

Monumental Permit Application

Permission is requested to undertake monumental work on the allotment identified below. Work is to be wholly within the allotment boundary of 1.2 m x 2.4 m and is not to encroach on any other allotment.

Council understands that as the applicant, you have made the necessary checks to confirm that your client is authorised to instigate any monumental enhancements to the allotment.

Each application is assessed on its merit. Fees and Charges may apply.

Allotment details

Cemetery location _____

Reference Row: _____ Plot _____

Monumental mason details

Company name _____ Contact name _____

Address _____

Email _____ Phone _____

Details of deceased

Full name of deceased _____ Date of death _____

Full name of the right of interment holder _____

Description of works to be undertaken (or provide copy of plan / sketch)

Proposed inscription (or provide copy of proof)

Monumental permit assessment checklist

| | | |
|---|-------------------------------------|------------------------------------|
| Does the application comply with current MSC Cemetery Policy and Standards? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Has the Right of Interment holder been confirmed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Permission is granted for the applicant to undertake the work as detailed in this application. All work is to be conducted wholly within the allotment boundaries of 2.4m X 2.4m. Work is not to encroach on any other allotment.

Checked by (MSC Officer) _____

Approved by _____ Date: _____

Project Manager - Property and Building Services

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be unable to

process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning privacy matters to the Public Officer.

Office use only

| | | | |
|-------------------------------|-------|--------------------------|-------|
| Cemetery Fees | | Invoice / Receipt number | |
| Permission to erect structure | _____ | | |
| CM Task ID | _____ | CM ID of Approval | _____ |
| Authority Record Updated | _____ | Date completed | _____ |