

The Cemetery Works Permit Application Form is to be used to request permission to conduct work on gravesite vaults, slabs, monuments and plaques within Council Cemeteries in the Hinchinbrook Shire.

Reference is made to Local Law No.1 (Administration) 2012 and Subordinate Local Law No. 4 (Local Government Controlled Areas) 2012 schedule 2.

To return your completed form or for further information, please contact Council's Regulatory Services Department via email, council@hinchinbrook.qld.gov.au, phone (07) 4776 4600, in person at Council's Main Office, 25 Lannercost Street, INGHAM QLD, or via post PO Box 366, INGHAM QLD 4850.

PLOT DETAILS					
Deceased Surname			Date of Death		
Deceased Given Names					
Cemetery					
Division			Section		Plot
Burial Right Holder			Certificate #		
Notes					

APPLICANT/BURIAL RIGHT HOLDER DETAILS		
Applicant Name		
Relationship to Deceased		Phone
Postal Address		
Email		
Applicant Declaration <i>Information provided to Council by the Applicant is relied upon in good faith.</i> <i>Council does not accept any responsibility for allowing the construction of a monument that might be subject to a later dispute by family, Executors and/or assigns.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	I declare this to be a genuine request to authorise this work in honour of the deceased person.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I am acting with the full consent of the Burial Right Holder (if known) and surviving members of the deceased's immediate family. (Please attach written consent or further information if required).
	<input type="checkbox"/> Yes <input type="checkbox"/> No	There have been objections to this work being carried out.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	The information and contents within this application are true and correct.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I understand Council may need to contact me directly to confirm details relating to this application.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read and understood the standard conditions (Page 3) of this application.
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I acknowledge I have the responsibility to maintain the memorial/place of interment in a safe and proper condition once works have been completed and to advise Council of any change to my contact details.

CONTRACTOR DETAILS			
Contractor Name			
Company Name		Phone	
Postal Address			
Email			
Contractor Declaration <i>Information provided to Council by the Contractor is relied upon in good faith.</i> <i>Council does not accept any responsibility for allowing the construction of a monument that might be subject to a later dispute by family, Executors and/or assigns.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have attached detailed plans and specifications drawn to scale, including dimensions.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have attached a copy of the inscription (including an English translation in block letters if the inscription is in another language).	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	All workers on site have a current Council Contractor Induction Card.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to abide by and comply with all conditions within the application and permit, Council's <i>Cemeteries Statement of Principles</i> and any written Council instructions.	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I am a licensed Builder or Stone Mason. (Please provide evidence of qualification if not previously supplied).	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	I have a current Public Liability Insurance Policy of no less than \$10,000,000 valid for the duration of the works. (Please provide a copy if not previously supplied in the current year).	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	All works carried out will be compliant with Australian Standard AS4204:2019, Council laws (listed on Page 1) and Permit conditions.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read and understood the standard conditions (Page 3) of this application.		

PROPOSED WORKS			
Scope of work	Monument	Plaque	Vault/Slab
New, Replace, Restore or Existing			
Estimated Start Date		> Six months required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Comments/Notes			

Standard Conditions

The minimum standards that apply to allow works to be undertaken at a Hinchinbrook Shire Council Cemeteries are:

- a. The contractor or person carrying out the works must be a licensed builder or stone mason, with a current Public Liability Insurance Policy of no less than \$10,000,000 for the entire duration of the works;
- b. The applicant, including any representative of the applicant, will indemnify Council against any claims whatsoever, including all costs and expenses arising from any works carried out;
- c. All works are to be carried out in a manner that will not cause hazard or risk to any employees or members of the public;
- d. All monuments must comply with Australian Standard AS4204:2019 Headstones and Cemetery Monuments. Failure to comply may result in removal at the expense of the permit holder;
- e. The permit gives no consent to move or interfere with any surrounding headstones, monuments or slabs;
- f. Any modification or damage caused to surrounding areas must be immediately reported to Council;
- g. Completion of the Council induction process is required for any persons conducting work at Council-owned or controlled sites prior to commencement of works;
- h. Council is responsible for determining the location of the grave;
- i. All work is to be completed within the timeframe listed on the permit. If works are delayed or an extension is required written notification is to be provided to Council prior to the date listed on the permit;
- j. Failure to comply with conditions may result in regulatory or remedial action being taken and any associated costs will be the responsibility of the contractor; and
- k. All email correspondence is to be sent to council@hinchinbrook.qld.gov.au.

Additional conditions may apply and will be listed on the permit.

Privacy Notice and Disclaimer

Hinchinbrook Shire Council is collecting your personal information to process your submission in Locality Allowance – Declaration of Entitlement as stated in this form. The collection of this information is authorised under the *Local Government Act 2009*. Your personal information will not be disclosed to a third party unless required by law. You may access this information on the appropriate form obtainable from Council's website at any time.

SIGNATURE REQUIRED			
Applicant		Date	
Contractor		Date	