

APPLICATION TO CARRY OUT WORK IN CEMETERIES

(Note: Engineering details must be supplied with all applications relating to monuments and vaults)

PRIVACY AND PERSONAL INFORMATION PROTECTION NOTICE

Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. Your information will be stored securely on file and in Council's electronic records management system. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*. Further information can be found in Council's Privacy Management Plan or by contacting Council's Public Information Officer.

1. Monumental Mason

Company Names			
Contact Name			
Address			
Phone (H)		Phone (M)	
Email			

2. Details of the Deceased / Rights of Interment Holder

Name	
Date of Death <i>(if applicable)</i>	

3. Plot / Memorial Site

Cemetery	<input type="radio"/> Albion Park <input type="radio"/> Shellharbour
Area/Denomination <i>e.g Catholic Lawn, Independent Monument, Memorial Garden, Granite Wall of Niches etc</i>	
Plot Details <i>Section, Row, Plot No</i>	
Cemetery Site ID <i>(office use only)</i>	

4. Applicant / Consenter

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
Name			
Address			
Phone (H)		Phone (M)	
Email			
I agree to comply with Cemetery Operator's regulations regarding the erection of any memorials, plaques and monuments and agree to abide by the Cemetery Operations Policy.			
Signature		Date	

5. Particulars of Work

<input type="radio"/> Monument - \$330.00 (engineering details to be attached)	<input type="radio"/> Vault (engineering details to be attached) Pre-Dig – Single Depth \$2,580.00 Double Depth \$2,933.00
<input type="radio"/> Headstone - \$330.00	<input type="radio"/> Granite Plaque - \$134.00

4. Receipt details (office use only)

Application Number			
Debtor Number (CEM000000)			
Fees Paid	Amount \$		
Paid by <input type="radio"/> Cheque <input type="radio"/> EFT <input type="radio"/> Cash	Date	Receipt No	

5. Office Use only

<input type="radio"/> Recorded in Miscellaneous Accounts			
<input type="radio"/> Copy of map an application referred to Civil Coordinator			
Date		Works order No	
<input type="radio"/> Peg – out complete if required			
<input type="radio"/> Noted in plaques ordered folder			
<input type="radio"/> Approval Granted Date:			
<input type="radio"/> Approval Letter Sent Date:			

Council Requirements for the Construction of Headstone Monuments in Shellharbour City Council Cemeteries

The following restrictions apply for the construction of headstones in all cemeteries:

1. The maximum height of a monument above ground level must not exceed 1.4m for the monument with an additional 200mm being permissible for affixing a cross on top of the monument. This height restriction applies to the Cemetery in Croome Road, Albion Park Rail and Section 8 and 11 of Shellharbour Cemetery. In the remaining sections of the Cemetery the height restrictions on monuments will be determined having regard to monuments already in existence in the general vicinity of the plot.
2. The candle and food storage enclosure is to be incorporated in the headstone. There will be no metal or timber cabinets for the purpose of storing candles or food etc. permitted on the plot unless it is incorporated in the headstone or monument.
3. The concrete footing for the monument slab shall be not more than 50mm above ground level.
4. The monument slab shall be not more than 350mm above the top of the concrete footing.
5. The monument must be constructed to ensure its stability during excavation of adjacent plots. A minimum of six suitably designed piers must be driven to rock, or a minimum depth of 2m to support the monument.
6. No monument may be erected within the cemetery until written approval has been received from Council specifying any conditions that may relate to that particular monument.
7. For monuments erected on double depth, where the second casket will be placed at a later date, the monument slab at the foot or head of the allotment shall be designed so it can be removed to allow for mechanical excavation of the plot at the time of placement of the second casket. The removal shall be done by a monumental mason at no cost to Council.
8. For monuments to be erected over two or more plots located side by side, where the second or third casket will be placed at a later date, the monument shall be designed and constructed so that it can be removed to allow for mechanical excavation of the plot at the time of any subsequent burial. The removal and replacement of the monument shall be carried out by a monumental mason at no cost to Council.
9. A minimum of 48 hours notice must be given to Council's Civil Co-Ordinator (Ph: 0437 899326) before work is carried out at any Shellharbour City Cemetery.
10. No improvements without the specific approval of Council may be carried out on any reserved allotments. This includes the laying of concrete, tiling, pebbles or the like.
11. Council does not accept any responsibility for the cost of rectifying any monument or headstone damaged by subsidence, vandalism or accident.

Additional Requirements for Construction of Monuments over Vacant Plots or Plots able to be used for a Subsequent (second) Interment

1. When the construction of a monument requires the pre-digging of a reserved site or involves the first interment in a double depth plot, the monument will include an inground vault with full concrete sides. The minimum sized opening of the inground vault shall be no less than 2,100mm long x 750mm wide. The depth of this vault will be either 2m or 1.7m depending on the section of the cemetery, ie either single or double depth.
2. Construction of the vault must be done in conjunction with the pre-digging of the plot, therefore, the monumental mason must contact Council's Civil Co-Ordinator (0437 899326) to organise a suitable day and time.
3. Under no circumstances will it be permissible for the pre-dug plot to remain open overnight without the vault being constructed. If you are unable to cover the pre-dug plot you must erect suitable temporary fencing around the site to ensure the safety of the site is maintained.
4. Full details of the underground vault construction must be submitted with your application to construct a monument.