

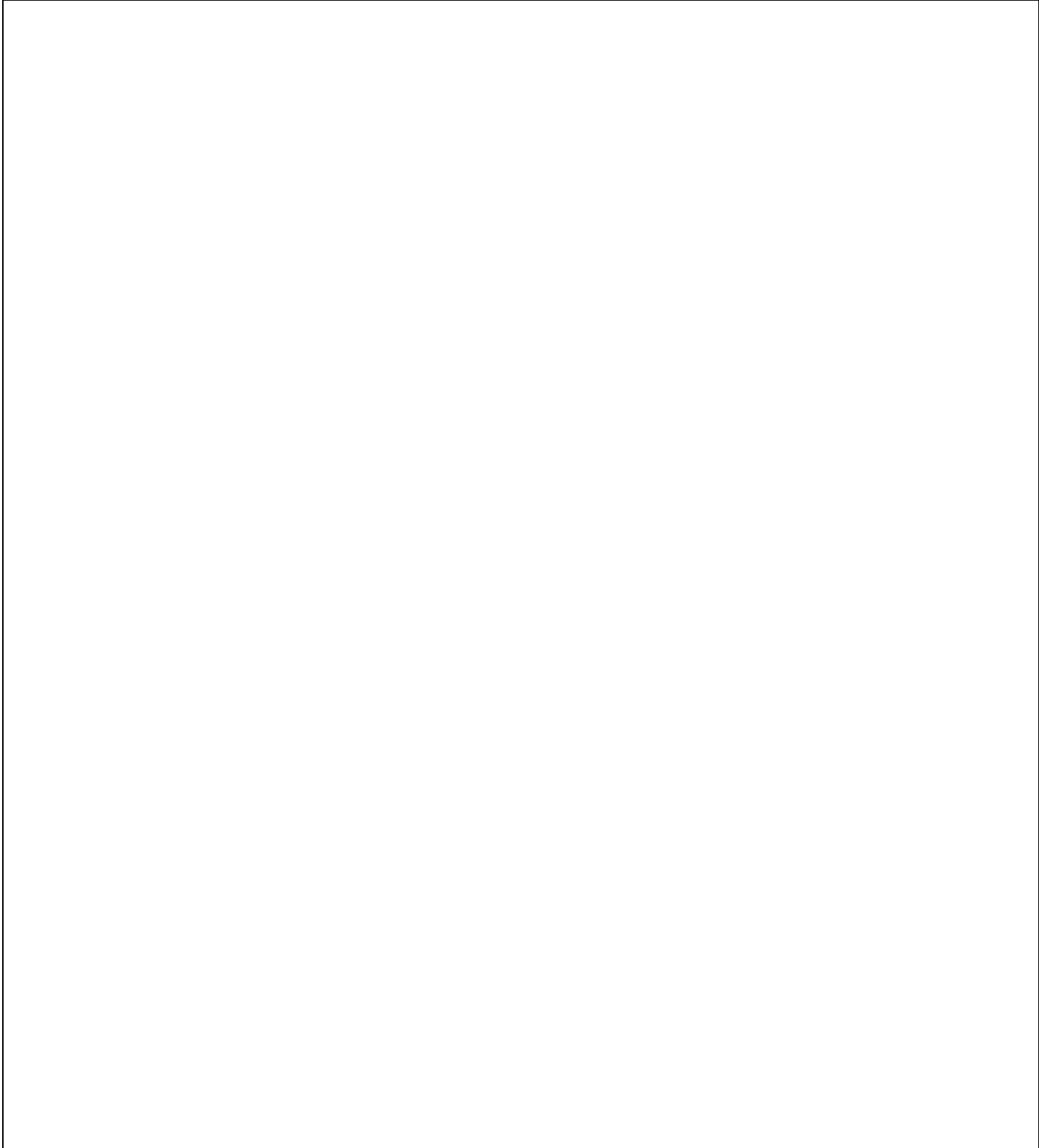
# Monumental Works Permit Application 2018/19



SECTION 1 - Plot Details		
Cemetery:	Portion:	
Division:	Section:	Plot:
SECTION 2 - Proposed Works		
<input type="checkbox"/> New	<input type="checkbox"/> Headstone Only <input type="checkbox"/> Single	<input type="checkbox"/> Headstone & Kerbing <input type="checkbox"/> Double
<input type="checkbox"/> Restoration / 2 <sup>nd</sup> Inscription	<input type="checkbox"/> Single	<input type="checkbox"/> Double
SECTION 3 - Company		
Name:	Contact name:	
Address:		
Suburb:	Postcode:	
Email:	Phone:	
SECTION 4 - Grantee / Executor / Next of Kin		
Name:	Title:	
Address:		
Suburb:		
Email:	Phone:	
Full name of deceased:	Date of death:	
I certify that I am authorised as (please tick ONE box only):		
<input type="checkbox"/> The person in whose name the Burial Licence (exclusive right) was issued <input type="checkbox"/> The Executor of the deceased estate ( <i>Documentation that the applicant is the Executor required</i> ) <input type="checkbox"/> The next of kin of the deceased ( <i>Statutory Declaration required stating the applicant is 'the next of Kin to the Burial Licence Holder and has the consent of all available direct descendants with whom contact has been possible'</i> )		
Signature ( <i>Grantee/Applicant</i> ):	Date:	
SECTION 5 - Monumental Mason		
I, the undersigned; <ul style="list-style-type: none"> <li>• Hereby certify the construction of these works will be carried out in accordance with Australian Standard, AS 4020-1994 (Headstones and Cemetery Monuments), the City of Newcastle's Requirements for the Construction of Monuments and Work Health and Safety Management System.</li> <li>• Acknowledge Council may request images and / or inspection of monuments to ensure compliance with Australian Standard, AS 4020-1994 (Headstones and Cemetery Monuments), the City of Newcastle's Requirements for the Construction of Monuments and the Work Health and Safety Management System.</li> <li>• Acknowledge Council reserves the right to direct the Company and or the Grantee / Applicant to modify, dismantle or remove the monument at the Companies and or Grantee / Applicant expense from the cemetery where:               <ul style="list-style-type: none"> <li>– the monument installed is in contrary to Australian Standard, AS 4020-1994 and the City of Newcastle's Requirements for the Construction of Monuments.</li> <li>– the monument installed is in contrary to the stated dimensions on this application or the monument is constructed outside the location of the allocated grave.</li> <li>– Acknowledge should such work interfere with the reopening of any of the said graves for future interments, I will arrange for such obstruction to be removed eight hours prior to the time fixed for any such interment.</li> </ul> </li> </ul>		
Signature ( <i>Company</i> ):	Date:	

- All monumental works carried out in The City of Newcastle (Council) managed cemeteries are subject to prior approval by Council. **Works cannot commence until Council provides a written notice of approval;** the payment of any fee does not constitute an approval.
- On receipt of this Application, a check is made to ensure construction will be in accordance with the Australian Standard, AS 4020-1994 (Headstones and Cemetery Monuments) and the City of Newcastle's Requirements for the Construction of Monuments as a minimum. Application is to include plans, materials and inscription details showing monument meets such requirements.
- No approval will be granted for placement of monumental work on graves less than three months old. Graves and monuments older than 50 years may be subject to the Heritage Act. It is the responsibility of the Company and Grantee / Applicant to ensure proposed works is consistent with the requirement of the Act.

Please show detailed drawing of the proposed monumental work. Include specifications and dimensions for the monument including foundations and piers (attach additional pages if further space is required).



Inscription:


Application Type	Please Tick	Office Use Only
<b>WALLSEND CEMETERY</b>		
Headstone Only - on piers - Wallsend Cemetery (\$225.00)	<input type="checkbox"/>	601032-8008-43602
Headstone Only - on lawn beam - Wallsend Cemetery (\$125.00)	<input type="checkbox"/>	601032-8008-43602
Full Monument - with piers - Wallsend Cemetery - per plot (\$255.00)	<input type="checkbox"/>	601032-8008-43602
Restoration / 2 <sup>nd</sup> inscription - Wallsend Cemetery (\$105.00)	<input type="checkbox"/>	601032-8008-43602
<b>STOCKTON CEMETERY</b>		
Headstone Only - on piers - Stockton Cemetery (\$225.00)	<input type="checkbox"/>	601031-8008-43602
Headstone Only - on lawn beam - Stockton Cemetery (\$125.00)	<input type="checkbox"/>	601031-8008-43602
Full Monument - on piers - Stockton Cemetery - per plot (\$255.00)	<input type="checkbox"/>	601031-8008-43602
Restoration / 2 <sup>nd</sup> inscription - Stockton Cemetery (\$105.00)	<input type="checkbox"/>	601031-8008-43602
<b>UNAPPROVED MONMENTS</b>		
Unapproved Monument Fee - 1 <sup>st</sup> offence	<input type="checkbox"/>	XXXXX-8008-43580
Unapproved Monument Fee - 2 <sup>nd</sup> offence	<input type="checkbox"/>	XXXXX-8008-43580
Unapproved Monument Fee - 3 <sup>rd</sup> offence	<input type="checkbox"/>	XXXXX-8008-43580

#### PERMISSION TO ERECT MONUMENTAL WORKS PROCEDURE

- I. 48 hours' notice shall be given to Council by email or telephone that work will commence on any monument (including restorations)
- II. A photograph of concrete foundation works, including evidence of the depth of the piers shall be provided to Council once this stage is complete. Work will then not be permitted to recommence until notice has been given from Council that it is satisfactory to proceed
- III. A photograph of the final monument shall be provided to Council within 48 hours of work being completed
- IV. No monumental work is to take place prior to gaining written Council approval
- V. No monumental work is to be carried out by any person who does not hold a WorkCover General Construction Induction White Card and/or who has not completed a Newcastle City Council Induction and Site Specific Induction
- VI. The fee for applications for monumental works are based on a per plot rate
- VII. A restoration is defined as restoring any items that are already in place, you may replace existing items like for like however additional items such as new kerbing are a classed as a new monument and therefore require an application for a new monument to be submitted
- VIII. As per Australian Standards the grave site number/s must be indelibly and legibly identified on the monument, please ensure these details are on plans submitted to Council for approval
- IX. Lawn Sections allow for a Headstone only monument within the allocated plot area on the concrete beam
- X. The minimum depth of piers for a double depth grave is 1800mm and 1400mm for a single depth grave. The minimum number of piers for a full monument is six and for a headstone two. Piers must be at least 200mm in diameter.
- XI. When a Grantee of a plot is deceased Council must obtain documentation that the applicant is the executor of the will of the deceased or if probate has already been granted a copy of the documentation showing the applicant has inherited the estate. Where a will is not available Council will accept a signed Statutory Declaration stating the applicant is the next of Kin to the Burial Licence Holder and has the consent of all available direct descendants with whom contact has been possible.

#### OFFICE USE ONLY

Receipt No.	Date Paid	Amount Paid
Plot Details Verified	Grantee / Applicant Verified	Signature

#### Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Information required for Facilities and Recreation, Cemetery Records, Statutory requirement under the Public Health Regulation 2012 – Part 8 and Cemeteries and Crematoria Act 2013.

**Intended recipients:** The information will form part of a public record that must be available for inspection under the Public Health Regulation 2012 - Part 8.

**Supply:** Voluntary.

**Consequence of Non Provision:** Application not be processed.

**Storage and security:** The City of Newcastle Electronic Document Management System; records to be kept indefinitely.

**Access:** The City of Newcastle, phone 02 4974 2000, fax 02 4974 2222, email [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au).