

## COMMUNITY ENGAGEMENT

# 'APPLICATION TO CARRY OUT MONUMENTAL WORK IN A CEMETERY'

<b>Full Name of Applicant</b>	
<b>Full Address of Applicant</b>	
<b>Phone No's. Home:</b>	<b>Mobile:                      Email:</b>
<b>Location to which the work will be restricted (cemetery, portion, row &amp; grave number)</b>	
<b>Name of Deceased buried in grave</b>	
<b>Date of Death of Deceased</b>	
<b>Description of the proposed work</b>	<i>Please attach drawing detailing the work. Be sure to include specifications for the monument's foundations and piers.</i>
<b>Materials to be used</b>	
<b>What is the calculated weight of the monument (excluding foundation)?</b>	
<b>Headstone Inscription</b>	
<b>Name &amp; address of monumental stonemason</b>	
<b>If a stonemason is not to carry out the work, who will and what qualifications/ skills does that person possess to successfully complete the work?</b>	

**Name:**  
Please  
Print

*(The application must be made by the Burial Licence holder or an agent authorised by the holder)*

- ✓ I have read and agree to abide by the conditions detailed overleaf.
- ✓ I hereby attest that I am the Executor/Next of Kin/Other (please specify):

.....  
and that I have the authority to arrange to have the abovementioned monumental works carried out at the gravesite of the late: \_\_\_\_\_.

**Signed:**

**Date:**

**(NB: Work is NOT to commence until permission has been issued)**

**Fees:**

**Be sure to include the application lodgement fee of \$130.00.**

*Can be paid at any Council office, or with a mailed cheque, or credit card over the phone*

### OFFICE USE ONLY: CEMMON ~ (041 7314)

DATE RECEIVED	PAYMENT	RECEIPT NUMBER	PERMIT NUMBER
PERMISSION GRANTED/REFUSED	DATE	SIGNATURE	STAMP ↓

## CONDITIONS FOR CARRYING OUT MONUMENTAL WORK IN A GLC CEMETERY:

- **NO WORKS** are permitted without approval in writing from Great Lakes Council. This application must be completed and submitted to Council. The prescribed fee must also be paid.
- Council prefers a minimum six month time period before monumental works are performed, to allow the grave to settle and consolidate.
- Council's Cemetery Services staff should be contacted to confirm the location of the burial place.
- The work is limited to the exclusive right held over the grave site by the Burial Licence holder.
- All work must conform to ASA standards - AS4204 "Headstones and Cemetery Monuments".
- All work must be carried out in a competent manner and comply with Council's Cemetery Policy 2016.
- **Double monuments will only be permitted to be constructed by a Monumental Stonemason and should be an 800mm wide opening each side x 2.1m long with a middle beam width of 300mm minimum. Note these are the internal clearance dimensions required. Council staff may inspect the work.**
- **Council also requires Monumental Stonemasons to form up the footings of the monument, to avoid footings overspill encroaching into the burial space. Any concrete overspill should be squared up level with the inside edge of the base of the monument to facilitate grave digging at a future date.**
- All materials shall be of a permanent nature - timber, bricks and mortar, ferrous metals etcetera are not considered permanent or appropriate for monuments over exclusive rights of burial.
- The work shall not interfere with the enjoyment or safety of visitors to the cemetery or ashes gardens.
- The work shall not encroach onto adjoining sites - that is, it will be limited and contained within the site or allotment described in the PERMIT.
- Responsibility for the monument/structure shall always remain with the applicant/owner of the burial place, not with Council.
- Council staff assess the applications to ensure that the monument falls within the height/width requirements of Council's Cemetery Policy. This does not relate to the structural integrity of the monument. Professional advice should be sought from a Monumental Stone Mason or Structural Engineer in this regard.
- The work site must be kept neat, tidy and safe at all times.
- The contractor or worker must not allow access to be obstructed by materials, tools, plans etcetera.
- All debris, rubbish, materials, tools etcetera must be removed from the site and the cemetery at the end of each working day. Headstones, ledgers etcetera or parts thereof are not to be stored on any adjoining monuments, which are owned by the families of the deceased.

## SPECIAL CONDITIONS FOR STROUD CEMETERY:

**PLEASE NOTE** that some of the older portions of the Stroud Cemetery are short on space within areas where burial places or plots have been pre-purchased. This is due to the fact that the width of graves have been increased over time, to facilitate improved WHS practices associated with grave digging.

**In order to enable monuments to be constructed on each reserved plot it will be necessary to restrict the width of monuments constructed at Stroud Cemetery to no greater than 1.1m wide for single plots and 2.2m wide for double plots.** This applies to the Baptist, Uniting, Anglican and Catholic sections of the cemetery. Please keep this in mind when designing monuments for Stroud cemetery. Please complete an **Application to Carry Out Monumental Work in a Cemetery** form for lodgement with Great Lakes Council.

In order to assist you with the location of the correct site, from October 2006 the new requirements for your firm to carry out work at Stroud Cemetery will be that our staff will either meet your staff on site before works are carried out, or they will have the grave in question marked out clearly. Bookings for a site meeting, should be made at least two working days in advance, by contacting the Stroud District Office on telephone number 4994 5204. Staff there will contact either Warren Thompson or one of his staff, who will telephone you to confirm the meeting day and time.

### WORK SUBJECT TO THE "HERITAGE ACT" ~

Graves and monuments older than FIFTY (50) years are subject to the Heritage Act. It is the responsibility of the applicant and grantee to ensure that the proposed work is consistent with the requirements of the Act.

### APPLICATION LODGEMENT FEES ~

Fees, where applicable are payable to Council. The payment of fees does not constitute a permit. Fees are paid for the consideration and assessment of the application. Fees are not refundable if the application is rejected.

## Application for a Permit to Carry out Monumental Work in a Cemetery

Great Lakes Council - Community Engagement, PO Box 450, Breese Parade, FORSTER NSW 2428  
Telephone: (02) 6591 7240 (Cemetery Services Officer) - email: janet.thompson@greatlakes.nsw.gov.au  
Fax: (02) 6591 7362

**PRIVACY STATEMENT:** The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters in relation to dealing with your application or order. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is voluntary and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access to or amendment of information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.