

# Application for Placement/ Refurbishment of Memorial

**PURPOSE OF FORM:** The information in this form will be used to process your application to install/ refurbish a memorial.

**PRIVACY NOTICE:** Whitsunday Regional Council is collecting your personal information (name, address, phone number, email, relationship to deceased) for identity verification and the purpose outlined on this form. This information will only be accessed by authorised Council employees and handled in accordance with the 'Information Privacy Act 2009'.

**APPLICATION PROCESS:** All applications are to include dimensions of the memorial, details of inscription and current application fee. In the case of a monument, the footings should also be included. Once Council has approved the application, a copy of the approval will be sent to the stone mason/contractor. A Notice of Intent form must be submitted at least 48 hours prior to commencement of any work within a cemetery. All applications attract a non-refundable application fee payable at time of submission.

**PLEASE NOTE:** A copy of the applicants ID requires to be attached. Council requires a form of ID that confirms the applicant's signature e.g., drivers licence, passport etc.

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

## Section 1 – Applicant

<b>Applicants Full Name</b>					
<b>Address</b>					
<b>Contact Phone</b>	B		H		M
<b>Email Address</b>					
<b>Relationship to the Deceased</b>					

## Section 2 – Burial Right holder or Legal Representative/Beneficiary

(If different from applicant)

<b>Applicants Full Name</b>					
<b>Address</b>					
<b>Contact Phone</b>	B		H		M

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800  
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Email Address	
Relationship to the Deceased	

## Section 3 – Works to be completed by

*\*Please note: A copy of the approval will be provided\**

Full Name/Company					
Address					
Contact Phone	B		H		M
Email Address					
Monumental Mason/ Contractors Declaration	<input type="checkbox"/> I have read and agree to comply with Council's requirements for Installation of memorials (see terms and conditions - attached). <input type="checkbox"/> I agree to make good any damage resulting from activities by myself or others on my behalf. <input type="checkbox"/> I understand that works are not to commence until written approval has been received from Council.				
Signature				Date	

## Section 4 – Cemetery & Grave Description

Name of Deceased						
Date of Burial						
Plot details						
Proserpine	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery		
Collinsville	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery		
Bowen	<input type="checkbox"/> Lawn/Beam	<input type="checkbox"/> New Monumental	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery	

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## Section 5 – Burial Rights Authority

Please tick appropriate box (See terms and conditions for more information)

<input type="checkbox"/> I am the person in whose name the 'Right of Burial' was issued ( <b>Signature or a Statutory Declaration is required to be submitted</b> )			
<input type="checkbox"/> I am the legal representative/beneficiary of the original Burial Right Holder ( <b>Signature or a Statutory Declaration is required to be submitted</b> )			
I have received written authority from ( <b>Written authority letter requires to be submitted</b> ):			
<input type="checkbox"/> The Burial Right Holder; or			
<input type="checkbox"/> The legal representative/beneficiary of the original Burial Right Holder			
<input type="checkbox"/> I am not the Burial Right Holder or legal representative/beneficiary of the original Burial Right Holder and unable to provide authority from the Burial Right Holder or legal representative/beneficiary. ( <b>A Statutory Declaration requires to be submitted to explain why you have authority to lodge this application. A separate letter can also be attached to support any further information for the Statutory Declaration.</b> )			
<b>NOTE:</b> Council acts in good faith when it relies on advice provided by applicants and does not accept any responsibility for allowing a plaque/monument that might be subject of a later dispute between family members, Executors and/or assigns.			
I declare that the information I have provided in this application is complete, true and correct. I agree to abide by the Cemeteries Council Policy - <a href="https://www.whitsundayrc.qld.gov.au/downloads/file/703/cemeteries-policy">https://www.whitsundayrc.qld.gov.au/downloads/file/703/cemeteries-policy</a>			
<b>Full Name of Applicant</b>			
<b>Signature of Applicant</b>		<b>Date</b>	

## Section 6 – Details of Proposed Works

<b>Type of Work</b>	<input type="checkbox"/> New Memorial	<input type="checkbox"/> Refurbishment	<input type="checkbox"/> Removal Required
<b>Construction</b>	<input type="checkbox"/> Granite	<input type="checkbox"/> Stone	<input type="checkbox"/> Other:
<b>Desk Required</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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## Section 7 – Headstone Inscription

*Diagram of proposed headstone – including dimensions and inscription*

### Department Use Only

<b>Fee Paid</b>	\$	<b>Receipt #</b>
<b>Date Paid</b>		<b>Application #</b>
<b>Receiving Officer</b>		<b>Date</b>
<b>Documentation received</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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## **TERMS AND CONDITIONS FOR INSTALLATION AND REFURBISHMENT OF PLAQUES AND MONUMENTS**

Each plot is 1.5 metres wide and 3 metres long with the head of the grave being on the westerly extremity or closest to the concrete beam (if applicable).

The stonemason/contractor should note that due to the age of the cemeteries, slight inaccuracies might be found in the spacing and alignment of gravesites. It is the duty of the stonemason/contractor to work within these anomalies, i.e., the size of the plot can vary slightly, and the alignment of the graves might be slightly out. The stonemason/contractor must work within the defined area and square up the site they are working on to match up with existing graves. Surrounding graves are not to be interfered with.

**Council's official grave number must be embedded in the lower right-hand corner of the concrete block/monumental border or at the back of the headstone.**

Council's requires workplace health and safety documentation to be provided for any general and specific scope of works to be undertaken unless already supplied. If already supplied, please refer to the relevant documentation that will be used.

Council's requires public liability (*20 million*) at the time of application unless already supplied.

**All plaques and monuments must comply with the Australian Standard AS4204-2019.**

Please see below the standard sizing for memorials. If the required sizing is not listed below, please advise of measurements.

### **Proserpine Cemetery is limited to;**

1. Lawn Section - An inscribed plaque mounted on a cement slope and base having dimensions of 280mm high and 380mm wide and a maximum depth of 20mm.
2. Columbarium Wall - An inscribed bronze plaque having dimensions of 210mm high and 300mm wide and a maximum depth of 20mm.
3. Memorial Rose Garden - An inscribed plaque with dimensions of 180mm high and 230mm wide with a depth of 20mm for a single placement and 180mm high and 460mm wide with a depth of 20mm for double placements.

### **Bowen Cemetery is limited to;**

1. Old Lawn Section - An inscribed plaque placed on a concrete slab having dimensions of 280mm high and 380mm wide and a maximum depth of 20mm.
2. New Lawn Section - An inscribed plaque mounted on an angled beam having dimensions of 280mm high and 380mm wide and a maximum depth of 20mm.
3. Beam Section - A granite headstone having dimensions of 900mm wide and 600mm high with a depth of 130mm in a granite or marble composition (bronze/granite/marble plaques to standard size of 320mm x 280mm can be affixed to a headstone)

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4. Columbarium Wall - An inscribed bronze plaque having dimensions of 165mm wide and 230mm high and a depth of 20mm for a double plaque and dimensions of 150mm wide and 130mm high with a depth of 20mm for a single plaque.
5. Memorial Garden - An inscribed plaque with dimensions of 280mm high and 380mm wide with a depth of 20mm for a single placement, 280mm high and 740mm wide with a depth of 20mm for a double placement

## **Collinsville Cemetery is limited to;**

1. Beam Cemetery - An inscribed plaque with dimensions of 280mm high and 380mm wide with a depth of 20mm.
2. Lawn Cemetery - An inscribed plaque with the dimensions of 280mm high and 380mm wide with a depth of 20mm.
3. New Columbarium Wall - An inscribed plaque with the dimensions of 300mm high and 210mm wide with a depth of 20mm.
4. Old Columbarium Wall - An inscribed plaque that is made to measure.

**Refurbishments of existing memorial and/or new memorial requires:** A Notice of Intent form must be submitted at least 48 hours prior to commencement of any work within a cemetery.

Once Council has approved the application, a copy of the approval will be sent to the stone mason/contractor. No work is to commence until the application has been approved, fees paid, and the Notice of Intent form has been submitted as specified above.

If the style or dimensions of the original plaque/monument are to be altered the Notice of Intent must include the dimensions of the plaque or monument. In the case of a monument the footings should also be included.

All rubbish to be taken off-site when monument is completed. Surrounding area to be left clear of any concrete and gravel waste.

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