

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

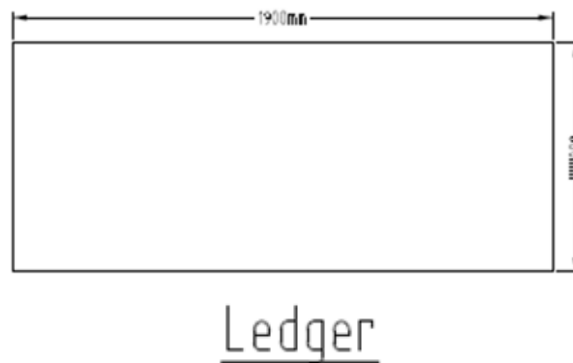
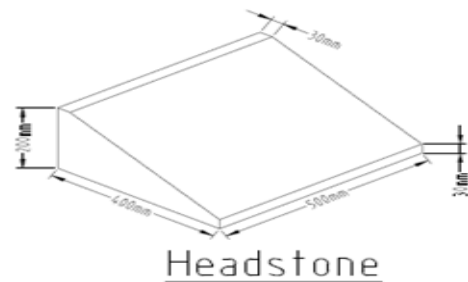
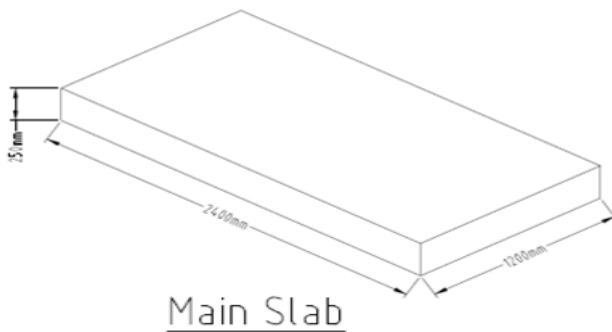
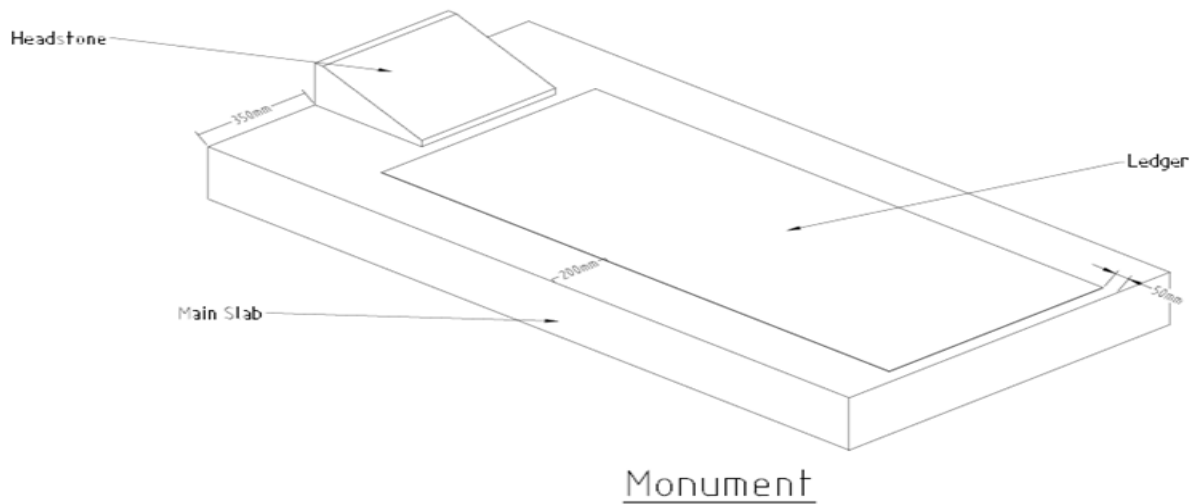
Cemetery Name:	☐ Myall Remembrance Park ☐ Dalby Monumental Cemetery ☐ Chinchilla Pioneer Cemetery ☐ Wandoan Cemetery ☐ Miles Cemetery ☐ Meandarra Cemetery ☐ Moonie Cemetery ☐ Jandowae Cemetery ☐ Tanderra Lawn Cemetery ☐ Chinchilla Monumental Cemetery ☐ Condamine Cemetery ☐ Tara Cemetery ☐ The Gums Cemetery ☐ Other _____ (Name of Cemetery)		
Grave Location:	Section:	Row:	Grave:
Type of Work:	☐ Maintenance	☐ Alterations	☐ 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

CEMETERY USE TERMS AND CONDITIONS

All persons attending or using Western Downs Regional Council cemeteries must comply with the rules relating to their use. Council may vary those rules at from time to time. The Cemetery Use terms and conditions are contained in:

- Council's Cemetery Operating Procedure;
- Interment Rights Policy; and
- This document, which is intended to provide you with a summary of the operational rules.

By signing the Interment Terms and Conditions Agreement, a person agrees to be bound by the current use rules, including these Terms and Conditions and Council's Operating Procedure for Cemeteries.

INTERMENT RIGHTS, NEW GRAVES and ASHES MEMORIALS

The Interment Right Holder is the person (individual) who accepted responsibility for a grave site (grave) by signing the Interment Terms and Conditions Agreement at the time of purchase of the grave. The Interment Right Holder is entitled to be interred in the site and authorise the interment of others in the site. On the death of the Interment Right Holder, the authority to grant approvals pertaining to the site reverts to Council. Council will permit, in its absolute discretion on the receipt of an application, a spouse, child, partner, relative, or direct descendant of the Interment Right Holder to be interred in the site provided there is no reasonable cause to believe that this is inconsistent with the intentions of the Interment Right Holder. The interment right may not be sold and is not transmissible by death.

Interment rights to unused graves and ashes memorial sites may be returned to Council. Where rights are returned to Council:

- for those purchased greater than 10 years prior to return, 70% of the original purchase price will be refunded.
- for those purchased less than 10 years 80% of the original purchase price will be refunded.

Council may permit, in its absolute discretion, the transfer of an Interment Right from one person to another.

PLAQUES & MONUMENTS

All plaques and related products must be approved in advance by Council and follow the appropriate application process and, regardless of supplier, must be installed by Western Downs Regional Council. Plaques and related products for lawn and lawn beams must meet Council sizing and specifications. Council will permit the installation of memorial plaques at its absolute discretion regarding the requirement for respectable and considerate installation. Plaques installed in Council Cemeteries that do not meet council specifications or are installed by an unauthorised party, will be removed.

Council supplied bronze and plinth products have a 5-year warranty for faulty workmanship and defective materials. Council accepts no responsibility for any deterioration in plaques or granite products due to the natural elements or the passage of time. Options for plaque and plinth supply outside of Council options are available to customers provided there is an approved application.

All monumental works must have express written permission of Council prior to work being completed. All monuments must meet Council specifications, approval for the erection or refurbishment of monuments is at the absolute discretion of Council. Monumental work undertaken, without the approval of Council may incur fines in line with Council's Local Laws and any monument will be removed, at the expense of those found to have requested the unauthorised works.

Only authorised stonemasons are permitted to install or undertake work on monumental memorials. This work is separate to Council and is subject to an agreement between the Interment Right Holder, or approved persons (as

specified at the discretion of Council), and the chosen stonemasonry company. Council will not become involved in issues or disputes between these parties.

Council accepts no responsibility for the maintenance of any monument that has been constructed on a grave. The monument will always remain the responsibility of the Interment Right Holder, their family, and descendants. Council reserves the right to remove any monument after due notice to family or descendants (where possible) if the condition of the monument renders it dangerous to cemetery staff or visitors.

FLOWERS and MEMORABILIA

Graves in lawn areas (as distinct from monument graves) are intended to have minimal flowers and memorabilia. Glass or metal containers, solar lights, pot plants, pebbles, plastic windmills and fencing etc. are strictly prohibited on lawn graves or ashes memorials. Approved flower vases are available for purchase through Council. All flowers and memorabilia in lawn areas not confined to Council issue flower vases will be removed at Council's absolute discretion.

Graves in monumental areas allow for flowers and memorabilia within the confines of the grave covering. Graves in monumental areas that do not have monumental coverings can purchase flower vases through Council, to be installed in the desktop plinth. Flowers and memorabilia in these instances are to be confined to the plinth and flower vases.

Any type of planting in lawn cemetery areas, monumental burial areas and ashes gardens is prohibited.

Council accepts no responsibility for the damage or loss to personal property left on site.

WESTERN DOWNS REGIONAL COUNCIL CEMETERIES

Council Cemeteries offering a variety of interment options are:

- Chinchilla Monumental Cemetery (Chinchilla)
- Condamine Cemetery (Condamine)
- Jandowae Cemetery (Jandowae)
- Meandarra Cemetery (Meandarra)
- Miles Cemetery (Miles)
- Moonie Cemetery (Moonie)
- Myall Remembrance Park (Dalby)
- Tanderra Lawn Cemetery (Chinchilla)
- Tara Cemetery (Tara)
- The Gums Cemetery (The Gums)
- Wandoan Cemetery (Wandoan)

Council Cemeteries closed for future interments are:

- Arnold Street Cemetery (Miles)
- Chinchilla Pioneer Cemetery (Chinchilla)
- Condamine Pioneer Cemetery (Condamine)
- Cumkillenbar Cemetery (Kaimkillenbun)
- Dalby Monumental Cemetery (Dalby)
- Dogwood Cemetery (Miles)
- Jimbour Cemetery (Jimbour)
- Jimbour Wool Shed Cemetery (Jimbour)
- Juandah Cemetery (Wandoan)
- Miles Historical Cemetery (Miles)

Privacy Statement

The personal information collected on this form will be used by Western Downs Regional Council or its Agents for the purpose of fulfilling your request and undertaking associated Council functions and services. Your details may be provided to a funeral director (after reasonable enquiries) so that they can arrange appropriate burial authorisation for a gravesite, or in the case of an approved monumental stone mason, to authorise works to the gravesite. Your personal information will not be disclosed to any other third party without your consent unless this is required or permitted by law.

Interment Rights Holder or Applicants details ONE name only

Title/prefix	Given Name(s)	Surname/family name	
Address			Postcode
Phone number	Mobile number	Email	
Deceased Name		Relationship to deceased	
Declaration ☐ I am making an application to become an established Interment Rights Holder ☐ I am the person in whose name the Interment Right is issued ☐ I act with the full authority of the family of the deceased Right of Interment Holder ☐ I am the legal personal representative of the deceased person ☐ I am the legal personal representative of the deceased Interment Right Holder ☐ Written authority from the Right of Interment Holder is attached ☐ The deceased is the Right of Interment Holder I confirm that the information provided is correct and by signing this document I agree to be bound by the Cemetery Use terms and conditions attached to this application and the Operating Procedure - Council Cemeteries. PLEASE NOTE: Council acts in good faith when it relies on advice provided by Applicants and/or Funeral Directors and does not accept any responsibility for allowing an interment that might be the subject of a later dispute between family members. Signature and date _____ / /			

Office use only			
Cemetery	Section	Row	Plot