

# Cemetery Service Request Form

## Install or Maintenance of a Memorial

ABN 95399253048

Telephone 4913 5000 or 1300 790 919

 Email [cemeteries@livingstone.qld.gov.au](mailto:cemeteries@livingstone.qld.gov.au)

PRIVACY NOTICE: Livingstone Shire Council is collecting your personal information in order to provide the requested service and to update Council's records.

This form is to be completed when a Funeral Director wishes to arrange a burial service, or when an individual wishes to organise ashes, at one of Livingstone Shire Council's cemetery locations. Applications must be submitted no less than two business days prior to the required date and time of the service. Contact Cemeteries on 4913 5000 or via [cemeteries@livingstone.qld.gov.au](mailto:cemeteries@livingstone.qld.gov.au) for further information.

### Section 1 - Burial Site

<b>Cemetery Location</b>	<input type="checkbox"/> Yeppoon	<input type="checkbox"/> Emu Park	<input type="checkbox"/> Cawarral	<input type="checkbox"/> Joskeleigh
<b>Section</b>	<input type="checkbox"/> Lawn <input type="checkbox"/> Ashes Garden	<input type="checkbox"/> Columbarium	<input type="checkbox"/> Monumental	<input type="checkbox"/> Remembrance Wall
<b>Burial Site</b>	(the burial site')			
<b>Name of Deceased</b>	(the deceased')			

Complete Section 3 and either Section 2a, 2b or 2c.

### Section 2a –Permit to Erect or Install a Memorial

Application must be accompanied by:

1. A full design showing footings and elevations; and
2. A copy of a current certificate of public liability insurance for \$10,000,000 for a professional who is appropriately qualified to undertake the work.

Not applicable to installation of a plaque in the lawn cemetery or the remembrance wall.

<b>Applicant's Name</b>		
	<i>Applicant must be the burial right holder or the next of kin of the deceased.</i>	
<b>Residential Address</b>		
<b>Postal Address</b>		
<b>Contact Number</b>		
<b>Email</b>		
<b>Declare that I am the</b>	<input type="checkbox"/> Burial Right Holder of <i>the burial site</i> <input type="checkbox"/> Next of kin of <i>the deceased</i> who is buried or inurned in <i>the burial site</i> .	
<p>Application is made for a permit to erect or install a memorial to <i>the deceased</i> at <i>the burial site</i> in accordance with Section 3. I am aware that information provided on this form is relied upon by Council in good faith and I declare that the particulars provided are correct in every detail.</p>		
<b>Signature</b>	_____	<b>Date</b> _____

**Section 2b – Permit to Carry out Maintenance or Repair Work on a Memorial**

Application must be accompanied by a signed and witnessed statutory declaration which states the nature of the applicant's relationship with *the deceased* or provide details of why the applicant has a proper interest in the maintenance or repair of the memorial.

<b>Applicant's Name</b>	
	Applicant must be a member of the family of <i>the deceased</i> or another person who has a proper interest in the maintenance of the memorial.
<b>Residential Address</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email</b>	

Application is made for a permit to carry out maintenance or repair work on a memorial to *the deceased* in accordance with Section 3. I am aware that information provided on this form is relied upon by Council in good faith and I declare that the particulars provided are correct in every detail.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section 2c – Permit to Install Plaque on Remembrance Wall**

Application must be accompanied by a statement providing the date of birth, date of death, full name and sex of *the deceased*.

<b>Applicant's Name</b>	
<b>Residential Address</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email</b>	

Application is made for a permit to erect or install a memorial to *the deceased* in accordance with Section 3. I am aware that information provided on this form is relied upon by Council in good faith and I declare that the particulars provided are correct in every detail.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Section 3 - Details of Work

Provide information on the memorial to be erect or installed or the type of maintenance or repair work to be undertaken (not applicable to plaques in lawn cemetery and remembrance wall).

### Section 4 - Definitions

#### Burial Right Holder

When a burial site<sup>1</sup> is paid for, there is no ownership of the actual site or land. Payment entitles the person nominated as the burial right holder to a burial right over the burial site which includes the following:

- An entitlement to be buried or inurned and to give consent for others to be buried or inurned;
- Authority to grant consent for the inurnment of cremated remains or the reopening for a further burial;
- Request Council to impose restrictions on its future use or to close it to future burials or inurnments; and
- An entitlement, which is shared with the next of kin of the deceased, to apply for and be granted permission to erect or install a memorial.

<sup>1</sup> Any place in a local government cemetery set aside as a final resting place for the deceased including crypt, grave, mausoleum, niche, vault.

#### Memorial

A memorial includes

- a) A headstone;
- b) An inscribed plaque or commemorative plaque;
- c) Monumental, ornamental or other structures erected on a burial site;
- d) Anything else erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person.

#### Payment Options

Refer to Council's Current **Fees and Charges** for details.

*Payment must be made when the form is submitted – forms will not be processed until payment is received.*



**MAIL** - Make your cheque/money order payable to Livingstone Shire Council and mail to PO Box 2292, Yeppoon QLD 4703.

**EMAIL** – email the completed form to enquiries@livingstone.qld.gov.au. Customer Service Staff will contact you regarding payment.



**IN PERSON** -You can pay this account at any of Council's Customer Service Centres:

**Yeppoon** (Town Hall, 25 Normanby Street or **Emu Park** (Library), 7-9 Hill Street