

Form 6 - Application to Construct/Modify/Repair a Cemetery Monument

Stonemason / Builder	
Name	
Postal Address	
Contact Number	
E-Mail	
Applicant: - Burial Rights Holder (or Authorised Person*) Details	
*City may request Letter of Authority from Rights Holder or similar evidence.	
Name	
Postal Address	
Contact number	
Email address	
Relationship to deceased	
Finished monument must not exceed the perimeter dimensions of the allocated site(s) identified in the permit. Encroachments, non-approved or non-compliant work will be required to be rectified, with all costs the responsibility of the burial rights holder. If partial or complete removal of a monument is required to allow for future interment this will be at the total responsibility & cost of the burial rights holder.	
Stonemason/Builders Signature: Date:	Applicant Signature (burial rights holder or authorised person): Date:
<p>Privacy notice Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act 2009 (Qld) and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to cityofgoldcoast.com.au/privacy.</p>	
Gravesite Details	
Name of Deceased / Pre-Need Client (Cross out whichever doesn't apply)	
Cemetery	Section Grave / Plot
Grave / Plot Size*	mm x mm
* Construction / Monument dimensions <u>cannot</u> exceed City-specified plot / site size for the identified site. Applicants or Stonemasons should verify specific plot dimensions with Cemeteries Administration prior to design & application. Encroachment onto adjacent sites will not be permitted.	
Depth (circle which applies)	Single Double Triple
Reopen: If site is to be reopened, the front wall must be lower than 450mm.	Yes / No Stonemason Initials
Monument details	
New Monument	Yes / No
VAULT (AS 4425-1996)	Yes / No ABOVE GROUND / BELOW GROUND
Existing Monument	Yes / No
Addition of New Inscription Only	Yes / No
Details of Epitaph or Inscription attached	Yes / No
<p>Incomplete / incorrect applications will be returned. Assessment will not occur until application is complete. Construction / Monument dimensions <u>cannot</u> exceed the City-specified plot / site size for the identified site, except where to cover more than one site (eg side-by-side / twin). In <u>no</u> case may construction be started before an application is approved and permit issued.</p>	

Application / Plan Details

Item	Requirement		
Plan of monument submitted together with City's Permit Fee	Please submit a detailed plan with application. <u>All measurements</u> should be clearly indicated. A Notice To Pay will be issued for the relevant application fee, detailing payment options. Note: Monuments with dimensions exceeding the grave size will <u>not</u> be approved, unless its purpose is to cover more than one gravesite		
Plans and documents to include details on: (Incomplete / incorrect applications will be returned. Assessment will not occur until application is complete.)	FEATURE (Incl measurements)	DESIGN DIAGRAM CHECKLIST (Circle below)	
	• Footing Depth/Walls	YES	N / A
	• Piers (if required)	YES	N / A
	• Steel Reinforcement	YES	N / A
	• Concrete Pour	YES	N / A
	• Veneer Thickness	YES	N / A
	• Rebate Detail	YES	N / A
	• Dowels and Cramps	YES	N / A
Public Liability Insurance	Stonemason / Builder - Certificate of Currency Supplied: <div style="text-align: center;">Yes / No</div>		
Clean-up Please tick as applicable. <u>If left blank, the first option will apply.</u>	Upon completion of works, <input type="checkbox"/> I will leave excavated soil and other waste such as excess concrete at the designated storage area of the cemetery. I understand an additional fee per gravesite will apply. <input type="checkbox"/> I will remove all waste from the cemetery after completion of works.		
Site Marking	Cemeteries Operations can coordinate site marking where required. Due to the breadth of operational commitments – one week's notice is recommended. Sites will not be marked prior to application approval.		

I hereby certify that the monument will be constructed / modified / repaired in accordance with

- Relevant Australian Standards and Codes or Acts

I understand that assessment of this application cannot proceed until it is complete & correct in all details and the relevant fee paid.

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

I agree to undertake the following actions:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Display of Permit during installation. • Compliance with Local Laws and all conditions as specified in any permit issued. | <ul style="list-style-type: none"> • Notification of completion via email to Cemeteries Administration. • Supply of photo via email on completion. |
|--|--|

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. Only on receipt & display of the permit may works start on site.