Application to Erect Monument / Headstone

Date of Application:	/ /

Cemetery Location

Cemetery Name:	☐ Amby Cemetery	☐ Mungallala Cemetery
	☐ Hodgson Cemetery	☐ Roma Monumental Cemetery
	☐ Injune Cemetery	☐ Surat Monumental Cemetery
	☐ Jackson Cemetery	☐ Wallumbilla Monumental Cemetery
	☐ Mitchell Cemetery	☐ Yuleba Monumental Cemetery
	☐ Other _____	

Applicant Details (Authorisation – Refer additional Information on Page 2 and 3)

Full Name:			
Postal Address:			
Suburb:		Postcode:	
Phone (h):		Phone (m):	
Email address:			
Relationship to Deceased:			

Stonemason Details

Mason Name:			
Company Name:			
Postal Address:			
Suburb:		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Email Address:			

Deceased Details

Full Name:			
Date of Death:	/ /	Date of Birth:	/ /

Monument Details

Grave Location:	Section:	Row:	Grave:
Dimensions:	Length:	Width:	Height:
Materials to be Used:			

Wording for Monument

Line 1:
Line 2:
Line 3:
Line 4:
Line 5:
Line 6:
Line 7:

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Diagram of New Monument – Showing All Dimensions

Declaration of Applicant

- I, the undersigned hereby authorise the Stonemason detailed above to make the above alterations or to erect a monument to the details above.
- I understand that future burials in this plot and where applicable adjoining plots, may require the complete or partial removal of grave surrounds, cover or monuments on the grave.
- I understand that the placing of any other memorial, name plate, token, tribute, flower containers or planting of flowers or shrubs is PROHIBITED.
- Maranoa Regional Council will not be liable for any disputes between the applicant and stonemason or any additions or alterations to the above after the same has been fabricated.

Name: Signature: Date: / /

Declaration of Stonemason

- I, the undersigned hereby agree to fabricate a monument or make the above alterations as per the applicant's requests as specified above.
- Maranoa Regional Council will not be liable for any disputes between the applicant and stonemason.
- I will provide Maranoa Regional Council with a minimum 48 hours' notice of intent to enter the cemetery to undertake these works.

Name: Signature: Date: / /

Information Regarding Monuments

1. What is Council's Policy regarding Monuments?
   Council's Cemetery Operations Policy States:-
   - Headstones and monuments in the general sections of the Council's Cemeteries are the responsibility of the holder of the burial licence.
   - Should these items be damaged, vandalised or fall into disrepair it is the responsibility of the burial licence holder to make repairs
   - If headstones or monuments are dangerous Council may conduct works to make the area safe. This work may involve the placement of a headstone on the ground to prevent it from falling and will not include repairs or reinstatement of the headstone.
   - All required fees to be paid and authorisation given before any work is commenced by suitably qualified stonemasons or the holder of the burial licence
   - This site must be reinstated to the previous standard with all rubbish and debris removed from the cemetery.
   - Surrounding monuments and headstones must not be damaged in the course of undertaking any works.
   - Memorials must be consistent with the existing amenity of the cemetery.
   - Plastic type materials will not be permitted.
   - The memorial shall be contained within the grave plot and be less than one metre in height unless certified by a structural engineer.
   - The planting of trees, shrubs, roses or any other plants is not permitted on the grave / plot.

2. Work Health and Safety
   It is expected that all work will be undertaken in accordance with the provisions of the WHS legislation in Queensland.

3. Definitions
   Erect a monument: The construction of a memorial / monument on a grave whether it be the first instance of memorialisation or the result of removing an existing monument and construction of a new one.
   Refurbishment: Minor works to maintain or alter an existing monument / memorial. This may be to remedy damages and weathering or to upgrade an existing monument.

4. What do I do with this application form upon completion?
   After completing this application form, please return it to Maranoa Regional Council's Customer Service Centre with payment of the appriopriate fee. Work must not commence without written approval from Council.

5. Who can order a Memorial / Monument?
The Right of Burial Holder is the only person who can authorise the placement of a memorial. Should the Right of Burial Holder pass away, then the Right of Burial becomes part of his or her estate, to be administered by his or her executor. If there is no executor then the "major beneficiary" or next of kin may take charge, although they will have to provide documentation to support their claim.

6. There is a family member objecting to the headstone / monument, what do I do?
Maranoa Regional Council acts in good faith when it relies on advice provided by applicants and does not accept responsibility for allowing a plaque or monument that might be the subject of later dispute between family members, executors and/or assigns. In this instance you need to seek independent legal advice.

7. Who do I contact if I require assistance with completing this application form?
Should you require any assistance in completing this form, please do not hesitate to contact Maranoa Regional Council on 1300 007 662. You will be redirected to a Cemeteries Administration Officer who will assist you to the best of their ability.

8. Will my application to erect or refurbish a monument ever be declined?
Maranoa Regional Council reserves the right to decline a permit for monuments that do not comply with Council's Cemetery Operations Policy.

Lodgement of Application		
Post:	Maranoa Regional Council PO Box 620, Roma Qld 4455	
Email:	cemeteries@maranoa.qld.gov.au	
Fax:	07 4624 6900	
Deliver to Councils Customer Service Centres		
Roma – Cnr Bungil & Quintin Streets	Mitchell – 100 Cambridge Street	Surat – 73 Burrowes Street
Injune – 32 Hutton Street	Yuleba – Stephenson Street	

OFFICE USE ONLY			
Receipt No:		Receipt Date:	
Receipting Officer:			
Section:		Row Number:	
Grave Number:		Fees Paid:	
Authority Updated:		Record Number:	
Cemetery Register Updated:		Processing Officer:	
Date Received:	/ /		

* A copy of the receipt must be attached to this form.

PRIVACY COLLECTION NOTICE

Maranoa Regional Council is collecting personal information you supply on this form in accordance with *Local Government Act 2009 and Maranoa Regional Council Local Laws*. The personal information collected on this form will be used only with respect to the monument. Your personal information will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless required by law. Your personal information is handled in accordance with the *Information Privacy Act 2009*.