

Application for Cemetery Installations & on-site Works

For all applications, you must:

- complete the form;
- complete any other forms relevant to your application;
- provide any mandatory supporting information identified on the forms as being required to accompany your application; and
- submit the applicable fee.

LOCATION	MOSSMAN CEMETERY	PORT DOUGLAS CEMETERY
	<input type="checkbox"/> Lawn Plaque	<input type="checkbox"/> Northern
	<input type="checkbox"/> Beam Headstone	<input type="checkbox"/> Central
	<input type="checkbox"/> Monumental Section	<input type="checkbox"/> Southern
ROW:	PLOT:	Permission to erect/fit a: <input type="checkbox"/> Headstone <input type="checkbox"/> Plaque <input type="checkbox"/> Vault <input type="checkbox"/> On-site works

APPLICANT DETAILS

Name/Company:

Address:

Contact Number/s:

Business:

Mobile:

Email:

DECEASED DETAILS

Family Name:

Given Name/s:

INSTALLATION DETAILS OR DESCRIPTION OF ON-SITE WORKS

Headstones and On-site works

- A plan/layout of the proposed memorial or description of the proposed on-site works must be attached to this form. These will be assessed by Council at the time of application.
- Contractors are required to contact Council at least 48 hours prior to beginning work or cleaning to ensure there are no disruptions to scheduled funerals.
- Contractors undertaking work at Council's cemeteries must complete the contractor details section overleaf.
- Dimensions must not exceed the following:

Headstones: maximum dimensions: 1200mm (L) x 300mm (W) x 800mm (H)

Vaults: maximum dimensions: 1200mm (W) x 2500mm (L)

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 the memorial garden are 230mm (L) x 140mm (W)
- 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 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:

CONTRACTOR DETAILS

Business Address:

Contact Number/s: Business: Mobile:

Email:

List tools/equipment being used onsite:

Date to commence scheduled works: ABN No:

CONDITIONS

- All works must be undertaken on weekdays. No works are permitted on weekends.
- All plaques, headstones, vases, ceramic photographs and other adornments must be approved by Council and comply with the requirements of the Adornments of Graves General Policy.
- No damage will be caused to council property or land.
- Gravesite is to be left clean and tidy after completion of works.
- **Contractors must hold appropriate public liability insurance and have completed a site-specific workplace health and safety induction**

CONTRACTOR DECLARATION

I/We, the abovementioned contractor/s, agree to abide by the conditions above in regard to any works undertaken at Council's cemeteries.

Signature:

Date:

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 No

DECLARATION

Signature:

Date:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law

PLAQUE AND HEADSTONE INSTALLATION

Applicable from 1 July 2022 to 30 June 2023

Fee Schedule

Lawn Section / Memorial Garden plaque installation	\$105.00
Monumental Section plaque and plinth installation	\$238.50
Conduct on-site works other than the above	\$199.00

Minor repair work is exempt from fees. Should you wish to clean memorials or headstones please contact Council for further information.

BACK OFFICE USE ONLY

Approved Invoice No: Permit Issued Installation Date: