



**Office Use Only**

Monument Permit No:.....

10 Graham Place, CASINO  
19-25 Woodburn Street, EVANS HEAD  
Locked Bag 10, CASINO, NSW, 2470  
Phone: 02 6660 0300 Fax: 02 6660 1300  
[customerservicecemeteries@richmondvalley.nsw.gov.au](mailto:customerservicecemeteries@richmondvalley.nsw.gov.au)

APPLICATION FOR MONUMENTAL WORK PERMIT

Prior to lodging this application with Richmond Valley Council please note and ensure the following items are adhered to.

1. Before accepting an order for a new headstone, second inscription or plaque for Niche Walls, Memorial Gardens or Memorial purposes ensure the appropriate application has been lodged with Council.
2. A completed Monument Permit Application signed by either the Right of Burial Holder or Executor must be lodged with Council and approved prior to any order being placed for headstone, second inscription or plaque, accompanied by a copy of proposed inscription.
3. A photo of headstone/plaque must be provided to Council upon placement within the described cemetery listed below.

Company Name:..... (Company supplying headstone)

Address: .....

Contact Person:..... Phone No: .....

In submitting this application we agree that any work undertaken in Council’s cemeteries complies with Council’s specifications for headstones, plaques and fittings.

Copy of “proof” of inscription attached

Name of Customer Requesting Monument: .....

Address: .....

Telephone No: .....

Signature: ..... Date: .....

(Where the Interment Right holder is a different person to the customer, Richmond Valley Council must be provided with written notification from the holder that they consent to the customer erecting the monument or If Executor, proof must be furnished with this application).

Cemetery Name: .....

Section: ..... Row: ..... Plot: ..... Depth: .....

Wall: ..... Side: ..... No: .....

Garden: ..... Section: ..... Plot: .....

Full Name of Deceased: .....

Date of Birth: ..... Date of Death: .....

Full Name of Interment Right Holder/Executor: .....

Address: .....

Telephone No: .....

I consent to the above customer making arrangements for a monument and/or second inscription

Signature: ..... Date: .....

Signature of Council Officer: .....

Name of Officer: .....

Approved by Richmond Valley Council on .....

## Minimum Standard for Work in Richmond Valley Council Cemeteries

- The work is limited to the exclusive right held by the grantee
- All work must conform to Australian Standards Association AS4204 “*Headstones & Cemetery Monuments*” and Council’s specification document for Headstones, Plaques and Fittings – Lawn Cemeteries, Memorial Gardens and Niche Walls.
- All work must be carried out in a tradesman like manner.
- All materials shall be of a permanent nature. Timber, bricks and mortar, ferrous metals etc are not considered permanent or appropriate for monuments and headstones.
- The work shall not interfere with the rights of visitors to the cemetery or gardens.
- The work shall not encroach onto adjoining sites, ie it will be limited and contained within the site or allotment described in the permit.
- The work site must be kept neat, tidy and safe at all times.
- The contractor or worker must not allow access ways to be obstructed by materials, tools, plant etc.
- All debris, rubbish, materials, tools etc must be removed from the site AND the cemetery or garden at the end of each working shift.

## Information and Conditions

- Richmond Valley Council is responsible for the administration, maintenance and appearance of the cemeteries under its control.
- Council will administer and arrange to carry out all work relating to the interment of a body of a deceased person or the cremated remains of a deceased person.
- Ongoing maintenance, damage or cracking to headstones, plaques etc are not the responsibility of Council.
- The scattering of ashes (cremated remains) is NOT permitted in any of Council’s cemeteries without prior approval.
- The Council is responsible for the maintenance of the cemeteries and will determine the quality of care required.
- You are not allowed to place any structure or construction in any part of the cemetery. Trinkets, wooden crosses and other monuments are not permitted.
- All plants (flora) within the cemeteries including there selection, planting, maintenance and removal are the sole responsibility of the Council.
- You are not allowed to plant flowers, shrubs, bushes, trees etc in the cemeteries without prior approval from Council.
- Permanently affixed vases are granted as long as they comply with Council’s specifications and fresh and artificial flowers may be placed within them.
- **You are not permitted to leave unapproved vases, glass jars, ceramic containers, metal containers and statues in the cemeteries. For Occupational Health and Safety and Public Safety reasons. Such items will be removed without notice.**

## Application Lodgement Fees

Fees are payable to Council at time of lodgement. They may be paid to the cashier at the administration buildings in Casino or Evans Head, by way of cash, cheque, Eftpos or bank deposit (Commonwealth Bank Casino, BSB – 062 519, Account: 00 00 00 65) using the following reference example: **MonPermit – “Deceased Name”**

The payment of fees does not constitute a permit. Fees are paid for the consideration and assessment of the application. Fees are not refundable if the application is rejected.

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Permit Application Fee \$..... Date: ....., Receipt No: .....

Attach Copy to Database Record     Insert Permit No – Database     Approval Emailed

Photo Received     Copy of Inscription Supplied     Invoice Raised (Date.....)

Debtor No: .....

Database Record No: #.....