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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)* | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **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**  |  |  |  | | --- | --- | --- | | **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 samples  Granite lawn bases are available instead of concrete.  Pictured are the granite sample colours (as they appear above)  Grey / Green / Rose Red / Blue Pearl / Black | | |  |  |  | |