

Please print clearly in BLOCK LETTERS with a black pen.
 Ensure all fields have been filled out correctly.
 Please tick the appropriate boxes.

Once your application is received a Council Officer will contact you if further information is required.

This form is for work to be performed in a cemetery.
 Lawn cemeteries: Please note that special conditions apply to lawn cemeteries.
 You should check with the Cemeteries Officer before making your application.
 Work subject to the Heritage Act: Graves and monuments older than 50 years are subject to the Heritage Act. It is the responsibility of the applicant and grantee to ensure that the proposed work is consistent with the requirements of the Act.

1 Applicant details

Your name	Full name	<input type="text"/>		
Postal address <input checked="" type="checkbox"/>	Street or PO	<input type="text"/>		
Daytime contact details	Phone	<input type="text"/>	Fax	<input type="text"/>
	Mobile	<input type="text"/>	Email	<input type="text"/>

2 Site details

Location	Name of cemetery	<input type="text"/>		
	Location of worksite	Portion <input type="text"/>	Row <input type="text"/>	Grave number <input type="text"/>
	Name of deceased	<input type="text"/>		Date of death <input type="text"/> / <input type="text"/> / <input type="text"/>

3 Monument details


Description of the proposed work	Please attach drawings and specifications	<input type="text"/>		
		<input type="checkbox"/> Drawings detailing the work to be carried out are attached <input type="checkbox"/> Specifications for the monument's foundations and piers are included		
	Material used	<input type="text"/>	Calculated weight (excl foundation)	<input type="text"/>
	Headstone inscription	<input type="text"/>		

3 Mason details

Mason's name	Full name	<input type="text"/>		
Postal address <input checked="" type="checkbox"/>	Street or PO	<input type="text"/>		
Daytime contact details	Phone	<input type="text"/>	Other	<input type="text"/>
	If a stonemason is not to carry out the work, list relevant skills the person has to complete the work.			

Please read carefully Minimum standard for work in cemeteries: ♦The work is limited to the exclusive right held by the grantee ♦All work must conform to AS4204 'Headstones & Cemetery Monuments' ♦All work must be carried out in a tradesman like manner ♦All materials shall be of a permanent nature – timber, bricks & mortar, ferrous metals etc are not considered permanent or appropriate for monuments over exclusive rights of burial ♦The work shall not interfere with the rights of visitors to the cemetery or gardens ♦The work shall not encroach onto adjoining sites – ie, it will be limited and contained within the site or allotment described in the permit ♦The worksite must be kept neat, tidy and safe at all times ♦The contractor or worker must not allow accessways to be obstructed by materials, tools, plant, etc ♦All debris, rubbish, materials, tools etc must be removed from the site and the cemetery or memorial gardens at the end of each working shift

Signed by grantee or agent authorised by the grantee	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
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OFFICE USE ONLY BEGA VALLEY SHIRE COUNCIL		Please include the lodgement fee. The fee is non refundable and does not constitute a permit. Work is not to commence until a permit is issued.	
	Receipt No.	<input type="text"/>	Permit No.
	Receipt date	<input type="text"/>	Application fee
	CS staff	<input type="text"/>	\$ <input type="text"/>