

Application for cemetery installations and on-site works (headstones and vaults only)

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
- submit the applicable fee.

If applying for the construction of a mausoleum – please contact Council.

LOCATION	MOSSMAN CEMETERY	PORT DOUGLAS CEMETERY
	☐ Beam Headstone Section ☐ Monumental Section ☐ North ☐ South	☐ Northern Section ☐ Central Section ☐ Southern Section ☐ Beam ☐ Lawn
ROW:	PLOT:	Permission to erect/fit a: ☐ Headstone ☐ Vault ☐ On-site works

APPLICANT DETAILS

Name/company:

Address:

Contact number/s:

Business:

Mobile:

Email:

DECEASED'S 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 (including dimensions) of the proposed on-site works must be attached to this form. These will be assessed by Council at the time of application.
- Contractors undertaking work at Council's cemeteries must complete the contractor details section overleaf.
- Dimensions must not exceed the following:

Headstone – Beam Sections: maximum dimensions: 1200mm (W) x 300mm (D) x 800mm (H)

Headstone – Monumental Section: 1200mm (W) x approx 800mm (H)

Full slab – Monumental Section: 1200mm (W) x 2500 (L)

Vault – Monumental Section: maximum dimensions: 1200mm (W) x 2500mm (L) x 800mm (H)

**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:

CONTRACTOR DETAILS

Business address:

Contact number/s: Business: Mobile:

Email:

List tools/equipment being used on site:

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 Adornment of Graves General Policy.
- No damage must 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.**
- Contractors are required to contact Council at least 48 hours prior to beginning work to ensure there are no disruptions to scheduled funerals.

CONTRACTOR DECLARATION

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

Signature: Date:

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 numbers: Home: Mobile:

NEXT OF KIN

Family name: Given name/s:

Relationship:

Address:

Contact numbers: Home: Mobile:

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

Conduct on-site works \$ 211.00

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