



**Contact Details:**

Postal Address: PO Box 177, Macksville NSW2447  
Telephone: (02)6568 2555

**Office Location:**

44 Princess Street, Macksville NSW2447

**Website:**

[www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)

**Email:**

[council@nambucca.nsw.gov.au](mailto:council@nambucca.nsw.gov.au)

Updated: July 2024 24642/2019

**APPLICATION FOR APPROVAL TO CARRY OUT WORKS IN A COUNCIL CEMETERY ON A HEADSTONE/MEMORIAL - INCLUDING NEW INSTALLATION OR REPAIRS**

CEMETERY: \_\_\_\_\_

SECTION: \_\_\_\_\_ ROW: \_\_\_\_\_ ALLOTMENT: \_\_\_\_\_

FULL NAME OF DECEASED \_\_\_\_\_

LAST KNOWN ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ DATE OF DEATH: \_\_\_\_\_

OCCUPATION OF DECEASED (if known): \_\_\_\_\_

Next of kin or secondary interment right contacts:

Holder 1: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Holder 2: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant details:

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to deceased: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Privacy declaration

Information collected on this form is held in accordance with the *Privacy and Personal Information Protection Act 1998*. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the *Cemeteries and Crematoria Act 2013*. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the *Privacy and Personal Information Protection Act 1998*.



## **Extract from Council's adopted Cemetery Policy:**

### **6.0 WORK UNDERTAKEN IN CEMETERIES**

A person may not undertake work of any type in a cemetery unless that person, and those engaged by that person, have written approval from Council for the works. Conditional approvals are granted as part of an interment right or approval to erect or repair a headstone/monument. Approval for any other works will only be considered after lodging a separate written application to Council. Council must be provided with a copy of a valid Public Liability insurance policy.

#### **6.1 Monumental Burial**

Traditionally, *monumental burials* have been provided in all Council cemeteries since their establishment. Given the increased maintenance costs associated with *monumental burials*, Council will only permit them to be undertaken as infill within existing *monumental burial* sections of Councils cemeteries. In areas where Council has made provision for *monumental lawn burials*, *monumental burials* will not be permitted.

Applications are to be submitted to Council using the appropriate form for the erection/repair of headstones/memorials and the applicable fee paid, as determined by Council's Fees and Charges. Council will not issue a monument permit in respect of a burial site except for the erection of a headstone/monument of a size and type that complies with the following:

- The headstone and/or kerbing may be installed 3 months after the burial (to allow for subsidence and settlement).
- Headstones must be set on a concrete slab which is placed level and pillared/piered into the ground.
- The headstone/monument must not be any higher than 850mm above natural ground level, and must not exceed the width of the burial plot, being 1200mm.
- All work must comply with Australian Standard AS4204-1995 'Headstones and Cemetery Monuments'.
- General conditions contained within Appendix 2.

#### **6.2 Monumental Lawn Burial**

Council will install concrete beams within areas of its cemeteries to facilitate the establishment and future growth of *monumental lawn burial* sections which will phase out the expansion of *monumental burial* sites. *Monumental lawn burial* sections are non-denominational.

Applications are to be submitted to Council using the appropriate form for the erection of headstones/memorials and the applicable fee paid, as determined by Council's Fees and Charges. Council will not issue a monument permit in respect of a grave site except for the erection of a headstone of a size and type that complies with the following:

- The headstone must be installed on the concrete beam.
- The headstone can have the option of up to two flower containers of the same product as the headstone.
- Kerbing, edging or markers of any description cannot be placed on or around the perimeter of the grave.
- The headstone can be of a recumbent "desk" style affixed to the beam or an upright headstone set on a base (1000mm maximum length x 300mm maximum wide) affixed to the beam with a maximum height of 850mm above the highest point of the beam within the grave site (including base) as illustrated below:
- General conditions contained within Appendix 2.



## APPENDIX 2 - CONDITIONS FOR ERECTION OF HEADSTONE/MONUMENT

1. All works must be undertaken in accordance with the Nambucca Valley Council Cemetery Policy DE15.
2. All monuments and monumental work must comply with *AS4204-1995 Headstones and Cemetery Monuments*.
3. The grantee is responsible for maintaining and repairing the monument. Where Council considers that a monument is at risk of collapse due to its condition which may result in harm to a person or an adjoining burial site, Council reserves the right to remove the monument.
4. For monumental lawn burials:
  - i. The headstone must be installed on the concrete beam.
  - ii. The headstone can have the option of up to two flower containers of the same product as the headstone.
  - iii. Kerbing, edging or markers of any description cannot be placed on or around the perimeter of the grave. The area is to be kept clear to allow lawn maintenance to be undertaken by Council.
  - iv. The headstone can be of a recumbent "desk" style affixed to the beam or an upright headstone set on a base (1000mm maximum length x 300mm maximum wide) affixed to the beam with a maximum height of 850mm above the highest point of the beam within the grave site (including base).
5. For monumental burials:
  - i. The headstone and/or kerbing is to be installed 3 months after the burial (to allow for subsidence and settlement).
  - ii. Headstones must be set on a concrete slab which is placed level and pillared/piered into the ground.
  - iii. The headstone/monument must not be any higher than 850mm above natural ground level and must not exceed the width of the burial plot, being 1200mm.
6. All care is to be taken to ensure the safety of the public in general. A minimum of \$20 million public liability insurance cover is to be maintained for the duration of the works by the person/company undertaking the works within the cemetery. Council is to be nominated as an interested party on the policy. Council is not to be held responsible for any negligence caused by the undertaking of the works. A copy of the certificate of currency must be submitted to Council prior to the commencement of works.
7. Ensure that the ground on which any machinery or plant is located is sufficiently stable to ensure the support of the working load of that machinery or plant equipment and that the operation of that machinery or plant equipment will not come into contact with any power line, service conduit or monument.
8. Remove all planks, building equipment, protective coverings, waste, and excess soil; with the ground surface surrounding the grave site returned to its condition prior to the commencement of any works.
9. Ensure any excess soil is placed in the area designated by Council within the cemetery for that purpose or removed from the cemetery.

---oo0oo---