



APPLICATION FOR A RIGHT TO CARRY OUT MONUMENT OR HEADSTONE CONSTRUCTION, REPAIR OR RESTORATION WORK IN A CEMETERY

1 CEMETERY DETAILS

Cemetery

Section Row Plot

Full name of deceased

Date of birth Date of death *if applicable*

Scope of work

If the work involves construction, drawings and specifications must be attached. *Please tick relevant boxes.*

Elevation drawings of proposed work attached Yes No

Foundation construction details attached Yes No

Proposed materials and construction comply with AS4204 Yes No

A risk assessment must be carried out and forwarded to Council prior to the commencement of any work.

Please provide Council with a copy of your current public liability insurance policy with a minimum cover of \$20M listing Upper Hunter Shire Council as an interested party.

The monument mason or builder must be registered with Upper Hunter Shire Council to carry out work in a cemetery.

Business name

Contact name Contact number

I hereby declare that any work carried out under the permit that may result from the application shall comply with the standards, procedures and guidelines of Upper Hunter Shire Council.

Signature Date

2 APPLICANT DETAILS RIGHT OF INTERMENT HOLDER

The below information needs to be completed by the current right of interment holder.

Full name of applicant

Address

Email

Phone number

Relationship to deceased

Inscription on headstone

In consideration of Upper Hunter Shire Council approving my application, I declare and acknowledge that:

- I am the holder or authorised representative of the holder of the burial licence referenced in this application.
- The monument mason or builder nominated in part one of this application shall carry out the work.
- The work shall be limited to scope and details set out in part one.
- The upkeep, maintenance, repair and restoration of the monument and/or headstone shall be my responsibility and those I represent.
- The repair and cost of any damages that may result from the proposed work shall be my responsibility and in the event of my absence, the responsibility of the estate of the person buried in the nominated burial place.
- Upper Hunter Shire Council's policies and procedures shall be complied with.
- The application fee must be paid at the time of lodgement and that the fee is not refundable.

Applicant signature

Date

Witness name

Signature

Date

PRIVACY STATEMENT The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. Any personal information supplied or collected will only be stored and processed for lawful purposes directly related to the functions and activities of Upper Hunter Shire Council.

Office use only

INT-18217/19

Date received

Date approved

Date updated into register

Email of confirmation

TRIM record no.

Date invoiced

- if applicable

Officer

Public liability insurance required attached

DA approval required attached

S68 approval required attached

Risk assessment required attached

Signature accepting terms and conditions

Bond received

Signature