

*This form is notification that you are undertaking minor adjustments or repairs to an existing memorial. The form must be completed prior to undertaking activity in a Sunshine Coast Council cemetery site pursuant to Local Law No.1 (Administration) 2011. All lodgements are required no later than 48 hours prior to the proposed entry and undertaking of the described activity.*

**No Charge**

1. Applicant - Person performing the work			
Surname		Given names	
Postal address			
Suburb		State	Postcode
Business phone	A/H phone		Mobile
Email address			
Preferred method of contact for correspondence		<input type="checkbox"/> Email	<input type="checkbox"/> Post
Proposed commencement date		Proposed completion date	

2. Burial right holder or other Authorised Person <i>(Please note further evidence may be required to establish Burial Right)</i>	
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. <i>(Council will make all reasonable attempts to contact yourself or other next of kin prior to considering this action.)</i>	
Signature	Date

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

**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** | 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

#### 4. Activity details

Is there currently a memorial in place?

- No** – please complete a Monumental Works Application
- Yes**, please provide details of existing memorial

\_\_\_\_\_

\_\_\_\_\_

**Type of Activity:**

- Minor adjustment or repair
- Cleaning and/or painting
- Installation of additional or replacement plaque or plate - granite/alloy
- Other (for approval by council) – please provide details

\_\_\_\_\_

\_\_\_\_\_

Detail any machinery to be used on site

Please contact Cemetery Services on (07) 5459 2300 to advise of completion or email [cemeteries@sunshinecoast.qld.gov.au](mailto:cemeteries@sunshinecoast.qld.gov.au)

#### 5. 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 details of the work being carried out including drawings where required.
- I am aware by entering the cemetery and undertaking work I must comply with all *Work Health and Safety Act 2011* requirements and all provisions of council's local laws or subordinate local laws relevant to this activity.
- I, 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.

Applicants Signature

Date