


# Monumental Works Permit Application Form



SECTION 1 - Interment Site Details		
Cemetery: <b>Wallsend</b> £ <b>Stockton</b> £	Portion:	Plot:
Division:	Section:	(office use only) Cem ID:
SECTION 2 - Proposed Works		
£ New	£ Single Headstone On Lawn Beam	£ Full Single Monument & Piers
	£ Single Headstone & Piers	£ Full Double Monument & Piers
£ Restoration / 2 <sup>nd</sup> Inscription	£ Single	£ Double
SECTION 3 - Monumental Mason Details		
Company Name:		Contact name:
Address:		
Suburb:		Postcode:
Email:		Phone:
SECTION 4 - Applicant Details (select one or more) Grantee £ Executor £ Authorised Representative £		
Name:		Title:
Address:		
Suburb:		
Email:		Phone:
Full name of deceased:		Date of death:
I certify that I am authorised as (please tick ONE box only):		
£ The person in whose name the Interment Right was issued		
£ The Executor of the deceased estate (Documentation that the applicant is the Executor required)		
£ The next of kin of the deceased (Statutory Declaration required see below)		
Signature (Grantee/Applicant):		Date:
SECTION 5 - Monumental Mason Declaration		
<p>I, the undersigned;</p> <ul style="list-style-type: none"> <li>• Hereby certify the construction of these works will be carried out in accordance with Australian Standard, AS 4204-2019 (Headstones and Cemetery Monuments), the City of Newcastle's Requirements for the Construction of Monuments and Work Health and Safety Management System.</li> <li>• Acknowledge Council may request images and / or inspection of monuments to ensure compliance with Australian Standard, AS 4204-2019 (Headstones and Cemetery Monuments), City of Newcastle's Requirements for the Construction of Monuments and the Work Health and Safety Management System.</li> <li>• Acknowledge Council reserves the right to direct the Company and or the Grantee / Applicant to modify, dismantle or remove the monument at the Companies and or Grantee / Applicant expense from the cemetery where: <ul style="list-style-type: none"> <li>- the monument installed is in contrary to Australian Standard, AS 4204-2019 and the City of Newcastle's Requirements for the Construction of Monuments.</li> <li>- the monument installed is in contrary to the stated dimensions on this application or the monument is constructed outside the location of the allocated grave.</li> <li>- Acknowledge should such work interfere with the reopening of any of the said graves for future interments, I will arrange for such obstruction to be removed eight hours prior to the time fixed for any such interment.</li> </ul> </li> </ul>		
Signature (Company):		Date:

- All monumental works carried out in City of Newcastle managed cemeteries are subject to prior approval by the City of Newcastle. **Works cannot commence until the City of Newcastle provides a written notice of approval;** the payment of any fee does not constitute an approval.
- On receipt of this Application, a check is made to ensure construction will be in accordance with the Australian Standard, AS 4204-2019 (Headstones and Cemetery Monuments) and the City of Newcastle's Requirements for the Construction of Monuments as a minimum. Application is to include plans, materials and inscription details showing monument meets such requirements.
- No approval will be granted for placement of monumental work on graves less than three months old. Graves and monuments older than 50 years may be subject to the Heritage Act. It is the responsibly of the Company and Grantee / Applicant to ensure proposed works is consistent with the requirement of the Act.

Please show detailed drawing of the proposed monumental work. Include specifications and dimensions for the monument including foundations and piers (attach additional pages if further space is required). Or, **See attached plan** £



Inscription:


Application Type	Please Tick	Office Use Only
<b>WALLSEND CEMETERY</b>		
Single Headstone - with piers - Wallsend Cemetery (\$250.00)	£	601032-8008-43602 (T30)
Single Headstone - on lawn beam - Wallsend Cemetery (\$250.00)	£	601032-8008-43602 (T30)
Full Single Monument - with piers - Wallsend Cemetery - per plot (\$270.00)	£	601032-8008-43602 (T30)
Restoration / 2 <sup>nd</sup> inscription - Wallsend Cemetery (\$250.00)	£	601032-8008-43602 (T29)
<b>STOCKTON CEMETERY</b>		
Single Headstone - with piers - Stockton Cemetery (\$250.00)	£	601031-8008-43602 (T30)
Single Headstone - on lawn beam - Stockton Cemetery (\$250.00)	£	601031-8008-43602 (T30)
Full Single Monument - with piers - Stockton Cemetery - per plot (\$270.00)	£	601031-8008-43602 (T30)
Restoration / 2 <sup>nd</sup> inscription - Stockton Cemetery (\$250.00)	£	601031-8008-43602 (T29)
<b>Transfer of Interment Right</b>		
Transfer of Interment Right – completed with this application (\$40.00)	£	XXXXX-8008-43600 (T29)

#### PERMISSION TO ERECT MONUMENTAL WORKS PROCEDURE

- I. 48 hours' notice shall be given to the City of Newcastle by email or telephone that work will commence on any monument (including restorations)
- II. A photograph of concrete foundation works, including evidence of the depth of the piers shall be provided to the City of Newcastle once this stage is complete. Work will then not be permitted to recommence until notice has been given from City of Newcastle that it is satisfactory to proceed
- III. A photograph of the final monument shall be provided to the City of Newcastle within 48 hours of work being completed
- IV. No monumental work is to take place prior to gaining written the City of Newcastle approval
- V. No monumental work is to be carried out by any person who does not hold a WorkCover General Construction Induction White Card and/or who has not completed a City of Newcastle Contractor Induction and Site Specific Induction
- VI. The fee for applications for monumental works are based on a per plot rate
- VII. A restoration is defined as restoring any items that are already in place, you may replace existing items like for like however additional items such as new kerbing are a classed as a new monument and therefore require an application for a new monument to be submitted
- VIII. As per Australian Standards the grave site number/s must be indelibly and legibly identified on the monument, please ensure these details are on plans submitted to the City of Newcastle for approval
- IX. Lawn Sections allow for a Headstone only monument within the allocated plot area on the concrete beam
- X. The minimum depth of piers for a double depth grave is 2100mm and 1500mm for a single depth grave from ground level. The minimum number of piers for a full monument is six and for a headstone two. Piers must be a minimum of 200mm in diameter.
- XI. When a Grantee of a plot is deceased, the City of Newcastle must obtain documentation that the applicant is the executor of the will of the deceased or if probate has already been granted a copy of the documentation showing the applicant has inherited the estate. Where a will is not available the City of Newcastle will accept a signed Statutory Declaration stating the applicant is the next of Kin to the Right of Burial Holder and has the consent of all available direct descendants with whom contact has been possible.
- XII. All pages of this application and any supporting documents are to be completed and returned to ensure the application is processed. The application should be emailed when possible to: cemeteries@ncc.nsw.gov.au

#### Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Information required for Facilities and Recreation, Cemetery Records, Statutory requirement under the Public Health Regulation 2012- Part 8 and Cemeteries and Crematoria Act 2013.

**Intended Recipients:** The information will form part of a public record that must be available for inspection under the Public Health Regulation 2012 - Part 8.

**Supply:** Voluntary.

**Consequence of Non Provision:** Application not be processed.

**Storage and security:** The City of Newcastle Electronic Document Management System; records to be kept indefinitely.

**Access:** The City of Newcastle, phone 02 4974 2000, fax 02 4974 2222, email cemeteries@ncc.nsw.gov.au

# PERMISSION FOR MONUMENTAL WORKS APPLICATION STATUTORY DECLARATION

(This form should be completed by an executor or nearest surviving relative of the deceased or other proper person, and all questions must be fully answered)

I, ..... (Full Name of Applicant),  
of ..... (Applicant's Address) Postcode ..... Age .....  
hereby apply for permission to place a monument or add second inscription for remains of the late.....  
of ..... (Deceased's Address)  
in the grave known as ..... (Section & Grave No.) at ..... Cemetery  
Section Plot

State the name of the Grantee/Interment Right Holder of the grave site being used: .....

1. (a) Are you the nearest surviving relative of the deceased? If so, state relationship .....
- (b) Are you an executor of the deceased's estate? .....
- (c) If neither an executor nor nearest surviving relative, state EITHER
- (i) relationship to deceased (i) .....
  - (ii) reason(s) why this application is being made by you (ii) .....
  - (iii) written authority for making this application (iii).....

OR

Complete the following statement:

I have been requested by ..... the deceased's .....  
to make this application for interment and I am fully aware of the information contained herein.

- (d) (i) Have all near relatives of the deceased been informed of the proposed monument Yes / No  
If no, state who hasn't been informed and why .....
- (ii) Has any near relative of the deceased expressed any objection to the monument? Yes / No  
If yes, state the reasons for objection and by whom .....

2. (a) Did the deceased leave any written directions as to type of monument for the deceased? Yes / No
- (b) If yes, what directions? .....
- (c) Are you satisfied that the directions of the deceased were made in a state of sound mind? Yes / No

3. (a) Have all the available direct descendants of the deceased with whom contact is possible granted permission for a monument/ inscription to be placed on the grave described above? Yes / No
- (b) If no, explain why permission has not been given? .....

I hereby certify that all particulars stated above are true and accurate, and that to the best of my knowledge and belief no particular material has been omitted; I therefore make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths Act, 1900.

Declared at ..... (Location) ON ..... (Date)

Signature ..... (Applicant) in the presence of an authorised witness, who states:

I, ..... (Full Name of Witness), a Justice of the Peace in the State of NSW  
#..... (JP Number), certify the following matters concerning the making of this statutory declaration by the person who made it:

1 \*I saw the face of the person OR

\*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering.

AND

2 \* I have known the person for at least 12 months OR

\*I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was:

..... (Describe ID Document)

(Signature of JP or Authorised Witness)

(Date)

This declaration must be signed in the presence of an authorised witness. A list of people who can be witnesses is set out in Schedule 2 to the Statutory Declaration Regulations 1993.

\*Please cross out any text that does not apply.