

Application for Memorial Works / Installation Permit

For monumental, lawn, in all Livingstone Shire Council
Cemeteries

ABN 95399253048

Telephone 1300 790 919

Email: cemeteries@livingstone.qld.gov.au



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

This form is to be completed when maintenance work / erect or install a memorial / install plaque at a Livingstone Shire Council's cemetery. Application must be submitted two days before relative activity. Contact Cemeteries on cemeteries@livingstone.qld.gov.au for further information.

Section 1 – Cemetery location			
Cemetery Location	<input type="checkbox"/> Yeppoon <input type="checkbox"/> Emu Park <input type="checkbox"/> Capricorn Coast Memorial Gardens (CCMG) <input type="checkbox"/> Cawarral <input type="checkbox"/> Joskeleigh		
Section:	<input type="checkbox"/> Lawn (CCMG) <input type="checkbox"/> Monumental		
Burial Site:	Row:	Plot No:	(the burial site')
Name of Deceased:		Date of Last Inurnment:	
Section 2A – Details of Work (Please tick applicable box or boxes)			
Lawn Cemetery	Monumental Cemetery	Columbarium / Remembrance Wall	
<input type="checkbox"/> Single Plaque Install <input type="checkbox"/> Double Plaque Install <input type="checkbox"/> Granite Memorial Install (CCMG Only)	<input type="checkbox"/> Single Plaque Install <input type="checkbox"/> Double Plaque Install <input type="checkbox"/> Headstone Install <input type="checkbox"/> Grave Cover Install <input type="checkbox"/> Memorial Beam Install <input type="checkbox"/> War Memorial	<input type="checkbox"/> Single Niche Plaque Install <input type="checkbox"/> Double Niche Plaque Install <input type="checkbox"/> Remembrance Memorial Plaque	
Section 2B – Maintenance and Repairs			
Lawn Cemetery	Monumental Cemetery	Columbarium / Remembrance Wall	Ashes Gardens
<input type="checkbox"/> Plaque Repairs/ Additions <input type="checkbox"/> Monument Repairs <input type="checkbox"/> Other	<input type="checkbox"/> Plaque Repairs/ Additions <input type="checkbox"/> Monument Repairs <input type="checkbox"/> Grave Cleaning <input type="checkbox"/> Other	<input type="checkbox"/> Plaque Repairs/ Additions <input type="checkbox"/> Other	<input type="checkbox"/> Plaque Repairs/ Additions <input type="checkbox"/> Other
Section 2C- Proposed Work Details (Not applicable to installation of a plaque in the lawn cemetery or the remembrance wall.)			
Description of Work: Please attach a full design showing footings, elevations and drawing detailing the work. Be sure to include specifications for the monument, foundations, and piers.			
Section 3 – Applicant Details			
Are you the Holder of Burial Rights?			
<input type="checkbox"/> Yes (please skip to the Holder of Burial Rights Details section below)			
<input type="checkbox"/> No (please complete the applicant details section and the Holder of Burial Rights Details section below)			
Applicants Name			
Residential Address			
Postal Address			
Contact Number			
Email:			

Section 4 - Burial Right Holder

Full Name:	
Residential Address:	
Postal Address:	
Contact Number:	
Email:	

Section 5 – Monumental Stone Mason / Contractor

Business Name:	
Name:	
Postal Address:	
Contact Number:	
Email:	

Section 6 - Public Liability Insurance (Please note a copy of the stonemason/contractor's public liability insurance and indemnity statement must be provided.)

Name of Insurer:		Policy Number:	
Policy Limit:		Expiry Date:	

Section 7 – Supporting Documents

Please remember to provide the following supporting documentation when submitting this form: If you are the holder of burial rights:

- ☐ Proof of ID of the holder of burial rights/person acting on behalf of the holder of burial rights.
- ☐ Designs for the proposed memorial.

If you are not the holder of burial rights:

- ☐ Proof of ID of the applicant or next of kin.
- ☐ Evidence of permission received from the holder of burial rights to install this memorial, or evidence of permission received from all living relatives of the holder of burial rights to install this memorial.
- ☐ Designs for the proposed memorial.

Monumental Stonemason/Contractor to provide:

- ☐ Current certificate of public liability insurance and indemnity statement for monumental stonemason/contractor

Section 8 – Applicant Declaration

I, undersigned applicant declares:

- I have the legal right to authorise the application or where applicable, I have been given the authority to act on behalf of the person with aforementioned right;
- I understand council's fees require payment before commencement of works;
- I understand and agree to the Councils Cemetery Policy and Procedure;
- I agree and understand that in some Cemeteries slight inaccuracies might be found in the spacing and alignment of gravesites. I will work within these anomalies, within the defined area, ensuring to square up the site to match it with the other existing graves. Under no circumstances are the surrounding graves to be interfered with. Council may require approving the formwork before pouring of concrete and on completion of works.

Name:		Date:	
Signature:			

Section 9 - Submission and 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

