

# Application for cemetery installations and on-site works (plaque only)

For all applications, you must:

- complete the form
- complete any other forms relevant to your application
- submit the applicable fee

LOCATION	MOSSMAN CEMETERY	PORT DOUGLAS CEMETERY
	<input type="checkbox"/> Lawn Plaque Section <input type="checkbox"/> Beam Headstone Section (affixed to headstone) <input type="checkbox"/> Monumental Section <input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Northern Section <input type="checkbox"/> Central Section <input type="checkbox"/> Southern Section <input type="checkbox"/> Memorial Garden
<b>ROW:</b>	<b>PLOT:</b>	<b>Applying for installation of:</b> <input type="checkbox"/> Plaque <input type="checkbox"/> Plaque and plinth

## APPLICANT DETAILS

Name/Company:

Address:

Contact number/s:

Business:

Mobile:

Email:

## DECEASED DETAILS

Family name:

Given name/s:

Is the deceased buried in the above cemetery?     Y     N (if no, please specify reason for plaque installation request)

Reason:

## INSTALLATION DETAILS OR DESCRIPTION OF PLAQUE / PLAQUE AND PLINTH

### Plaques

- An inscription layout and dimensions of the plaque must be attached to this form for Council approval.
- The plaque is to be delivered to the Council administration building for installation.
- Plaque maximum dimensions for:  
**Memorial Garden:** 230mm (L) x 140mm (W)  
**Port Douglas Cemetery Southern Beam Section and Mossman Lawn Plaque Section:** 380mm (W) x 220mm (H)
- The standard plaque plinth is a flat rectangular concrete slab measuring approx 540mm (W) x 370mm (H) onto which the plaque is affixed. Available in Port Douglas Cemetery all lawn areas and Mossman Cemetery Monumental Section only. Larger plinths will incur additional costs. Raised plinths must be constructed by suitably qualified and insured tradespeople.
- Plaque costs are additional to interment fees. Council staff will affix plaques in designated plaque sections.
- Please note Council prefers the use of bronze plaques in the beam sections of its cemeteries to ensure uniform presentation, longevity and damage prevention, as well as for safety reasons.

*\*Please note: all headstones, plaques, vaults and other memorials are the responsibility of the deceased's family/next of kin to arrange.*

## OFFICE USE ONLY

Fee: \$

T200: Mossman Cemetery

T201: Port Douglas Cemetery

Receipt number:

Received date:

CSO:

**NEXT OF KIN**

Family name:

Given name/s:

Relationship:

Address:

Contact numbers: Home:

Mobile:

Is this person the Right of Burial Holder?  Yes  No**NEXT OF KIN**

Family name:

Given name/s:

Relationship:

Address:

Contact numbers: Home:

Mobile:

Is this person the Right of Burial Holder?  Yes  NoIs a plaque being delivered with this application?  Yes  No**DECLARATION**

Applicant Signature:

Date:

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**ON-SITE WORKS FEES**

Plaque Installation	\$ 117.50
Plaque & plinth Installation	\$ 345.00