



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.

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.
- Monuments are to be erected within two years of the first burial in a grave – if a monument is not constructed in this timeframe then any Memorial Permit fee paid will be forfeited and you may be required to pay an additional Memorial Permit fee.

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

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)

Mason/Builder Please note:	Hold Points must be signed off before commencement of next stage. 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	/ /