

# HEADSTONE APPLICATION TO CARRY OUT WORKS IN COUNCIL CEMETERIES

All work must conform to Dubbo Regional Council requirements as detailed in the [Headstones, Monuments and Plaques criteria](#). For further enquiries please contact Cemetery Administration on (02) 6801 4000 or email [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au).

MONUMENT MASON				
Company Name				
ABN				
Contact Name				
Licence #				
Email				
Phone number				
Address				
Suburb		State		Postcode

APPLICANT				
Full Name				
Address				
Suburb		State		Postcode
Phone Number		Email		
Relationship to deceased				
Are you aware of anyone who would dispute the works proposed to be carried out? Is there any dispute, or potential dispute, within the family?			<input type="checkbox"/> No <input type="checkbox"/> Yes (Provide details)	

INSTALLATION	
Proposed Date of installation	
Time at Cemetery for site induction	

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PLOT DETAILS						
Cemetery						
Section				Row		
Grave Type	Lawn Plot	<input type="checkbox"/>	Columbarium Wall Niche	<input type="checkbox"/>	Ashes Garden	<input type="checkbox"/>

DECEASED DETAILS	
Full name of deceased	
Date of Death	

REQUIRED DOCUMENTS TO ATTACH TO APPLICATION
<ul style="list-style-type: none"> <li>- Schematic design of the headstone</li> <li>- Your Public Liability</li> <li>- Your Safe work Method Statement/s</li> <li>- Copy of Stonemasonry Licence</li> </ul>

CONDITIONS FOR APPLICANTS
<ol style="list-style-type: none"> <li>1. All Interment Right Holders of the burial site must sign their consent for the works proposed. Applications cannot be processed without acceptable proof of ownership. If you are not the Interment Rights Holder, you may be required to submit an Application for Transfer of Interment Rights or provide other proof - such as Power of Attorney - to sign on behalf of the Holder.</li> <li>2. Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure over a burial site.</li> <li>3. The owner of the burial interment rights is responsible for the upkeep, maintenance and repair of any monument or headstone, of the site.</li> <li>4. Council may demolish and remove any monument or other structure or landscaping erected or planted on a burial site, which, in their opinion, is or may become dangerous, dilapidated or unsightly.</li> <li>5. Council may remove any structure, adornment, trees, shrubs or other vegetation from the Cemetery where, in their opinion, are encroaching onto adjoining burial sites, are encroaching into aisle ways, or it is in the interest of the Cemetery to do so.</li> <li>6. Council will make every effort to contact the Interment Rights Holder or his/her representative on maintenance issues, but safety of the site and its users will be paramount in any decision made.</li> <li>7. All work must conform to Dubbo Regional Council requirements as detailed in Dubbo Regional Council’s Headstones, Monuments and Plaque guidelines. Council may also request an Engineers Certification that the proposed design/construction of any monument meets the requirements of AS 4204-2019.</li> <li>8. Headstones must sit 200mm back from the edge of the cement beam in Lawn Cemeteries.</li> <li>9. Graves and monuments older than fifty 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.</li> <li>10. Details of the proposed inscriptions (including translation in English if applicable) must be supplied with all applications.</li> <li>11. Inscriptions, photos or any other embellishment on the REAR FACE of the monument are not permitted.</li> <li>12. A name plate or inscription of the Monumental Mason’s company name must be attached to the front right hand side of the memorial.</li> <li>13. Work must conform to the current Australian Standard for Cemetery Headstones and monuments (AS 4204-2019) and other applicable Standards, as appropriate.</li> <li>14. Work must be carried out in compliance with all requirements of the current Work Health and Safety Act and the current Work Health and Safety Regulation.</li> <li>15. All rubbish will be removed from the site when the work is finished or at any time when instructed to do so.</li> </ol>

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## APPLICANT ACKNOWLEDGEMENT/DECLARATION

I have read, understood and accept the attached terms and conditions for carrying out works in Council Cemeteries and agree to abide by the cemetery regulations as stated in this application.

Name			
Signature		Date	

### PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website [www.dubbo.nsw.gov.au](http://www.dubbo.nsw.gov.au)