

APPLICATION TO CONSTRUCT A MEMORIAL

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

Please Note:

- Minimum prior notice of seven (7) working days is required
- Is the Applicant also the Burial Right Holder of existing grave? Yes No
 - If Yes, complete Section 2
 - If No, Burial Right Holder is to complete Sections 3

SECTION 1 – STONE MASON/APPLICANT DETAILS

FULL NAME			
POSTAL ADDRESS			
PHONE	MOBILE		
EMAIL			

SECTION 2 – MEMORIAL DETAILS

DECEASED NAME				
CEMETERY	SECTION			GRAVE NO.
ASHES INTERMENT NICHE NO.	RESERVATION TO BE MADE NEXT TO NICHE	<input type="checkbox"/> Yes <input type="checkbox"/> No	RESERVATION NO.	
MEMORIAL	<input type="checkbox"/> New Memorial <input type="checkbox"/> Existing Memorial (additional inscription)			
WILL A COMMITMENT SERVICE BE HELD?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes: Date:	Time:	

- Standardised Lawn Cemetery Plaque W 380mm X L 280mm X D 5mm
- Clermont Columbarium Wall – Niche Size 270mm X 180mm
- Nebo Columbarium Wall – Niche Size 255mm X 115mm
- Moranbah Columbarium Wall – Niche Size 250mm X 90mm
- St Lawrence Columbarium Wall – Niche Size 270mm X 100mm
- Other E.G. Existing Grave Site
- Plaque to Be Purchased Through Council

Please Note: Plaques for the lawn cemeteries and columbarium walls must meet council's specifications. Please contact Council's Cemetery Services Officer for more information.

DETAILS OF EPITAPH OR INSCRIPTION (attach separate sheet if insufficient space available)

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SECTION 3 - BURIAL RIGHT HOLDER DETAILS

NAME			
RELATIONSHIP TO DECEASED			
POSTAL ADDRESS			
PHONE		EMAIL	
SIGNATURE		DATE	

SECTION 4 - TERMS AND CONDITIONS

The following conditions shall apply to the erection or installation of a memorial:

- The memorial must be consistent with the existing amenity of the cemetery.
- The design and wording are to be approved by council.
- The memorial is to be constructed of suitable weather resistant material.
- The memorial is to be structurally sound so as not to topple and cause damage or injury to any person or property.
- Plots in the older monument section – Erection or installation can only be performed after two years from the date of interment to allow for subsidence and settlement (or by special permission by council).
- Construction of the memorial must be completed within four weeks from commencement date.
- Construction must follow Councils WH&S requirements.
- Site must be left clean, neat and tidy with all materials removed from the Cemetery area.

SECTION 5 - APPLICANT AUTHORISATION

REQUESTED BY	Signature	Date
	Print Name	

Once completed please send form and any attachment to:
records@isaac.qld.gov.au or Isaac Regional Council, PO Box 97, Moranbah QLD 4744
or deliver in person to your local Isaac Regional Council office

DEPARTMENT USE ONLY

NOTIFICATION DATE	
PRIVATE WORKS NO.	

Information entered Council Burial Registers

APPLICABLE FEE PAID	\$	
RECEIPT NO.		
PROCESSED BY	Signature	Date
	Print Name	