Plan of monument submitted together with City's Permit Fee	Please submit plan and application fee with application Note: Monuments with dimensions exceeding the grave size will <i>not</i> be approved, unless its purpose is to cover more than one gravesite
	Plans and documents to include details on: <ul style="list-style-type: none"> • Footing Depth/Walls • Piers (if required) • Steel Reinforcement • Concrete Pour • Veneer Thickness • Rebate Detail • Dowels and Cramps
Clean-up Please tick as applicable. If left blank, the first option will apply.	Upon completion of works <ul style="list-style-type: none"> <input type="checkbox"/> I will leave excavated soil and other waste such as excess concrete at the designated storage area of the cemetery. An additional fee of \$55.00 per gravesite will apply. <input type="checkbox"/> I will remove all waste from the cemetery after completion of works.

I hereby certify that the monument will be constructed/modified/repared in accordance with Relevant Australian Standards and Codes or Acts

And I will ensure the following:

Compliance with WHS legislation

A risk assessment is completed and management plan developed and implemented

Safe Work Method Statements for High Risk Tasks are developed and implemented, ensuring a safe site during works for workers and community members

Stonemason/Builder Signature

____/____/____
Date

City of Gold Coast, Cemeteries Administration
PO Box 5042, Gold Coast Mail Centre Qld 9729
Phone: (07) 5581 6640
Email: cemeteries@goldcoast.qld.gov.au

NOTE: On approval of this application a permit will be issued. On receipt of the permit works may start on site