

Application for Permit to Erect, Install, Maintain or Repair a Memorial/Monument in Local Government Cemetery

*Local Law No. 4 (Local Government Controlled Areas, Facilities & Roads) 2011
Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*

This form is to be used when seeking approval to erect or install a memorial to a deceased person, or carrying out maintenance work or repair work on a memorial to a deceased person in a local government cemetery.

Application Type	<input type="checkbox"/> Erect or Install a Memorial <input type="checkbox"/> Maintenance/Repair Work on a Memorial			
Cemetery Location	<input type="checkbox"/> Charters Towers <input type="checkbox"/> Mingela	<input type="checkbox"/> Greenvale <input type="checkbox"/> Sellheim	<input type="checkbox"/> Pentland <input type="checkbox"/> Ravenswood	
Area (CT only)	<input type="checkbox"/> Pioneer (01) <input type="checkbox"/> CT Monumental (02) <input type="checkbox"/> Harry Birgan Lawn/Garden Section 64 (03) <input type="checkbox"/> Columbarium/Rose (04)			
Applicant Details	Full Name			
	Company			
	Residential address	Suburb	State	Postcode
	Postal address	<input type="checkbox"/> As above		
	Telephone	Home:	Mobile:	
	Email			
Relationship to the Deceased	What is the applicant's relationship to the Deceased			
Deceased/ Plot Details	Deceased Name			
	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth:
	Burial Date			
	Death Details	Date:	Age:	
	Plot Details	Grave No's:	Section:	Plot/s:
	No. of interments in said plot (if appl)			
Monument Details	Type of Monument (for new installation)			
	Details on Maintenance/Repair work being undertaken (existing)			
	Installer Name			
	Installer Contact No.			

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Conditions	<ol style="list-style-type: none"> 1. A maximum of two (2) monumental plaques are permitted on any one plot, subject to approval. 2. The specific location of headstones and monumental plaques within the burial plot is at the final discretion of Council. 3. The monument must not encroach on adjoining burial plots. 4. The monument must be consistent with the existing amenity of the local government cemetery. 5. The monument must be constructed of suitable weather resistant material. 6. Maintenance or repair work on a memorial to a deceased person must only be carried out by a member of the family of the deceased person, or another person who has a proper interest in the maintenance of the memorial to the deceased person.
Declaration	<p>I apply for an approval under Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011 and declare:-</p> <ol style="list-style-type: none"> 1. that the particulars provided above are correct in every detail; and, 2. that I accept the conditions as noted above and understand that no work is to commence until Council issues a permit accordingly. <p>Applicant's signature Date.....</p>

The information collected on this form will be used by the Charters Towers Regional Council for the purpose of processing and assessment of your application/request. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Right to Information Act 2009 and Information Privacy Act 2009). This information will be stored on Council's database. The information collected will be retained as required by the Public Records Act 2002.

Office Use Only

Date Received:	Receipt No:
Amount: \$	Cashier:
Trust: \$	<input type="checkbox"/> Trust Form completed
Planning & Sustainable Development Department to Complete:	
Approved by Sexton:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Conditions imposed by Sexton:
Works Completed:	Date: <input type="checkbox"/> Refund