

Shoalhaven Bereavement Services

Application for a permit to carry out monument or headstone construction,
repair or restoration work in a cemetery.
(Part 1 of the application)

Detail of burial place:

Date of Application:

Cemetery	
Portion	
Row & Grave no.	
Full name of person buried in grave (or burial licence holder if no burial)	
Date of death (if applicable)	

Scope of work:

If the work involves construction, drawings and specifications must be attached:

- Elevation Drawings of proposed work attached: YES NO (circle response)
- Foundation construction details attached: YES NO (circle response)
- Proposed materials and construction comply with AS4204? YES NO (circle response)

Monument Mason or builder (must be registered with Shoalhaven Bereavement Services to carry out work in a cemetery)

Business name	
Contact person	
Contact phone	

I hereby declare that this application is made in accordance with Shoalhaven City Council's "Cemeteries, Memorial Gardens and Crematorium Policy" and "Funerary and Monument Masonry Services Procedure" and that any work carried out under the permit that may result from the application shall comply with the above mentioned policies, Standards, procedures and guidelines referenced therein.

Signed _____ Date: _____
Monument Mason of Builder

P.T.O – Applicant to complete part 2.



Declaration – Applicant (part 2 of the application)

Full name	
Address	Postcode:
Email or phone number	
Relationship to person buried (if applicable)	

Inscription for headstone:

In consideration of Shoalhaven City Council approving my application, I declare and acknowledge that

- That I am the holder, or the authorised representative of the holder, of the burial licence referenced in this application
- The Monument Mason or builder nominated in PART 1 of this application shall carry out the work
- The work shall be limited to scope and detail set out in PART 1
- The upkeep, maintenance, repair and restoration of the monument and/ or headstone shall be my responsibility and those I represent
- The repair or cost of repair of any damages that might result from the proposed work shall be my responsibility and, in the event of my absence, the responsibility of the estate of the person buried in the nominated burial place.
- The Shoalhaven City Council's policies and procedures shall be complied with.
- The application fee must be paid at the time of lodgement and that the fee is not refundable.
- Upon completion of the work and inspection by Shoalhaven Bereavement Services to ensure required construction and placement standards have been met, a refund of inscription/plaque funds held by Shoalhaven City Council in relation to this site is to be made to the abovementioned Monument Mason.

Signed: _____ Date: _____
(Applicant)

Witness: _____
(name of witness)

Signed: _____ Date: _____
(witness)