

Please print clearly in **BLOCK LETTERS** with a black pen.

Please tick the appropriate boxes.

This application is for an annual permit to undertake work in a cemetery, a permit to undertake work does not authorise any interment or exhumation at any burial site, erection of any monument or works in any part of a cemetery. This authorisation will be provided separately upon receipt of relevant application forms.

Work must comply with the BVSC Cemetery Procedures and BVSC's WHS Policy.

1 Applicant details

Applicant's name	Company Name	<input type="text"/>	
	Company Contact	<input type="text"/>	
	ABN or ACN	<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 Type of work to be carried out (please tick relevant box)

- Funeral Director
- Monumental Mason
- Other...Please provide details _____

3 Documentation

- Certificate of Currency for Public Liability insurance – \$20M
- General Safe Work Method Statement (site specific SWMS to be provided for individual jobs)
- Workers Compensation Insurance (companies) or Accident/Income Protection Insurance (ABN holders)
- Contractor Licence
- WHS General Induction (white card)
- Membership details – Funeral Directors Ass. Or Monumental Masons Ass.

Copies of the above documents (where applicable) to be submitted along with this application and payment.

Please read carefully Unless engaged directly by Council as a contractor or volunteer, a person may not undertake work of any type in a cemetery unless that person, and those engaged or employed by that person hold a valid Council 'agreement to undertake works' for the specific work to be undertaken.
An agreement to undertake work is valid for a period of twelve months, when it may be renewed. Council may suspend or cancel an agreement to undertake work at any time.

Please ensure you have read the Bega Valley Shire Council's Cemetery Procedures and WHS Policy, if you have not received a copy of these please contact Council's Cemetery Liaison Officer.

Signed by applicant	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
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OFFICE USE ONLY		Please include the lodgement fee. This 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.	<input type="text"/>
Receipt date	<input type="text"/>	Application fee	<input type="text"/>
CS staff	<input type="text"/>		