

## APPLICATION FOR MONUMENTAL WORK PERMIT

Monumental Mason - Name	
Monumental Mason - Address	
Full Name of Applicant (Interment Licence Holder*)	
Address of Applicant	
Telephone Number	

Cemetery		Portion	
Section		Row	
Name of deceased			

Description of Proposed Work	
Material to be Used	
Headstone Inscription	

**Work is NOT to commence until application has been approved by PSA.**

**Strike out whichever does not apply**

I, the undersigned, being the person registered as the holder of the Burial Licence, request permission to carry out monumental work

**OR**

I, the undersigned, have the authority to request permission to carry out monumental work (**PROOF OF AUTHORITY TO BE ATTACHED TO THE APPLICATION**).

**Signature of Holder\*** \_\_\_\_\_ **Date** \_\_\_\_\_  
(\*person to whom Burial Licence was issued)

Approval of erection of monumental work is issued subject to the following conditions:-

- 1 The **approved** application authorizes the holder of the Burial Licence to carry out work at a designated site in the designated cemetery.
- 2 Work must be limited to that described in the application and must be undertaken in accordance with AS4204 and WHS requirements. It is the grantee's responsibility to ensure such compliance.
- 3 The grantee is responsible for the immediate and effective repair of any damage the grantee or the grantee's agent may cause to other monuments, burial sites or council property while carrying out work in the Cemetery.
- 4 The approval of the application does not guarantee quality of workmanship – such workmanship is a matter between the grantee and the person undertaking the work.
- 5 PSA and/or Council will not arbitrate disputes between the contractor and grantee named in the approved application.
- 6 PSA and/or Council may direct the grantee to remove unauthorized work or work not consistent with the approved application.
- 7 PSA and/or Council reserve the right to remove offending, unauthorized or non-conforming work without notice.
- 8 PSA and/or Council will not be liable for the future care, maintenance, preservation, conservation or restoration of the construction erected or placed over the grave.
- 9 **UNDER NO CIRCUMSTANCES IS LETTERING TO APPEAR ON THE REAR OF THE MONUMENT.**

#### **Work Subject to the Heritage Act**

Graves and monuments older than **fifty (50) years** are subject to the Heritage Act. It is the responsibility of the applicant and grantee to ensure that the proposed work is consistent with the requirements of that Act.

#### **Application Lodgement Fees**

Fees, where applicable, are payable to **PSA**. The payment of any fee does not constitute an approval. Fees are paid for the consideration and assessment of the application. Fees are not refundable if the application is rejected.

**ATTACHMENT A – DESIGN OF PROPOSED MONUMENTAL WORK & APPROVAL**

Please provide below or attach a drawing of the work to be carried out in the Cemetery. Please include specifications, dimensions and all inscription details (including monument’s foundations and piers where appropriate).

**TYPE OF MONUMENT**

**Concrete Beam Area (SEE ATTACHMENT B)**

- Single headstone
- Double headstone

**Monumental Section**

- Single headstone set and pillared on concrete beam
- Double headstone set and pillared on concrete beam
- Enclosed monument or kerbing – single
- Enclosed monument or kerbing – double
- Enclosed monument or kerbing plus headstone – single
- Enclosed monument or kerbing plus headstone – double

- Modification to existing work**

- Office of War Graves Request**