

# Monumental/ Restoration Work Form

## Application type

Erection of monumental work - \$215.58

Replacement of plaque and surround - \$579.70

Restoration of monumental work - \$215.58

Additional inscription to headstone - \$130.70

## Application details (interment right holder/s applying for works to be undertaken)

Name:

Address:

Phone:

Applicant signature:

Date:

Is the applicant the interment right holder?      Yes      No (please provide a statutory declaration)

## Licensed contractors details (holds licence with Maitland City Council)

Company name:

Address:

Phone number/s:

Email:

Signature of consultant (contractor):

Date:

## Details about deceased (phone 02 4934 9770 for location)

Deceased name:

Cemetery:

Section:

Religion:

Plot:

Next of kin of deceased:

## Details of proposed works

Contact details of monumental provider:

Description of proposed works: (please attach a drawing detailing the work (see overleaf))

Materials to be used:

**Conditions: Only the holder of the Interment Right or their authorised person** can make an application for the placement or restoration of monumental work on a plot in Maitland City Council Cemeteries. If an authorised person, proof of authority to act on behalf of the Holder must accompany this application. Monumental works must only be carried out by persons holding a permit to work in Maitland City Council Cemeteries.

All monumental works must be carried out in accordance with the following documentation:

- Australian Standard for Monuments and Headstones in Cemeteries
- Maitland City Council Cemetery Policy
- Maitland City Council Permit to Work in Council Cemeteries

On completion of works the installer must provide photographic evidence of the works to Council citing the Plot location.

**Prior to commencement of any monumental works in a Maitland City Council Cemetery, the service provider must give Council 24 hours notice.**

Council does not insure the grave/ headstone/ or monumental work.

## Privacy and personal information protection notice

The collection of this information is a Statutory requirement under the *Cemeteries & Crematoria Act 2013 & Public Health Regulation 2012*. This document will form part of a public record that Council may use and or make available in accordance with the *Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009*. A consequence of non-provision may result in burial plot not being allocated. Council will take all reasonable steps to protect the personal information it holds from misuse, unauthorised access and modification. Council will retain your personal information for a period that is in accordance with the *State Records General Authority 39*.

## Signatures

I the undersigned, agree to the conditions under which a permit may be issued to carry out the proposed work. Further, I hereby indemnify and hold safe and harmless Council against any action, proceeding, claim, damage, loss and expenses whatsoever that may result from Council's consent to the execution of the work proposed in this application

Signature:

Date:

Signature:

Date:

### Return the form to:

Maitland City Council

PO Box 220, Maitland NSW 2320

**OR** [cemeteries@maitland.nsw.gov.au](mailto:cemeteries@maitland.nsw.gov.au)

**OFFICE USE ONLY** (payment code: 30402 BCI)

Amount Paid:

Date:

Receipt No:

## Attachment A

Please provide below, a drawing of the work to be carried out in the cemetery. Please be sure to include specifications and dimensions **(including monuments foundations and piers)**.

### Proposed headstone inscription

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