

Local Law No. 1 (Administration) 2011

This application must be completed in full and submitted to council no later than fifteen (15) business days prior to commencement of approved works. **Please note** that incomplete applications will not be issued an approval. Incomplete applications may require further time for a decision to be issued and subject to further information being received from the applicant or burial right holder.

**Monumental works must not commence without an approval**

Application fee - \$248.00

1. Applicant details (Monumental mason or other trained supplier)			
Surname		Given names	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			
Name of monumental mason or other trained supplier performing the work (if not the applicant)			
Proposed commencement date		Proposed completion date	
Specify machinery/tools to be used for the work			
Please acknowledge/tick:			
<input type="checkbox"/> I maintain a current public liability insurance policy of not less than \$20,000,000 covering the work.			
<input type="checkbox"/> The work will be performed in accordance with:			
<ul style="list-style-type: none"> <li>○ Relevant Australian Standards, Codes and Acts applicable;</li> <li>○ <i>Work Health and Safety Act 2011</i> applying Risk assessments, Safe Work Method Statements and Health and Safety Codes of Practice.</li> </ul>			
Signature			Date

2. Burial right holder or other Authorised Person (Please note further evidence may be required to establish Burial Right)	
Surname	Given names
Residential address	
Postal address	
Contact details	
Home phone	
Work phone	
Email	
Relationship to Deceased	
Please acknowledge/tick:	
<input type="checkbox"/> I am responsible for the ongoing maintenance and repair of the memorial.	
<input type="checkbox"/> I give authority for Council to demolish and remove the memorial if it falls into disrepair and is unsafe. (Council will make all reasonable attempts to contact yourself or other next of kin prior to considering this action.)	
Signature	Date

**Privacy**

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Council may provide information about you to any relevant Queensland State Department. Your personal information is dealt with in accordance with council's privacy policy.

[www.sunshinecoast.qld.gov.au](http://www.sunshinecoast.qld.gov.au) | [mail@sunshinecoast.qld.gov.au](mailto:mail@sunshinecoast.qld.gov.au) | T 07 5475 7272

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551

Maroochydore office 10 First Avenue Maroochydore Qld 4558

Nambour office Corner Currie and Bury Streets Nambour Qld 4560

2. Details of deceased			
Surname	Given names		
Date of birth	Date of death		
Cemetery name and site location	Section	Row	Site

### 3. Monumental work details

<b>New memorial/monument (AS4204:2019)</b>	<input type="checkbox"/> Yes
<b>New Vault (AS4425:2020)</b>	<input type="checkbox"/> Yes
<b>Monumental work to an existing memorial/monument? (AS4204:2019 and/or AS4425:2020)</b>	<input type="checkbox"/> Yes, provide details below <ul style="list-style-type: none"> <li><input type="checkbox"/> Renovation/repair of an existing memorial</li> <li><input type="checkbox"/> Replacement of an existing memorial or part thereof</li> <li><input type="checkbox"/> Improvements or updates requiring monumental work (i.e. Remove and replace headstone)</li> <li><input type="checkbox"/> Other, please provide details of works _____</li> </ul>
<b>Design/plan of memorial/monument</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sunshine Coast Council Standard Cemetery Memorial Specification Drawing number: _____</li> <li><input type="checkbox"/> Flat Lawn Base</li> <li><input type="checkbox"/> Base and Desk</li> <li><input type="checkbox"/> Desk</li> <li><input type="checkbox"/> Granite Semi Monumental Headstone</li> <li><input type="checkbox"/> Full Surround</li> <li><input type="checkbox"/> Plaque</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>Materials</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Granite</li> <li><input type="checkbox"/> Concrete</li> <li><input type="checkbox"/> Alloy (Bronze, Aluminium or other)</li> <li><input type="checkbox"/> Other – please provide details _____ _____</li> </ul>
<input type="checkbox"/> Please attach complete plans, drawings and documents including: <ul style="list-style-type: none"> <li>• Footing depth and walls;</li> <li>• Piers if required;</li> <li>• Steel reinforcement;</li> <li>• Concrete pour and specification;</li> <li>• Veneer thickness;</li> <li>• Rebate detail;</li> <li>• Mechanical and non mechanical fixings; and</li> <li>• Drawing with complete dimensions (except where Sunshine Coast Council Standard Cemetery Memorial Specification)</li> </ul> <p><i>* Footing/pier detail is not required where the memorial is affixed to interment infrastructure provided by Council.</i></p>	
<input type="checkbox"/> <b>Inscription - please attach a copy of proof</b>	

**4. Declaration of applicant**

I agree to comply with all requirements and undertake to make good any damage resulting from activities by myself or others on my behalf. I have attached/enclosed the required diagram of the monumental work being carried out including full design and structural details.

I/We, the applicant, understand that Sunshine Coast Council use all provided contact details including email, phone calls and SMS for sending annual notices, reminders and verifying data. To opt out of all SMS and email contacts I/we must contact Sunshine Coast Council and specifically nominate to be excluded from emails or SMS.

Signature	Date
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**OFFICE USE ONLY**

Cemetery:	Section:	Row:	Site:	Date stamp
MONW:	INV:	APP:		COMP:

**Payment options**

In person	Customer service centres: 8.30 am to 4.30 pm Monday to Friday (excludes public holidays).		
By mail	Cheque or money order to be made payable to: Sunshine Coast Regional Council.		
	<input type="checkbox"/> Cheque	<input type="checkbox"/> Money order	
			Is a receipt required? <input type="checkbox"/> Yes <input type="checkbox"/> No