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|  Use this form to install/replace a headstone on a grave site only | **Office Use:** |
| SITE ID: |
| 1. **Cemetery Details**
 |
| * Cooroy
 | * Pomona
 | * Tewantin
 |
| Section | Row | Site |
| **2. Details of deceased** |
| Surname of deceased | Given names |
| Date of birth | Place of birth |
| Date of death | Place of death |
| Cause of death | Male / Female |
| Military details |
| **3. Applicant details** |
| Surname | Given names |
| Residential/Postal address |
| Suburb | State | Postcode |
| Business phone | A/H phone | Mobile |
| Email address |
| Relationship to deceased |
| **4. Headstone details** |
| € Lawn base with bronze plaque (*see Frequently Asked Questions – Picture 1*)  € Concrete (included) or € Granite: *(Pictrure 4)* Grey / Green / Rose Red / Blue Pearl / Black |
| € Base & desk with bronze plaque ( *see Frequently Asked Questions – Picture 2*) |
| € Lawn plaque (replacement only) | € Detachable plate only for existing plaque ( *see Frequently Asked Questions – Picture 3*) |
| € Ceramic photo on plaque | € Motif (1 included in price) if Yes, what type Flower, cross, army motif, other): |
| € Plaque colour: Bronze (included) € Blue / Green / Black / Other:  |
| € Flowerholes | If yes, € One € Two *Note: flower holes are only available on Concrete desk & base headstones* |
| **5. Wording for memorial** |
| Line 1: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Line 2: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_Line 3: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_Line 4: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_Line 5: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_Line 6: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_Line 7: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_***Note:* Additional lines (over 7) can be added for a cost – see fees (section 7)** *Featured Name Line is a maximum of 30 characters (including spaces)* *Other text lines is a maximum of 40 characters (including spaces)* |
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| **6. Declaration of applicant** |
| I understand and acknowledge that the completion of the memorial will take 10 to 12 weeks and I also acknowledge 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 responsiblitly.I have read and I understand the information provided to me on the attached information sheet. |
| Signed | Name | Date |

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| **7. Fees** |
| Concrete lawn base with bronze plaque (up to 7 lines) *(picture 1)* | $1243.00 |
| Concrete base & desk with bronze plaque (up to 7 lines) *(picture 2)* | $1496.00 |
| Lawn plaque 381mm x 279mm (replacement only) | $874.50 |
| Detachable plate (only) for existing plaque (any size) *(picture 3)* | $797.50 |
| *Optional Extras* |
| Granite Lawn Base with bronze plaque (up to 7 lines) *(picture 4)* | $1804.00 |
| Extra lines on a plaque – price per line (over 7 lines) | $27.50 / per line |
| Ceramic photo on plaque | $407.00 |
| Motif - additional | $44.00 |
| Background plaque colour (excluding bronze) blue / green / black / other | $38.50 |

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| **8. Payment options** |
| Noosa Council Tewantin office: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays). |
| 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. |

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| **OFFICE USE ONLY** |
| Application No: | Amount Paid: | Receipt Date: | Receipt No: | Initial: | Date stamp |
| **Account Mnemonic - *SELECT* –** COOROYMONUMENT / POMONAMONUMENT / TEWANTINMONUMENT |
| Cemetery: | Section: | Row: | Site: |

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| **Information Sheet – Application to install a headstone on a gravesite** |
| **Frequently Asked Questions**1. **Who can order a headstone?**

The ordering of a headstone must be completed by the burial rights holder / applicant or a representative with written authority from the burial rights holder / applicant.1. **How long before my headstone or plaque is installed?**

Generally installation of memorials will take 10 to 12 weeks from date of approved proof.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.1. **Approved proof of headstone**

Once applicaton and payment is received a proof of the headstone will be supplied for your approval. Any changes required to the proof will be made and a revised proof supplied to you for your approval until you are happy with the design. Council requires a signed proof to be returned to us before proceeding to manufacture.1. **Granite Only**

Council can only provide granite lawn bases (as per picture 1) with a bronze lawn plaque. Any other granite must be completed by a stone mason. See yellow pages for local Monumental Stone Masons.1. **Pictures**

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| **Picture 1** | **Concrete Lawn base with Bronze Plaque1** | Concrete lawn base with bronze plaque  |
| **Picture 2** | Concrete Base  Desk with Bronze Plaque1 | Concrete base & desk with bronze plaque |
| **Picture 3** | Bronze Plaque with space for attachment Plaque1 | Detachable plate for existing plaque.Base plate with existing plaque will already be onsite *(as the new plate will be fitted on the blank side. As in this picture)* |
| **Picture 4** | Granite colour samplesGranite lawn bases are available instead of concrete.Pictured are the granite sample colours (as they appear above)Grey / Green / Rose Red / Blue Pearl / Black |
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