

CEMETERY - ERECT A HEADSTONE, PLAQUE OR MEMORIAL

Application for a licence to erect a headstone; plaque or memorial in the cemetery

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Section 1 - Deceased details

Details of the deceased person.

Title: Mr Mrs Ms Miss

First name: Given name(s):

Last name: Also known as:

Date of Birth: Date of Burial: Cremated? Yes No

Last residence:

Locality: State: Postcode:

Section 2 - Grave or niche details

Details of the plot or niche

Name of cemetery:

Section of cemetery: Plot/niche number:

Notes:

Section 3 - Contractor details

Details of the person or company to carry out the erection of the monument.

Company name:

Business name: ABN:

First name: Last name:

Postal address:

Locality: State: Postcode:

Phone: Fax:

Mobile: Email:

Section 4 - Monument details

Details of the monument to be erected

Briefly describe the headstone, plaque or memorial to be erected. Include dimensions and material used. If possible, please provide a drawing or photograph of the monument.

NB: if these details are currently unknown a conditional approval will be issued until these details are submitted

Section 5 - Next of kin

Details of the next of kin

Title: Mr Mrs Ms Miss

First name: Given name(s):

Last name:

Postal address:

Locality: State: Postcode:

Phone: Fax:

Mobile: Email:

Relationship to the deceased person:

Parent Spouse Sibling Child
 Executor of deceased person's estate Other (specify)

I declare the information provided in this application to be complete, true and correct.

I declare that I am authorised to make request on behalf of the deceased person mentioned in Section 1.

Signature:

Date:

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

Lodgement

Forward this application, with fee and required supporting documentation (if any), to Cook Shire Council. This application **MUST** be lodged with Council.

Office Use Only

G/L: 1530.110.280

Fee: Receipt number:

Date: Received by: