Application for Annual Permit to Undertake Work in Newcastle City Council Cemeteries 2018/19

Please read carefully: This Application is for an annual Permit to Undertake Work in cemeteries managed by Newcastle City Council (Council). A permit to undertake work does not authorise an interment or exhumation at any burial site, erection of any monument or works in any part of Council's cemeteries. A Permit to Undertake Work in a Cemetery is valid for 12 months or until the end of each financial year (whichever occurs first). All work in cemeteries managed by Council shall be undertaken in a safe manner according to Council’s WH&S Management System requirements (in particular RG 3.1.3 WHS RAA Visitors, Contractors & Labour Hire) and the Work Health and Safety Act 2011 (NSW).

SECTION 1 - Type of Permit
- ☐ Monumental Mason
- ☐ Grave Digger

SECTION 2 - Applicant Details

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Contact name:</th>
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<tr>
<td>ABN or ACN:</td>
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<tr>
<td>Suburb:</td>
<td>Postcode:</td>
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<tr>
<td>Email:</td>
<td>Phone:</td>
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SECTION 3 - Documentation

Copies of the following documents must be submitted along with this application. Council retains the right to audit the contractor’s WH&S documentation and site undertakings upon request.

- ☐ Certificate of Currency for Public Liability Insurance - $20 million
- ☐ Copy of a 2017/18 completed Safe Work Method Statement
- ☐ Copy of a 2017/18 completed Risk Assessment
- ☐ Copy of a 2017/18 completed Tool Box Talk Form
- ☐ Copy of Emergency Management Plan
- ☐ Copy of Training/Experience/Qualifications register for staff
- ☐ Workers Compensation Insurance (companies) or Accident/Income Protection insurance (ABN holders)
- ☐ Signed Workers Compensation Sub Contractor Statement (if applicable)
- ☐ Comprehensive Vehicle Statement
- ☐ WorkCover White Cards for all employees entering Council cemeteries

NB: All employees entering Newcastle City Council Cemeteries must first complete a NCC Contractor Induction and Site Specific Induction for each cemetery.

SECTION 3 - Standards

All monumental work Undertaken in cemeteries managed by Newcastle City Council must (where applicable) conform to Australian Standards Association’s AS4204 ‘Headstones & Cemetery Monuments’ standards and Council’s ‘Requirements for Construction of Monuments’ policy.

SECTION 6 - Signatures

I, the undersigned declare to the best of my knowledge and belief, that the particulars stated on this application form are true and correct. I understand that my application may not be processed if information is found to be missing or inadequate. I acknowledge that all work in cemeteries managed by Newcastle City Council shall be undertaken in a safe manner according to Council’s WH&S Management System requirements (in particular RG 3.1.3 WHS RAA Visitors, Contractors & Labour Hire) and the Work Health and Safety Act 2011. I understand that any monumental work must comply with the specified standards and policy.

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Signature (Applicant):</th>
<th>Date:</th>
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OFFICE USE ONLY

<table>
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<tr>
<th>Permit to Work: $155.00 / 1-0545-1001-43580 (T30)</th>
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<tr>
<td>Receipt No.</td>
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<td>Permit Approved</td>
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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.


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