

## Application for Permit to Construct a Monument and Construction Record

(Tick one)  Erect a memorial     Carry out repairs, alterations or additions

Other (Specify) \_\_\_\_\_

I hereby apply for the above permit (box ticked) on this/these allotment/s. Note: For two separate monuments an application is required for each. Only adjoining allotments covered by a continuous monument may be covered by a single application.

Name of Exclusive Right Holder			Address		
Portion	Section	Block	Allotment/s	Area	
On the Grave/s of the late				<input type="checkbox"/> Reservation only	

**I understand that, as Exclusive Right Holder of the above allotment:**

- there are specifications and minimum standards that apply to the construction of monuments;
- the ACT Public Cemeteries Authority may require that the monument be removed or modified if it does not meet these specifications and standards;
- I am responsible for the state of repair of the memorial and that it shall be maintained in a safe condition;
- I shall have no claim upon the ACT Public Cemeteries Authority or its agents for any damages arising directly or indirectly from digging for a burial inside a completed monument, vandalism, theft or any other reason beyond the direct control of the Authority;
- There may be a requirement to disassemble part or all of the monument for a second burial and that this work, if required, will be undertaken at my expense; and
- this document is not a binding contract between myself and the monumental mason who will carry out this work.

Signature (Exclusive Right Holder)	Date / /
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**Monumental Mason/Builder Statement**

- I, the undersigned agree to adhere to the terms, conditions and specifications set down in the Canberra Cemeteries document "Regulations and Specifications for the Construction of Monuments".

Name of Monumental Mason/Builder	Address of Monumental Mason/Builder	
Signature	Date / /	

**Approval (Office Use)**

Design meets current Canberra Cemetery specifications Yes / No

**Design Approved**

Approving Officer Name	Signature
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State reasons for approval if design does not meet Canberra Cemeteries Specification

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ERH Signature Checked     Details on Computer

Permit No.	Fee Paid \$	Date of Issue	Expiry Date
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**Office**

Gungahlin Cemetery  
Sandford Street  
Mitchell ACT 2911

**Postal Address**

PO Box 37  
Mitchell ACT 2911

**Contact**

T 02 6204 0200 F 02 6207 1624  
E cemeteries@act.gov.au  
W canberracemeteries.com.au

## Plan of Memorial

This section shall include full details of monument construction including length, width, height, joins of all components including ornaments and their dimensions, etc.

### Materials to be used

Foundation (include strength) Piers <input type="checkbox"/> (depth:            metres)	Kerb
Ledger	Headstone
Weight of completed monument including foundations and ornaments	Ornaments
Details of Joins and doweling and jointing compounds	

**Drawing** (generally, additional pages will be required and shall be attached to this page)

<b>Mason/Builder</b> <b>Please note:</b>	<b>Hold Points must be signed off before commencement of next stage.</b> Cemetery staff will request that work be stopped if it is not being constructed in accordance with the approved drawing. It is the responsibility of Mason/Builder to arrange with cemetery staff to sign off each hold point – one working day should be allowed for this to occur.
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### Construction Record (office use)

Hold Points	Meets minimum specification	(signature and date of cemetery staff)
1. Prior to commencement to identify the site	<input type="checkbox"/> Yes	/ /
2. After preparing foundations when steel is in place	<input type="checkbox"/> Yes	/ /
3. When the kerb is in place but before in installation of the top slab or ledger	<input type="checkbox"/> Yes	/ /
4. Completion	<input type="checkbox"/> Yes	/ /