

**CASSOWARY COAST REGIONAL COUNCIL**

PO Box 887

INNISFAIL QLD 4860

Ph: 1300 763 903 Fax: (07) 4061 4258

Email: [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)**.Approved Form 7.25 Erection of a Memorial, Vault, Columbarium or Full Grave Slab - FY 25/26****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**

<b>Applicant Details</b>	First Name*		Surname*		
	Phone Contact Details	Mob:	Home:	Work:	
	Postal Address / Email				
	Relationship to Interred*				
	<b>Are you the Next of Kin, authorised person or a Funeral Director approved to make this application?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please supply supporting information</i>	
<b>Billing Details</b>	Bill to*				
	Billing Email Address*				
	Billing Postal Address*				
	Mobile Phone Number*				
	<b>PLEASE NOTE:</b> 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.				
<b>Director</b>	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Black's Funerals	<input type="checkbox"/> Heritage Funeral	<input type="checkbox"/> Other:	
<b>Location</b>	<input type="checkbox"/> Innisfail	<input type="checkbox"/> Tully	<input type="checkbox"/> Cardwell	<input type="checkbox"/> Other	
<b>Interred Details</b>	First Name*				
	Middle Name				
	Surname*				
	Date of Death*				
	Section Number		Row Number		
	Plot Number		Plot Prefix / Suffix		
<b>Declaration of Applicant</b>	<b>I, the applicant as detailed above, hereby submit application for:</b> <input type="checkbox"/> Monumental Works Permit <input type="checkbox"/> I have <b>completed Sections 1 &amp; 2</b> (overleaf) <input type="checkbox"/> Lawn Cemetery Plaque Installation <input type="checkbox"/> I have <b>completed Section 1</b> <b>I verify that all information provided in this application to be true and correct.</b> Signed: Click here to enter text. Date: Click here to enter text.				
<b>OFFICE USE ONLY</b>					
<b>Cemetery Sexton</b>	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		

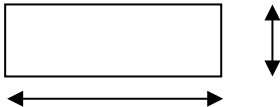
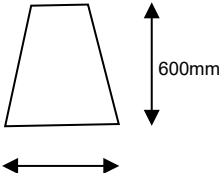
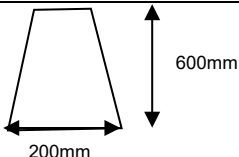
## SECTION 2 (for Monumental Works)

**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	
		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 regard to any matters relevant to this application**

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

June 2025

**Information Privacy Statement:** Cassowary Coast Regional Council is collecting your personal information in accordance with the *Information Privacy Act 2009 (Qld)*, and other applicable laws. Your information is being collected for the purpose of processing your application and/or responding to your enquiry. It may be used by authorised Council officers and disclosed to other agencies or third parties where required or permitted by law. Providing this information is voluntary; however, if you do not supply the requested information, Council may be unable to provide the requested service. You have the right to access and amend your personal information held by Council, subject to legal constraints. For more information, please view Council's [Privacy Policy](#) on Council's website [www.cassowarycoast.qld.gov.au](http://www.cassowarycoast.qld.gov.au)

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PLAQUE PLACEMENT & MONUMENTAL WORKS APPLICATION				
Fees & Charges Checklist		Tick	GST	Total Inc GST
Monumental Works	Works Permit	<input type="checkbox"/>		127.00
	Works Deposit Bond – Private	<input type="checkbox"/>		161.00
	Works Deposit Bond – Contractor	<input type="checkbox"/>		537.00
Plaque	Plaque Placement: Lawn Cemetery onto headstone/lawn grave (Plaque to be placed by CCRC Cemetery Sexton)	<input type="checkbox"/>	24.09	265.00
	Plaque Placement: Niche wall ( <i>NO ASHES PLACED</i> ) Niche plot still needs to be purchased: See Reservation Application	<input type="checkbox"/>	24.09	246.00
	If you would like to place ashes and have a plaque fixed in place on niche wall or grave site, please fill out the <b>Burial Application Form</b> 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: <b>Name</b> _____ <b>Date:</b> _____			
	<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"/> 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	