



# APPLICATION FOR A PERMIT 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 OR name of burial licence holder

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

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. The intended recipients of the personal information are officers within Council; data service providers engaged by Council from time to time; any other agent of Council. The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council will be unable to process your application. You may make an application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information. Enquiries concerning this matter can be addressed to the Public/Privacy Officer.

### Office use only

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