

## APPLICATION TO CARRY OUT WORK IN CEMETERIES

**Note: Engineering details must be supplied with all applications relating to monuments and vaults**

### 1. Monumental Mason

Company Name

Unit/Street No.      Street Name      Suburb      Postcode  
                 

Daytime Telephone      Mobile      Email  
           

### 2. Details of the Deceased

Given Name      Surname  
     

Date of Death      Cemetery  
     

Section      Row      Plot      Site ID (Office Use)  
                 

### 3. Applicant/Consenter

Mr     Ms     Mrs     Other    

Given name      Family name  
     

Unit/Street No.      Street Name      Suburb      Postcode  
                 

Daytime Telephone      Mobile      Email  
           

Applicant Signature      Date  
     

### 4. Particulars of Work

- Monument (engineering details to be attached)       Headstone       Pre-Dig
- Vault (engineering details to be attached)       Peg Out       Plaque (No fee applicable)

**5. Proposed Work Checklist**

- Diagram of proposed work attached?
- Engineering details attached? (where applicable)
- Inscription attached?
- I have read and understood Council's Cemetery Operations Policy

**6. Checklist for Customer Services**

Fees Payable	Application Number	<input type="text"/>
Peg Out \$274.00	<input type="text"/>	Debtor Number (CEM000000)
Pre Dig –Single Depth \$2139.00	<input type="text"/>	<input type="text"/>
Pre Dig – Double Depth \$2433.00	<input type="text"/>	

Paid by <b>CHEQUE</b> <input type="checkbox"/> <b>EFT</b> <input type="checkbox"/> <b>CASH</b> <input type="checkbox"/>		
<b>Amount \$</b>		<b>Rec. No</b>
<b>DATE</b>	<b>Mail</b> <input type="checkbox"/>	<b>Counter</b> <input type="checkbox"/>

**PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE**  
 The information on this form is being collected by Shellharbour City Council for the purpose of providing you with a service. Your personal information will be used by Council staff for the purpose of determining your request. This completed form will be placed on a relevant file and/or saved in Council's electronic records management system. You may apply to Council for access to this information. Requests for correction of your personal information can be made under the *Privacy & Personal Information Protection Act 1998*. Please see Council's Privacy Management Plan or contact the Council's Public Information Officer for more information.

**7. Office Use Only**

- Application Scanned and linked to P&R
- Noted in Misc Accounts      Date
- Copy of map and application referred to City Services      Date
- Works Order:
- Peg-Out Completed      Date
- Approval Granted      Date
- Approval Letter Sent      Date

## **Council Requirements for the Construction of Headstone Monuments in Shellharbour City Council Cemeteries**

The following restrictions apply for the construction of headstones in all cemeteries:

1. The maximum height of a monument above ground level must not exceed 1.4m for the monument with an additional 200mm being permissible for affixing a cross on top of the monument. This height restriction applies to the Cemetery in Croome Road, Albion Park Rail and Section 8 and 11 of Shellharbour Cemetery. In the remaining sections of the Cemetery the height restrictions on monuments will be determined having regard to monuments already in existence in the general vicinity of the plot.
2. The candle and food storage enclosure is to be incorporated in the headstone. There will be no metal or timber cabinets for the purpose of storing candles or food etc. permitted on the plot unless it is incorporated in the headstone or monument.
3. The concrete footing for the monument slab shall be not more than 50mm above ground level.
4. The monument slab shall be not more than 350mm above the top of the concrete footing.
5. The monument must be constructed to ensure its stability during excavation of adjacent plots. A minimum of six suitably designed piers must be driven to rock, or a minimum depth of 2m to support the monument.
6. No monument may be erected within the cemetery until written approval has been received from Council specifying any conditions that may relate to that particular monument.
7. For monuments erected on double depth, where the second casket will be placed at a later date, the monument slab at the foot or head of the allotment shall be designed so it can be removed to allow for mechanical excavation of the plot at the time of placement of the second casket. The removal shall be done by a monumental mason at no cost to Council.
8. For monuments to be erected over two or more plots located side by side, where the second or third casket will be placed at a later date, the monument shall be designed and constructed so that it can be removed to allow for mechanical excavation of the plot at the time of any subsequent burial. The removal and replacement of the monument shall be carried out by a monumental mason at no cost to Council.
9. A minimum of 48 hours notice must be given to Council's Civil Co-Ordinator (Ph: 0424 750 479) before work is carried out at any Shellharbour City Cemetery.
10. No improvements without the specific approval of Council may be carried out on any reserved allotments. This includes the laying of concrete, tiling, pebbles or the like.
11. Council does not accept any responsibility for the cost of rectifying any monument or headstone damaged by subsidence, vandalism or accident.

## **Additional Requirements for Construction of Monuments over Vacant Plots or Plots able to be used for a Subsequent (second) Interment**

1. When the construction of a monument requires the pre-digging of a reserved site or involves the first interment in a double depth plot, the monument will include an inground vault with full concrete sides. The minimum sized opening of the inground vault shall be no less than 2,100mm long x 750mm wide. The depth of this vault will be either 2m or 1.7m depending on the section of the cemetery, ie either single or double depth.
2. Construction of the vault must be done in conjunction with the pre-digging of the plot, therefore, the monumental mason must contact Council's Civil Co-Ordinator (0424 750 479) to organise a suitable day and time.
3. Under no circumstances will it be permissible for the pre-dug plot to remain open overnight without the vault being constructed. If you are unable to cover the pre-dug plot you must erect suitable temporary fencing around the site to ensure the safety of the site is maintained.
4. Full details of the underground vault construction must be submitted with your application to construct a monument.

Updated 6 March 2018