

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

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Email: enquiries@cassowarycoast.qld.gov.au**Approved Form 7.25 Erection of a Memorial, Vault, Columbarium or Full Grave Slab****Applicable Law:**

Cassowary Coast Regional Council Local Law No. 1 (Administration) 2022

Cassowary Coast Regional Council Local Law No. 7 (Human Remains and Cemeteries) 2022

Council Reference:**Property Number:**

Note: These numbers are important and should be used on all correspondence in relation to this matter.

Your Application will not be properly made unless the Approved Form 1.7: Application to Council (What I Want) is attached

Note: the applicant is the person responsible for making the application and need not be the owner of the land. The applicant is responsible for ensuring the information provided on all Cassowary Coast Regional Council application forms is correct. Any approval that may be issued as a consequence of this application will be issued to the applicant.

Information regarding the erection of a memorial, vault, columbarium or full grave slab

Applicant Details	First Name		Surname		
	Phone Contact Details	Mob:	Home:	Work:	
	Postal Address / Email				
	Relationship to Interred				
	Are you the Next of Kin, authorised person or a Funeral Director approved to make this application?			<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please supply supporting information</i>	
Billing Details	Bill to				
	Billing Email Address				
	Billing Postal Address				
	Mobile Phone Number				
	PLEASE NOTE: Where applications are provided without payment, an Invoice will be issued to the Biller listed. If the Invoice is not paid within 10 business days, the application will lapse.				
Director	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Black's Funerals	<input type="checkbox"/> Heritage Funeral	<input type="checkbox"/> Other:	
Location	<input type="checkbox"/> Innisfail	<input type="checkbox"/> Tully	<input type="checkbox"/> Cardwell	<input type="checkbox"/> Other	
Interred Details	First Name				
	Middle Name				
	Surname				
	Date of Death				
	Section Number		Row Number		
	Plot Number		Plot Prefix / Suffix		
Declaration of Applicant	I, the applicant as detailed above, hereby submit application for:				
	<input type="checkbox"/> Monumental Works Permit		<input type="checkbox"/> I have completed Sections 1 & 2 (overleaf)		
	<input type="checkbox"/> Lawn Cemetery Plaque Installation		<input type="checkbox"/> I have completed Section 1		
I verify that all information provided in this application to be true and correct.					
Signed: Click here to enter text. Date: Click here to enter text.					
OFFICE USE ONLY					
Cemetery Sexton	Cleaning Deposit Refund Approved (Monumental Works only)		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
	<input type="checkbox"/> Plaque installation Completed		Date of Installation		
	Name of Sexton		Signature		

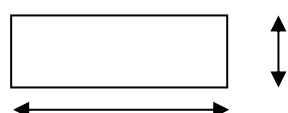
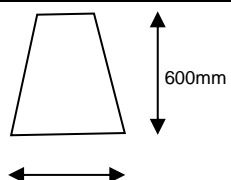
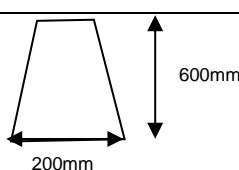
SECTION 2 (for Monumental Works)

Sketch Plan or Description of proposed concrete slab/headstone to be shown below or ATTACHED:

Monumental Works - Cleaning Deposit Conditions: If work is not completed 3 months after date of application the cleaning deposit will be refunded, and a new application will be required.

SPECIFICATIONS

Monumental Works:

Monumental Grave Headstone Specification	Maximum whole of site coverage (3.048m x 1.829m)		
	Maximum Height:	600mm	
Maximum Base Width:	200mm		
Maximum Base Length:	800mm		
Leading edge of monumental headstone recessed 150mm from concrete beam edge.			
Angel View Lawn Headstone Beam	Maximum Height:	600mm	
	Maximum Base Width:	200mm	
	Maximum Base Length:	600mm	
	Leading edge of monumental headstone recessed 150mm from concrete beam edge.		

Plaque:

Innisfail Cemetery	Lawn Plaque	380mm wide x 216mm high
	Columbarium Wall Plaque	177mm wide x 140mm high
	Angel View - Lawn Plaque	380mm wide x 216mm high
	Angel View – Columbarium Wall Plaque	150mm wide x 120mm high
	Angel View – Memorial Wall Plaque (No ashes)	150mm wide x 110mm high
Tully Cemetery	Large Lawn Plaque	559mm wide x 305mm high
	Small Lawn Plaque	380mm wide x 216mm high
	Columbarium Wall Plaque	230mm wide x 185mm high
	Infant Wall	380mm wide x 280mm high
Cardwell Cemetery	Large Lawn Plaque	550mm wide x 300mm high
	Small Lawn Plaque	380mm wide x 280mm high
	Columbarium Wall Plaque	225mm wide x 220mm high

Criteria for assessment of application

General Criteria under *Local Law No. 1 (Administration) 2022*

Council must assess your application against the general criteria. To assist council's assessment you must provide the following information as an attachment to this application:

1. proof that you currently hold any separate approval relating to the activity that is required under another law, including proof of any conditions, plans or limitations that attach to the approval;
2. proof that the management of the activity will protect public health, safety and amenity and prevent environmental harm;
3. identify best practice management for the proposed activity;
4. if the activity is to be conducted on trust land, say why the activity is consistent with the purpose of the trust;
5. indicate how the activity will benefit the good rule and governance of the Cassowary Coast;
6. indicate how the activity will not be detrimental to the good rule and governance of the Cassowary Coast;
7. indicate whether you have been convicted of a breach of a local law within the last three years; and
8. whether an approval for the same or similar activity was given under the repealed local laws.

Additional criteria under *Local Law No. 7 (Human Remains and Cemeteries) 2022*

Council must assess your application against the additional criteria that apply to this activity specifically. To assist Council's consideration, please provide the following information as an attachment to this application:

9. construction details of any memorial, vault, columbarium or full grave slab to be erected;
10. planting details of any tree memorial;
11. the proposed location of the memorial, vault, columbarium or full grave slab;
12. details of the finish proposed to any memorial, vault, columbarium or full grave slab, including any words to be used;
13. evidence of the applicant's relationship (if any) with the deceased; and
14. for a memorial whether the ashes or other remains are placed in a columbarium, vault, grave or full grave slab.

I/ We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME..... SIGNATURE..... DATE.....

Information Privacy Statement: Your personal information has been collected for the purpose of assessing your Application for a Permit. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and 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 you have given Council permission or the disclosure is required by law

PLAQUE PLACEMENT & MONUMENTAL WORKS APPLICATION				
Fees & Charges Checklist		Tick	GST	Total Inc GST
Monumental Works	Works Permit	<input type="checkbox"/>	0.00	123.50
	Cleaning Deposit Bond - General	<input type="checkbox"/>	0.00	156.50
	Cleaning Deposit Bond - Contractor Fee	<input type="checkbox"/>	0.00	522.00
	Cleaning Deposit Bond - Contractor Annual Fee (previously paid by contractor and held by Council)	<input type="checkbox"/>	n/a	n/a
Plaque	Plaque Placement: Lawn Cemetery (headstone/lawn grave) (Plaque to be placed by CCRC Cemetery Sexton)	<input type="checkbox"/>	23.36	257.00
	Plaque Placement: Niche wall (NO ASHES PLACED) Niche plot still needs to be purchased: See Reservation Application	<input type="checkbox"/>	23.36	257.00
	If you would like to place ashes and have a plaque fixed in place on niche wall or grave site, please fill out the Burial Application Form on the CCRC website.			
Application ID	<input type="checkbox"/> CEM_P_ <input type="checkbox"/> CEM_M_			
Customer Service	Receipt Number:	<input type="checkbox"/> Bond banked to trust fund		
	Customer Service Officer: Name _____ Date: _____			
	<input type="checkbox"/> Bond included in Receipt	<input type="checkbox"/> Receipt Attached	Total	\$
Cemetery Office	Related Cemetery Application (if applicable)	CEM_I_		
	Bond Refund processed	<input type="checkbox"/> Yes (Refund approved)	<input type="checkbox"/> No (Refund Not approved)	<input type="checkbox"/> n/a
	<input type="checkbox"/> Add to Dashboard Spreadsheet <input type="checkbox"/> Copy sent to Cemetery Sexton			
Records Officer	Name ID:	<input type="checkbox"/> Duplicates merged	<input type="checkbox"/> Marked as Deceased	
	Records Officer:	<input type="checkbox"/> Deceased ECM address		