

Application for Monumental Works

Purpose of this form: Use this form for approval to carry out monumental works (erect a headstone or the like). Approval is required to ensure all monuments are built and maintained in accordance with the terms and conditions of the Interment Right, and to ensure the safety of persons and the environment.

1. Applicant Details (Monumental Mason/Funeral Director)

Company			
Address			
Phone		Email	
Contact			

2. Interment Right Holder

If the current Interment Right Holder is the decedent, please provide details of the authorised person to transfer the Interment Right to (you may need to provide evidence).

Full name			
Home address			
Postal address			
Phone		Email	

3. Decedent and Interment Site Details

Cemetery	<input type="checkbox"/> Warialda		<input type="checkbox"/> Bingara	
Type	<input type="checkbox"/> Plot		<input type="checkbox"/> Columbarium Wall	
Section/Wall				
Row		Number		Plot Reg No
Full Name/s				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other			
Date of Birth		Date of Death		

4. Details of the Memorial

Terms and Conditions relating to the building/installation of a memorial can be found at Annexure A: Terms and Conditions (excerpt from Perpetual Interment Right contract) A.2 Memorials, maintenance and goods and services. The proposed memorial must meet the specification in Annexure B: Gwydir Shire Council Specifications for Headstones. Full monuments cannot be built or installed in the Lawn Cemetery section.

Details of the Memorial	Please give description or include plans/drawings
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5. Fees & Payments

Selected services (Please tick)	<input type="checkbox"/> Approval to carry out Monumental Works	\$70.00
	<input type="checkbox"/> Approval to alter an existing monument	\$70.00
Other fees and discounts	Not Applicable	
Total price	\$_____ (inc GST)	

Applicant Declaration

I, the undersigned, being the Interment Right holder or their Authorised Representative, declare that I have read, understood and agree to abide by the Terms and Conditions supplied to me by the Operator (Gwydir Shire Council) and declare that I have the necessary authority to erect a memorial at the site:

Authorised Persons Name

Authorised Persons Signature

Date

Operator Declaration – Approval to Carry out Monumental Works

The application to carry out monumental works received on _____ has been approved and Council confirms the decedent details and the location of the plot in the application is correct.

The invoice for the relevant Council fees is enclosed.

It is advised when planning the construction of the monument to check with Council for conflicting interments. Should you require and addition information or assistance with confirming the location please contact Council's Planning and Environment Department.

Authorised Officer Name

Authorised Officer Signature

Date:

Office Use Only

Cemetery		Plot Reg No.			
Section		Row		Plot	
Interment No.		Perpetual Interment Right No.			
Invoice/Receipt.		\$			
<input type="checkbox"/> Authority		<input type="checkbox"/> Mapping		<input type="checkbox"/> Content Manager	

Annexure A:

Terms and Conditions (excerpt from Perpetual Interment Right contract)

A.2 Memorials, maintenance and goods and services

- (a) As the Interment Right Holder, you are the person authorised to place a memorial or monument at the interment site and deal with it in future as long as you comply with the below requirements.
- (b) You must have our written approval to place a memorial or monument at the interment site (if it is not purchased as part of this contract). You also must place the memorial or monument in line with this approval.
- (c) We will guide you on the type of memorial or monument that we will approve. We can prohibit, change or remove a memorial or monument if it does not have our approval or meet the requirements of the approval we provided.
- (d) We do not provide memorials or monuments.
- (e) You are not allowed to place anything at the interment site that we believe is a public safety risk. Anything we believe is hazardous may be removed by the operator without notice.
- (f) We must maintain the premises regularly, at least to the minimum standard the law requires us to meet. This includes your interment site, with the exception of any memorial or monument built on your site. We may reduce the maintenance level in the future where we are no longer offering future interments at the premises.
- (g) You are responsible for the costs or activity needed to install or maintain a memorial or monument unless otherwise specified in the contract.
- (h) If the contract states we are responsible for maintaining the memorial or monument, we will take all reasonable steps to make sure that the maintenance:
 - is in line with agreed standards
 - respects any religious, spiritual or cultural requirements in the contract.
- (i) We will take all reasonable steps to make sure that our goods and services meet any religious or cultural requirements outlined in the contract.
- (j) You can buy extra goods and services from us after the agreement has started (which must be agreed in writing and will be a variation to this agreement). These items are not part of the total price. You must pay the rates that apply for them at the time.

Annexure B: Gwydir Shire Council Specifications for Headstones.

