

Please print clearly in **BLOCK LETTERS** with a black pen.
Please tick the appropriate boxes.

- This application is for all work to be performed in a cemetery.
- Work must comply with the BVSC Cemetery Procedures, BVSC's OHS Policy and AS4204 'Headstones & Cemetery Monuments'.
- WORK SUBJECT TO THE HERITAGE ACT: Graves and monuments older than 50 years are subject to the Heritage Act.
- It is the responsibility of the applicant or applicant's agent to ensure that the proposed work is consistent with the requirements of the Act.

1 Applicant details

The Applicant must be the original 'Applicant for Burial', or in case of incapacitation or death, the applicant must be the next of kin.

| | | | | |
|---|--------------|----------------------|-------|----------------------|
| Applicant's name | Full name | <input type="text"/> | | |
| Postal address <input checked="" type="checkbox"/> | Street or PO | <input type="text"/> | | |
| Daytime contact details | Phone | <input type="text"/> | Fax | <input type="text"/> |
| | Mobile | <input type="text"/> | Email | <input type="text"/> |

2 Site details

| | | | | |
|-----------------|----------------------|------------------------------|--------------------------|--|
| Location | Name of cemetery | <input type="text"/> | | |
| | Location of worksite | Section <input type="text"/> | Row <input type="text"/> | Plot <input type="text"/> |
| | Name of deceased | <input type="text"/> | | Date of death <input type="text"/> / <input type="text"/> / <input type="text"/> |

3 Monument details

| | | | | |
|--|---|--|-------------------------------------|----------------------|
| Description of the proposed work | Please attach drawings and specifications | <input type="text"/> | | |
| | | <input type="checkbox"/> Drawings detailing work to be carried out are attached <input type="checkbox"/> Specifications for the monument's foundations and piers are included <input type="checkbox"/> Safe Work and Method Statement is attached <input type="checkbox"/> Engineering Certificated is attached (for monuments over 1100 millimeters) | | |
| | Material used | <input type="text"/> | Calculated weight (excl foundation) | <input type="text"/> |
| | Headstone inscription | <input type="text"/> | | |
| Will any machinery with an unladen weight over 3 tonne be used? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |
| | If yes, provide details | <input type="text"/> | | |
| Booking details | Installation date | <input type="text"/> / <input type="text"/> / <input type="text"/> | Time | <input type="text"/> |


4 Mason details

| | | |
|---------------------|---------------|----------------------|
| Mason's name | Business name | <input type="text"/> |
| | Permit number | <input type="text"/> |

If you do not have a permit number, please contact the Cemetery Liaison Officer to complete an *Application to Undertake work in Cemeteries*.

| | | | |
|---|----------------------|------|--|
| Signed by applicant or agent authorised by the applicant | <input type="text"/> | Date | <input type="text"/> / <input type="text"/> / <input type="text"/> |
|---|----------------------|------|--|

Please include the lodgement fee. This fee is non-refundable and does not constitute a permit. Work is not to commence until a permit is issued.

| | | | | |
|--|--------------|----------------------|-----------------|----------------------|
| OFFICE USE ONLY After Receipt Please Give to Cemetery Section  | Receipt No. | <input type="text"/> | Permit No. | <input type="text"/> |
| | Receipt date | <input type="text"/> | Application fee | <input type="text"/> |
| | CS staff | <input type="text"/> | | |
| | | | | |

Please read carefully

Minimum standard for work in cemeteries:

- The work is limited to the exclusive right held by the applicant.
- All work must confirm to AS4204 'Headstones & Cemetery Monuments'.
- Special conditions apply to lawn cemeteries – please consult with the BVSC Cemetery Liaison Officer prior to submitting your application.
- All work must be carried out in a tradesman like manner.
- All materials shall be of a permanent nature-timber, bricks & mortar, ferrous metals etc. are not considered permanent or appropriate for monuments over exclusive rights of burial.
- The work shall not interfere with the site or allotment described in the permit.
- The worksite must be kept neat, tidy and safe at all times.
- The contractor or worker must not allow access ways to be constructed by materials, tools, plant etc. all debris, rubbish, materials, tools etc must be removed from the site and the cemetery or memorial gardens at the end of the working shift.

FAILURE TO COMPLY MAY INCUR ADDITIONAL CHARGES

OFFICE USE ONLY

BEGA VALLEY SHIRE COUNCIL

| | | | | |
|------------------------|---|--|-------------------------------------|----|
| SITE ALLOCATION | Religion | | Section/Wall No. | |
| | Row/Rock/Niche No. | | Plot/Rock/Niche No. | |
| FEES ALLOCATION | Burial Licence fee | | Interment fee | |
| | Administration fee | | Single Depth fee | |
| | Lawn Section – 1 st or 2 nd interment fee | | Double Depth fee | |
| | Lifting lid & replacing it fee | | Removal of floor fee | |
| | Oversize opening surcharge | | Weekend or Public Holiday surcharge | |
| PAYMENT DETAILS | Receipt No. | | Receipt date | |
| | Staff | | Total fee | \$ |

