

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
	☐ Lawn Plaque Section	☐ Northern Section
	☐ Beam Headstone Section (affixed to headstone)	☐ Central Section
	☐ Monumental Section	☐ Southern Section
	☐ ☐ North ☐ South	☐ ☐ Beam ☐ Lawn
	☐ Memorial Garden	☐ Memorial Garden

ROW:	PLOT:	Applying for installation of:	☐ Plaque	☐ Plaque and plinth
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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

If this is not the next of kin nominated at the time of burial, please provide written authorisation from the nominated next of kin that this application may be lodged.

Family name:

Given name/s:

Relationship:

Address:

Contact details: Phone/mobile:

Email:

NEXT OF KIN

Family name:

Given name/s:

Relationship:

Address:

Contact details: Phone/mobile:

Email:

Is a plaque being delivered with this application? ☐ Yes ☐ NoIf plaque is being delivered at a later date, will it be delivered by: ☐ Manufacturer OR ☐ Other (please specify):**DECLARATION**

Applicant Signature:

Date:

Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the Council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

ON-SITE WORKS' FEES

Plaque installation

\$128.00

Plaque and plinth installation

\$373.00