



**KIAMA MUNICIPAL COUNCIL**  
your council, your community

# MEMORIAL PERMIT APPLICATION

## APPLICATION TO EFFECT IMPROVEMENTS ON GRAVES

### CEMETERY – Please Circle – KIAMA / GERRINGONG / JAMBEROO

|   |  |  |
|---|--|--|
| Beam\Row No:  | Plot No:   | Section:   |
| Full Name of Deceased:  |  | Date of Interment:                                   |
| Single Headstone <input type="checkbox"/>   | Double Headstone (2 Plots side by side) <input type="checkbox"/> | Double Depth Plot Headstone <input type="checkbox"/> |
| Fee:  | Monumental Mason (or other qualified and competent person):      |  |
| Address:  |  | Phone No:  |
| I agree that all works will be completed to Australian Standards and comply with all Work Health and Safety requirements and the Cemetery and adjoining works will be left in a clean and tidy condition. Any damage to adjoining works will be reported to Council and the cost of repairs will be my responsibility. I certify that I hold Public Liability Insurance. I understand that it is my responsibility to determine the exact location of the grave prior to commencement of works. |  |  |
| Signature of Monumental Mason:  |  | Date:  |

## AUTHORISED APPLICANT

|   |                     |
|---|---------------------|
| Applicant Full Name:  | Applicant Phone No: |
| Applicant Address:  | Applicant Email:    |
| <p>Declaration: I am the person who applied for the Burial Licence; or</p> <ul style="list-style-type: none"> <li>• I am the Executor of the Estate of the deceased; or</li> <li>• I have written authority of the person, or the Executor of the Estate of the deceased; or</li> <li>• I am the next of kin of the deceased; and</li> </ul> <p>therefore, act on behalf of and with the consent of the next of kin of the deceased or the deceased's family.</p> |                     |

## CONSENT

I consent to the work described in this application being carried out and declare that all the information given is correct. I acknowledge that I have a responsibility to construct in accordance with the application and thereafter to maintain the monument in thorough order and condition during the term of the Burial Licence and, if I do not, the Council has the right to remove it and to recover the cost of doing so. I do agree to indemnify and hold blameless the Council against any claims, actions, liability, loss or damage or expense arising to or against the Council in respect to the monument, the condition or repair of or damage to the monument, or the removal of the monument occurring at any time after the installation of the monument.

|                                    |       |
|------------------------------------|-------|
| Signature of Authorised Applicant: | Date: |
|------------------------------------|-------|

## DETAILS OF HEADSTONE\MONUMENT

Description of Work:

Dimensions of Memorial (Headstone\Monument):

Height (mm):

Width (mm):

Length (mm):

Other Works (base) (mm):

Construction Material (Granite, Marble):

Diagram of Memorial:

## OFFICE USE ONLY

Register No:

Invoiced: Yes / No

Map No.:

Date Paid:

Fee:

Receipt No.:

## PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to fulfil its functions for Council Cemeteries, and to keep accurate Cemetery Burial, Ash Placement and Memorial Plaque Records. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** While the supply of this information is compulsory, the personal information you provide will enable Council to keep records of interments, places of interment, cremations, memorial plaques and rights of interment and make such information available for inspection for historical or research purposes. **Access/Correction:** The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Personal information may be disclosed to third parties for inspection, research or historical purposes, whilst ensuring that the privacy of persons still living are protected. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to: [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council/policies](http://www.kiama.nsw.gov.au/your-council/policies)