



COOTAMUNDRA-GUNDAGAI REGIONAL COUNCIL

Monumental Work Permit Application

DETAILS OF MONUMENTAL MASON			
Business Name			
License No.	Public Liability (min \$20M) Certificate of Currency attached <input type="checkbox"/>		
Address			
Phone	email		
Contact Name			
Signature		Date	
DETAILS OF APPLICANT			
Full Name			
Address			
Phone	Relationship to Deceased		
Signature		Date	
DETAILS OF DECEASED			
Full Name of Deceased			BRN
Cemetery Location:			
Section	Row		Allotment
Proposed Commencement Date		Proposed Completion Date	
Pre-existing Monument	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Drawings / Photos Attached <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/>
Brief Summary of Proposed Works & Drawings			
PERMIT PAYMENT DETAILS			
Erect stone or concrete kerbing			\$
Erect head or foot stone			\$
Erect slab over grave			\$
Erect large monument (>1.2m high)			\$
Erect crypt or other structure over multiple plots			\$
Install memorial seat			\$
OFFICE USE ONLY			
Date	Rec. No.		\$
Inspection Date	Photos Taken <input type="checkbox"/>	Doc Id:	
Permit Approved		Follow up Inspection	
Signature		Date	

Privacy Statement

The information and personal details provided by you on this Form are managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Cootamundra-Gundagai Regional Council's policies and procedures as outlined in Council's *Privacy Management Plan*. Should you choose not to provide this information (wholly or in part) this may impact upon consideration of the matter by Council. The information will ultimately be stored in Council's records system.

INFORMATION AND CONDITIONS

The following conditions apply and the agreement to abide by the conditions below shall be completed:-

- 🌐 Prior to any headstone or monument being repaired or constructed, application must be made to the Council on this approved form accompanied by the current fee. The full amount of fees and charges MUST be remitted when this application is submitted.
- 🌐 The payment of any fee does not constitute an approval. Fees are paid for the consideration and assessment of the application. Fees are not refundable if the application is rejected.
- 🌐 Memorial work shall be carried out in accordance with the drawings and other details submitted with the permit application and must comply with the Australian Standards for Monumental Work and the Local Government Act 1993.
- 🌐 All monumental works shall be undertaken without causing any damage to adjoining monuments.
- 🌐 The name of the Monumental Mason shall be restricted to a trade plaque not more than 75mm x 50mm and no other writing except the approved inscription shall appear on the memorial.
- 🌐 All stone in the monument, kerbing and headstone are to be properly dowelled.
- 🌐 Where a future interment will take place in the monument or other structure, boxing shall be used internally to ensure a smooth, even finish and the opening left shall be a minimum 700mm wide and 2000mm long.
- 🌐 The base of any monument shall abut any monument on an adjoining grave. All gaps shall be filled with concrete to prevent grass growing between monuments.
- 🌐 The foundations shall be reinforced with at least two 10mm steel bars lapped 450mm at joins.
- 🌐 The monumental mason shall ensure that the monument is located on the correct grave and is properly aligned. Council may order the removal of any monument which does not comply.
- 🌐 The Council will not be liable for future care, maintenance, preservation or restoration of any monumental construction. This remains the responsibility of the applicant.
- 🌐 The approval does not guarantee quality of workmanship. The Council will not arbitrate any disputes between the applicant and the Monumental Mason.
- 🌐 The worksite must be kept safe, neat and tidy at all times. All debris, rubbish, materials, tools and machinery must be removed from the site and the Cemetery daily.
- 🌐 Council will not remove slabs from monuments or other structures for future interments and it will be necessary for undertakers to arrange for this work prior to the grave being dug, at no cost to Council.

General Manager
Cootamundra Gundagai Regional Council
PO Box 420
COOTAMUNDRA NSW 2590
PH: 1300 459 689
email: mail@cgrc.nsw.gov.au
WEB: www.cgrc.nsw.gov.au