

Application to Refurbish a Monument

IMPORTANT NOTICE

Western Downs Regional Council is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs). QPP 5 obliges Council to advise you of certain matters when collecting your personal information. This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information. The personal information collected is necessary to process your application and inform you of matters concerning it. Western Downs Regional Council is collecting the personal information you supply on this form in accordance with *Local Government Act 2009* and Western Downs Regional Council Local Laws. If you choose not to provide your personal information, for example your name and contact details, Council may not be able to process your application. Your personal information will be accessed by persons who have been authorised to do so and may be provided to the monument manufacturer. Your information will not be given to any other person or agency unless required by law. Council's privacy policy explains how you may request access to and/or seek correction of your personal information. Council's policy also explains how you can complain to Council if you consider Council has breached its obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints. If you have any questions about how your personal information will be handled, please contact Council on telephone 1300 268 624 or info@wdrc.qld.gov.au

Applicant Details

(Authorisation - Refer additional information on page 3)

Next of Kin Name:			
Postal address:			
Suburb:		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Email Address:			
Relationship to Deceased:			

Stonemason Details

Mason Name:			
Company Name:			
Postal address:			
Suburb:		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Email Address:			

Deceased Details

Surname:		Given names:	
Date of death:	/ /	Date of birth:	/ /

Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405

Monument Details

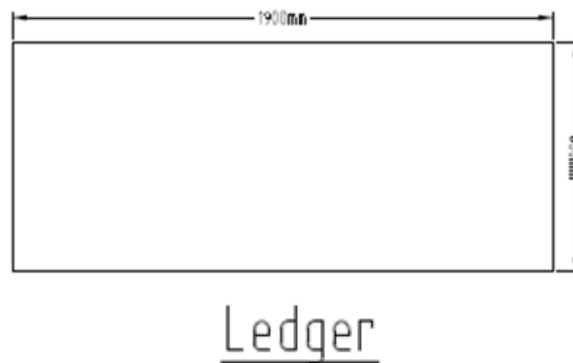
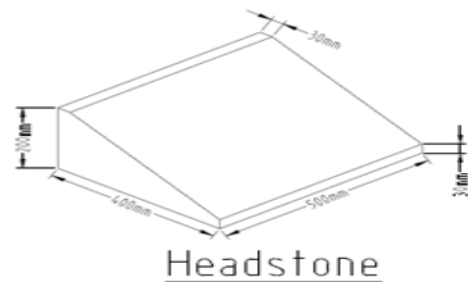
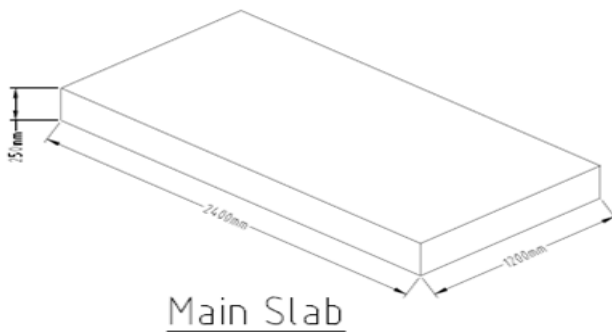
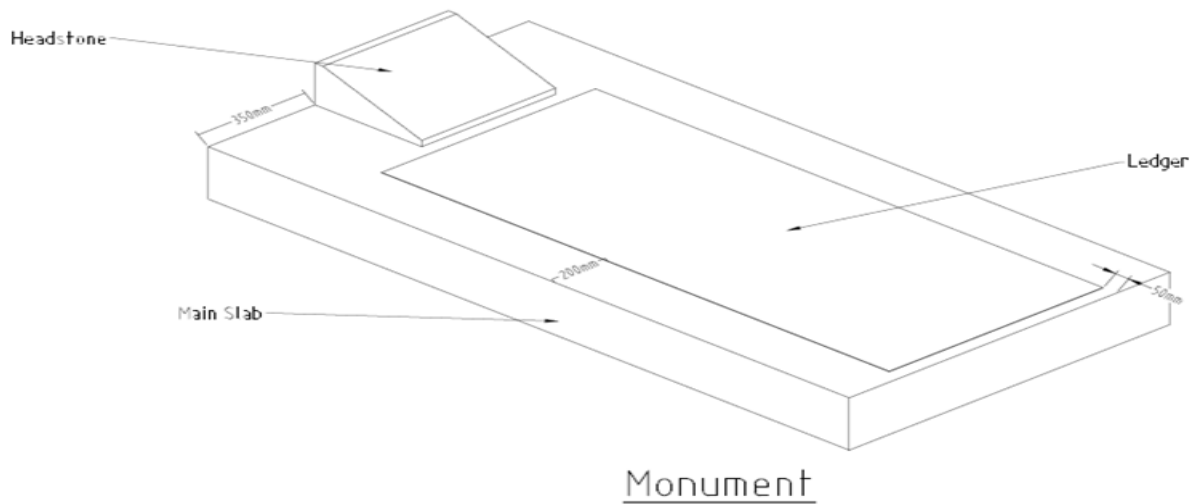
Cemetery Name:	<div><input type="checkbox"/> Myall Remembrance Park</div> <div><input type="checkbox"/> Dalby Monumental Cemetery</div> <div><input type="checkbox"/> Chinchilla Pioneer Cemetery</div> <div><input type="checkbox"/> Wandoan Cemetery</div> <div><input type="checkbox"/> Miles Cemetery</div> <div><input type="checkbox"/> Meandarra Cemetery</div> <div><input type="checkbox"/> Moonie Cemetery</div> <div><input type="checkbox"/> Jandowae Cemetery</div> <div><input type="checkbox"/> Tanderra Lawn Cemetery</div> <div><input type="checkbox"/> Chinchilla Monumental Cemetery</div> <div><input type="checkbox"/> Condamine Cemetery</div> <div><input type="checkbox"/> Tara Cemetery</div> <div><input type="checkbox"/> The Gums Cemetery</div> <div><input type="checkbox"/> Other _____</div> <div>(Name of Cemetery)</div>		
Grave Location:	Section:	Row:	Grave:
Type of Work:	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Alterations	<input type="checkbox"/> Plaque on plinth installation
Date and Time of Proposed Work:			
Dimensions: Maximum L 2400 x W 1200	Length:	Width:	Height:
Approximate Completion Date:			

Details of Work to be Undertaken

Diagram of Proposed Alterations - showing all dimensions including Desktop & Ledger measurements

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Declaration of applicant

- I, the undersigned hereby authorise the Stonemason detailed above to make the above alterations to a monument to the details above.
- I understand that future burials in this plot, and where applicable adjoining plots, may require the complete or partial removal of grave surrounds, cover or monuments on the grave.
- I understand that the placing of any other memorial, name plate, token, tribute, flower containers or planting of flowers or shrubs is PROHIBITED.
- Western Downs Regional Council will not be liable for any disputes between the applicant and stonemason or any additions or alterations to the above after the same has been fabricated.

Name:

Signature:

Date: / /



Declaration of stonemason

- I, the undersigned hereby agree to fabricate a monument or make the above alterations as per the applicant's requests as specified above.
- Western Downs Regional Council will not be liable for any disputes between the applicant and stonemason.
- I will provide Western Downs Regional Council with a minimum 48 hours' notice of intent to enter the cemetery to undertake these works.

Name:

Signature:

Date: / /

Postal address: Western Downs Regional Council, PO Box 551, DALBY QLD 4405



Information regarding monuments

1. What is Council's Policy regarding monuments?

Council's Cemetery Operations Policy States:-

- Headstones and monuments in the general sections of the Council's cemeteries are the responsibility of the holder of the burial licence.
- Should these items be damaged, vandalised or fall into disrepair it is the responsibility of the burial licence holder to make repairs.
- If headstones or monuments are dangerous Council may conduct works to make the area safe. This work may involve the placement of a headstone on the ground to prevent it from falling and will not include repairs or reinstatement of the headstone.
- **All required fees to be paid and authorisation given before any work is commenced by suitably qualified stonemasons.**
- The site must be reinstated to the previous standard with all rubbish and debris removed from the cemetery.
- Surrounding monuments and headstones must not be damaged in the course of undertaking any works.
- Memorials must be consistent with the existing amenity of the cemetery.
- Plastic type materials will not be permitted.
- The memorial shall be contained within the grave plot and be less than one metre in height unless certified by a structural engineer.
- The planting of trees, shrubs, roses or any other plants is not permitted on the grave/plot.

2. Work Health and Safety

It is expected that all work will be undertaken in accordance with the provisions of the WHS legislation in Queensland.

3. Definitions

Erect a monument: The construction of a memorial/monument on a grave whether it be the first instance of memorialisation or the result of removing an existing monument and construction of a new one.

Refurbishment: Minor works to maintain or alter an existing monument/memorial. This may be to remedy damages and weathering or to upgrade an existing monument.

4. What do I do with this application form upon completion?

After completing this application form, please return it to Western Downs Regional Council's customer contact centre with payment of the appropriate fee. Work must not commence without written approval from Council.

5. Who can order a memorial/monument?

The right of burial holder is the only person who can authorise the placement of a memorial. Should the right of burial holder pass away, then the right of burial becomes part of his or her estate, to be administered by his or her executor. If there is no executor then the "major beneficiary" or next of kin may take charge, although they will have to provide documentation to support their claim.

6. There is a family member objecting to the headstone/monument, what do I do?

Western Downs Regional Council acts in good faith when it relies on advice provided by applicants and does not accept responsibility for allowing a plaque or monument that might be the subject of later dispute between family members, executors and/or assigns. In this instance you need to seek independent legal advice.

7. Who do I contact if I require assistance with completing this application form?

Should you require any assistance in completing this form, please do not hesitate to contact Western Downs Regional Council on (07) 4679 4000 or 1300 COUNCIL. You will be redirected to a Cemeteries Administration Officer or representative who will assist you to the best of their ability.

8. Will my application to erect or refurbish a monument ever be declined?

Western Downs Regional Council reserves the right to decline a permit for monuments that do not comply with Council's Cemetery Operations Policy.

OFFICE USE ONLY

Section number:

Row number:

Grave number:

Fees paid:

Date Fees paid:

Receipt number:

Records:

☐ Authority

☐ Cemetery Register

☐ Cemetery Plan

☐ Dataworks

☐ Cem2

