

Office:
Date:/...../.....
Time:
Name:

MONUMENTAL WORKS APPLICATION

Local Government Act 2009 - Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011
Subordinate Local Law no. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

This is an application to undertake monumental works on a plot in a Gladstone Regional Council controlled Cemetery. All fields are required to be completed unless otherwise stated. Written confirmation from Gladstone Regional Council will confirm the approval of this application. If you have any queries, please contact Gladstone Regional Council, Cemeteries Section on (07) 4977 6899.

Privacy Statement: The Gladstone Regional Council is collecting your personal information on this form to process this request. The information will only be used by authorised council employees for the purposes of this request, or for the purpose of performing other Council functions and responsibilities. Your personal information will not be given to any other person or agency unless you have given us permission to do so or we are required to do so by law.

PLOT DETAILS

Cemetery: _____ Plot No / Location: _____

Existing Interment Names: _____

DETAILS OF WORK

Please tick the applicable type:

- Headstone Installation Plaque Installation Monument Installation
 Headstone/Monument Repairs Plaque Repair Vases
 Other (Please specify): _____

** Design, dimensions and quality documentation must be submitted with this application for new monument installations.*

Description of works: _____

Specify machinery to be used on site: _____

Proposed commencement date: _____ Proposed completion date: _____

(please contact Council to advise when works are complete)

Who will be conducting the work: Applicant Contractor / Stone Mason – *Provide details of contractor below*

APPLICANT DETAILS

I am the Burial Rights Holder *I am the next of kin / or other representative (Burial Rights Holder permission required)*

Title: Mr Mrs Ms Miss Relationship to Deceased: _____

Surname: _____ Given Names: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Number: _____ Email: _____

CONTRACTOR / STONE MASON DETAILS

Business Name: _____

Contact Person: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Number: _____ Email: _____

APPLICANT DECLARATION

I, the undersigned applicant declare:

- a) *The information provided is true, correct and complete;*
- b) *I have the legal right to authorise the application or where applicable, as the Funeral Director I have been given the authority to act on behalf of the person with the aforementioned right;*
- c) *I have read, understood and agree to the Council's Cemetery and Crematorium Policy which provides conditions on the service requested by this application, and the included Standard Terms and Conditions – Monumental Works;*
- d) *I understand and accept non-standard conditions may be applied to this application in the approval advice;*
- e) *That I shall, at all times, hold harmless and keep indemnified the Gladstone Regional Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the approval provided by Council arising from this application or in the observance, fulfilment, non-observance or non-fulfilment of any condition of the said approval.*

Applicant Signature

Date

STANDARD TERMS AND CONDITIONS - MONUMENTAL WORKS

Local Government Act 2009 - Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011
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1. All monumental works including constructing or installing any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, and/or make any inscription or carry out any adornment is required to be approved in writing by Council prior to commencing work.
2. The approval to undertake memorial works does not provide any property rights to the interment site.
3. Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a grave. The responsibility for the costs of repairs and maintenance to plaques, monumental and historical graves and headstones, lie with the Burial Rights Holder.
4. The applicant will act as the person in charge when undertaking works and comply with the provisions of the Work Health and Safety Act 2011 (QLD) and any other applicable legislation.
5. Monumental works will be in accordance with the standards required of the particular cemetery as described within Council's Cemetery and Crematorium Policy and Council's Corporate Standard Management of Council Controlled Cemeteries and Crematorium, in particular standards on plaques and monuments within cemeteries.
6. Where applicable the stonemason and/or contractor will comply with Australian Standard - AS 4204-1994 - Headstones and cemetery monuments.
7. Council reserves the right to remove or modify a monument that it considers inappropriate or dangerous to cemetery staff, Council's contractors or visitors.
8. The applicant is responsible for rectification of any damage to property including but not limited to damage to plaques, plot markers, neighbouring memorials, pathways and vegetation. The applicant will be advised of the rectification works to be undertaken and the time in which this must be undertaken. Council will offer the opportunity of a joint onsite inspection to outline the works required.
9. Any changes to this application must be made in writing to Council and will require approval.
10. The applicant may be requested to attend an on-site meeting to discuss conditions.
11. A minimum of five working days' notice is required to process this application.
12. Vehicles are to remain on designated roadways except where accessing the specific plot and must make all reasonable attempts to minimise vehicle impact on the surrounding landscape.
13. If approved, Council reserves the right to cancel the approval at any time.