

Application for Installation of Monument or Plaque

Purpose of form: The information in this form will be used to process your application to install a monument or plaque.

PRIVACY NOTICE: Fraser Coast Regional Council is collecting your personal information (name, address, phone number, email, relationship to deceased) for identity verification and the purpose outlined on this form. This information will only be accessed by authorised Council employees and handled in accordance with the *Information Privacy Act 2009*.

NOTE: All work must meet or exceed AS4204:2019, AS4425:2020, the cemetery rules/regulations and relevant plans.

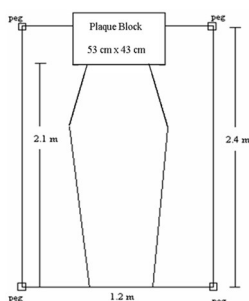
APPLICATION PROCESS: All applications are to include dimensions of the plaque or monument, details of inscription and current application fee. In the case of a monument the footings should also be included. Once Council has approved the application, a copy of the approval will be sent to the stone mason/contractor. A Notice of Intent form must be submitted at least 48 hours prior to commencement of any work within a cemetery.

CEMETERY & GRAVE DESCRIPTION (Please tick)			WORK TO BE COMPLETED BY	
Name of Deceased			Please note: A copy of the approval will be provided. A safety induction will be required prior to installation.	
Date of Burial			Name/Company	
Cemetery <input type="checkbox"/> Maryborough <input type="checkbox"/> Polson <input type="checkbox"/> Deborah <input type="checkbox"/> Howard <input type="checkbox"/> Tiaro <input type="checkbox"/> Munna Creek <input type="checkbox"/> Nikenbah			Address	
Section	Row	Grave	Telephone	Mobile
			Email	
APPLICANT			Preferred Notification Method Mail <input type="checkbox"/> Email <input type="checkbox"/>	
Mr/Mrs/Ms/Miss (please circle)			MONUMENTAL MASON/CONTRACTORS DECLARATION	
First Name	Surname		<input type="checkbox"/> I have read and agree to comply with Council's requirements for installation of plaques and monuments. <input type="checkbox"/> I agree to make good any damage resulting from activities by myself or others on my behalf. <input type="checkbox"/> I understand that works are not to commence until written approval has been received from Council.	
Address				
Telephone				
Email				
Relationship to deceased			Signature	Date
BURIAL RIGHTS AUTHORITY – please tick appropriate box (see terms and conditions for more information)				
<input type="checkbox"/> I am the person in whose name the Right of Burial was issued. <input type="checkbox"/> I have included written authority from: <input type="checkbox"/> the Burial Right Holder*; or <input type="checkbox"/> the legal representative/beneficiary of the original Burial Right Holder (*Please complete Authority section below). <input type="checkbox"/> I am the legal representative or beneficiary of the original Burial Right Holder. <input type="checkbox"/> I am not the Burial Right Holder or legal representative/beneficiary of the original Burial Right Holder and am unable to provide authority from the Burial Right Holder or legal representative/beneficiary. Please state below, why you have authority to submit this application e.g. all family members are in favour of the application, that you are the person nominated by the family to lodge the application on their behalf, etc. A separate letter can be also attached. _____ _____ _____				
NOTE: Council acts in good faith when it relies on advice provided by applicants and does not accept any responsibility for allowing a plaque/monument that might be the subject of a later dispute between family members, Executors and/or assigns.				
I declare that the information I have provided in this application is complete, true and correct. I agree to abide by the Cemeteries Council Policy - https://www.frasercoast.qld.gov.au/downloads/file/735/cemeteries-council-policy .				
Signature of applicant:			Date:	
AUTHORITY – BURIAL RIGHT HOLDER OR LEGAL REPRESENTATIVE/BENEFICIARY (if different from applicant)				
Mr/Mrs/Ms/Miss (please circle)			Address	
First Name	Surname			
Email			Telephone	
Signature			Relationship to deceased	
FCRC OFFICE USE ONLY				
Fee Paid:	Invoice/Receipt No:		Invoice/Receipt Date:	Cashier:
UDR <input type="checkbox"/> No/s			Approved <input type="checkbox"/> DOCS No:	

CONDITIONS FOR INSTALLATION AND REFURBISHMENT OF PLAQUES AND MONUMENTS

Conditions governing the laying of plaques and monuments in the **Maryborough, Polson, Howard, Tiaro, Munna Creek and Deborah Cemeteries** are set out below and must be strictly adhered to.

1. Each plot is 1.2 metres wide and 2.4 metres long with the head of the grave being on the eastern or western extremity or closest to the concrete beam (if applicable).
2. The stonemason/contractor should note that due to the age of the cemeteries, slight inaccuracies might be found in the spacing and alignment of gravesites. It is the duty of the stonemason/contractor to work within these anomalies, ie the size of the plot can vary slightly and the alignment of the graves might be slightly out. The stonemason/contractor must work within the defined area and square up the site they are working on to match up with existing graves. Surrounding graves are not to be interfered with.
3. A safety site induction may be required. Regular stone masons/contractors will only require a site induction before their first installation. Any new staff will also require the induction.
4. **All plaques and monuments must comply with Australian Standards AS4204:2019, AS4425:2020.**
5. Installation requirements for individual sections of the Cemeteries are as follows:-
 - (a) **Maryborough Garden of Rest Lawn Cemetery** Sections I, II, VII, IX and XI
Polson Garden of Rest
Howard Garden of Rest
Plaque size is optional up to a maximum of 530mm x 430mm and they are to be installed level with the surrounding ground.
Concrete bases on which plaques are installed, MUST be a maximum of 530mm x 430mm x 75mm thickness. Granite plaques without concrete bases, must be 75mm thick.
 - (b) **Maryborough Garden of Rest Lawn Cemetery** Beam Sections III, IV, V, VI, VIII, X, XII
Polson Garden of Serenity
These sections have concrete beams at the head of the graves with pebbles. Plaques are installed between the concrete mowing strips.
Plaques, vases and flower holders are to be a maximum height of 150mm above the upper level of the adjoining concrete mowing strips. Bases can be up to a maximum of 1100mm length x 490mm width x recommended 40mm thickness.
 - (c) **Polson Garden of Peace** - This section has a concrete beam at the head of the graves with pebbles and plaques installed within the beam and level with the top of the adjoining concrete mowing strips. **No desk type plaques are permitted.**
The base can be up to a maximum of 530mm length x 430mm width x minimum 40mm thickness.
The size of the plaque is optional provided it doesn't overlap the base and does not raise it above top of the adjoining concrete mowing strip.
 - (d) **Tiaro Lawn Sections 1 and 2** – these sections have a solid concrete slab style beam at the head of the graves with recessed vases. Plaques MUST be a maximum of 530mm length x 430mm width. Bases up to 1100mm wide are permitted between 2 adjoining plots, but be aware that a base of this width will cover both recessed vases between the two plots.
Lawn Section 1 has a maximum height restriction of 150mm including vases/flower holders.
Lawn Section 2 has a maximum height restriction of 250mm including vases/flower holders.
 - (e) **Monumental Sections – All Cemeteries** - the finished size of installed monuments shall not exceed 2.4m x 1.2m (8ft x 4ft), with a minimum opening of 2.0m to allow for re-opening.



6. Council's official grave number **must be** either inscribed on the plaque, or embedded in the lower right hand corner of the concrete block/monumental border.
7. Prior to any monumental work being undertaken, a Council Officer will locate and mark out the plot. Generally work may not start until the exact plot is located by Council Officers.
8. A Notice of Intent form must be completed and emailed/delivered to the Cemetery Office at least 48 hours prior to the proposed construction commencement date, by the monumentalist/mason.