|  |  |
| --- | --- |
| You MUST include with this form, a diagram of the monumental work being carried out including full design & structural details & a copy of your Monumental Masons’ $20M public liability insurance. All work must comply with specifications. | **Office Use:** |
| SITEID |
| 1. **Cemetery Detail**
 |
| * Cooroy
 | * Pomona
 | * Tewantin
 |
| Section | Row | Site |
| **2. Details of deceased** |
| Surname | Given names |
| Date of birth | Place of birth |
| Date of death | Place of death |
| Cause of death | Male / Female  |
| **3. Applicant details** |
| Surname | Given names |
| Residential address |
| Suburb | State | Postcode |
| Phone | A/H phone | Mobile |
| Email address |
| Relationship to the deceased:  |
| **4. Stone Mason details** |
| Surname | Given names |
| Residential/Postal address |
| Suburb | State | Postcode |
|  |  |  |
| Phone | A/H phone | Mobile |
| Email address |
| € **Copy of public Liability *- must be attached*** Policy Number: |
| **5. Monumental work details** |
| Type of Monumental work | * Lawn plaque on flat base
* Lawn plaque on base and desk
* Other: *specify*
 | * Full monument
* Granite upright monument / headstone
 |
| € **Copy of design & structural detail *– must be attached*** |
| Proposed commencement date |  |
| Proposed completion date  |  |
| Specify machinery to be used on site |  |
| **6. Declaration of applicants** |
| I agree to comply with all requirements & undertake to make good any damage resulting from activities by myself or my stone mason or others on my behalf. I advise that I am the burial rights holder or acting with the permission of the burial rights holder of the burial site. Once installed any theft, damage or vandalism to headstone/plaque is my responsibility. |
| Family Applicant Name | Sign | Date |
| Stone Mason Name | Sign | Date |

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| **Privacy -** Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009.*  Your personal information is only accessed by persons authorised to do so. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. |

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| **7. Fees** |
| Headstone Installation Application Fee | $275.00 |
|  |  |
| **8. Payment options** |
| In person | Noosa council Tewantin office: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays). |
| By mail | Cheque or money order to be made payable to: Noosa Council. |
| 🞎 Cheque | 🞎 Money order | 🞎 Mastercard | 🞎 Visa |
| Card Number | Expiry Date | Amount $ |
| Name on Card | Signature of Cardholder |
| Phone | Is a receipt required? 🞎 Yes 🞎 No |
| All payments made by credit card will incur a 0.50% surcharge (exempt of GST) to reflect the cost of fees charged for credit card transactions. |
|  |
| **OFFICE USE ONLY** |
| Application No: | Amount Paid: | Receipt No: | Receipt Date: | Initial: |
| **Account Mnemonic - *SELECT* –** *COOROYMONUMENT / POMONAMONUMENT / TEWANTINMONUMENT* |

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| **Information Sheet – Application for monumental works on a gravesite** |
| **Frequently Asked Questions**1. **Who needs to complete this form?**

If you are going to engage the services of a monumental stone mason, you will need to make application for your stone mason to work within a Noosa Council Cemetery.1. **What do I need to attach with this form?**

You must include with this form * A diagram of the monumental work being carried out including full design and structural details
* A copy of the monumental masons’ $20M public liability insurance
1. **What is Council’s process?**
* Reciept of this form with the relevant payment and all documentation
* Council will review your application and advise you in writing when it is ok to proceed
* You will advise Council of the schedule of dates for proposed completion
* You will advise Council when the works have been completed by the Monumental Stone Mason
* Council will conduct a site inspection of the completed memorial
* Council will advise you in writing the outcome of the site inspection

You will be in direct contact with Council throughout this process. The timeline of this process will be dictated by your Monumental Stone mason.1. **Can I place my own memorial?**

Memorials may only be placed by suitably qualified monumental masons with appropriate insurance cover and on approval of permit from the cemetery office at Noosa Council.1. **I have seen some gravesites with lots of trinkets and personal items as well as planted trees and shrubs, can I do this?**

The planting of trees and shrubs and the placement of items including crosses, trinkets and other artefacts is not permitted without cemetery approval and will be removed.1. **When installed, who will look after my headstone?**

The care and maintenance of headstones is the responsibility of the family or the representative of the deceased.1. **Theft, damage or Vandalism**

Theft, damage or vandalism to a headstone or plaque is the responsiblilty of the family or family representative of the deceased. 1. **There is a family member objecting to the headstone, what do I do?**

Noosa Council acts in good faith when it relies on advice provided by Applicants and does not accept any responsibility for allowing a headstone that might be the subject of a later dispute between family members, Executors and/or assigns, in this instance you need to seek independent legal advice.1. **Can I place flowers on the headstone?**

Yes, artificial & fresh flowers are permitted to be placed onto headstones. 1. **Can I place additional vases on my headstone?**

No. |