



## Notice of Intent to Install or Refurbish a Monument or Plaque in Cemeteries Administered by the Fraser Coast Regional Council.



**New installations** An Application for Installation of Monument/Plaque and current application fee is required. The application must include the dimensions of the plaque or monument. In the case of a monument the footings should also be included.

Once Council has approved the application, a copy of the approval will be sent to the stone mason/contractor. No work is to commence until the application has been approved.

A Notice of Intent form must be submitted at least 48 hours prior to commencement of any work within a cemetery.

**Refurbishments of existing plaques** A Notice of Intent form must be submitted at least 48 hours prior to commencement of any work within a cemetery.

If the style or dimensions of the original plaque/monument are to be altered the Notice of Intent must include the dimensions of the plaque or monument. In the case of a monument the footings should also be included.

**Guidelines for cleaning graves** and all Council forms are available on the Fraser Coast Regional Council website [www.frasercoast.qld.gov.au](http://www.frasercoast.qld.gov.au) or by contacting the Cemetery Administration Office on 1300 79 49 29, alternatively email [cemeteries@frasercoast.qld.gov.au](mailto:cemeteries@frasercoast.qld.gov.au). The office is located in the Maryborough Garden of Rest Lawn Cemetery, Walker Street, Maryborough.

**Strictly no weekend monumental work is to be undertaken unless prior approval has been granted.**

All rubbish to be taken off-site when monument is completed. Surrounding area to be left clear of any concrete and gravel waste.

**All plaque and monuments must comply with Australian Standard AS4204-1994, AS4425-1996**

**Installation requirements for individual sections of the Cemeteries are as follows:-**

Each plot is 1.2 metres wide and 2.4 metres long with the head of the grave being on the western extremity or closest to the concrete beam (if applicable). The plot is marked by 4 pegs at each corner and these are driven in just below ground level. It is imperative that these pegs be uncovered before commencement of any work.

The stonemason/contractor should note that due to the age of the cemeteries, slight inaccuracies might be found in the spacing and alignment of gravesites. It is the duty of the stonemason/contractor to work within these anomalies, ie the size of the plot can vary slightly and the alignment of the graves might be slightly out. The stonemason/contractor must work within the defined area and square up the site they are working on to match up with existing graves. Surrounding graves are not to be interfered with.

Graves are dug so that there is at least 37.5 centimetres of untouched earth at the head of the plot. It is in this position that the concrete block and plaque/headstone is to be laid. Plaques in lawn sections must be laid level with the ground, or in the case of beamed sections, within the beam and in accordance with Council's requirements for height.

**Council's official grave number must be embedded in the lower right hand corner of the concrete block/monumental border.**

A safety site induction will be required. Regular stone masons/contractors will only require a site induction before their first installation; any new staff will also require a safety induction.

*Any queries regarding installation can be directed to the Cemeteries Coordinator –*

Enquiries: 1300 79 49 29

Email: [cemeteries@frasercoast.qld.gov.au](mailto:cemeteries@frasercoast.qld.gov.au)

## Notice of Intent to Install or Refurbish a Monument or Plaque

**PRIVACY NOTICE:** Fraser Coast Regional Council is collecting your personal information (name, address, phone number, email) for the purpose of processing your Notice of Intent to Install or Refurbish a Monument or Plaque. This information will only be accessed by authorised Council employees and handled in accordance with the *Information Privacy Act 2009*.

### 1 Approval received

Has an Application to Install Monument/Plaque been completed and approved?

- N/A  
 No  
 Yes

▶ If yes, name of applicant

Fees Paid       Yes       No       N/A

### 2 Cemetery

- Maryborough Monumental  
 Maryborough Garden of Rest  
 Polson  
 Howard  
 Tiaro  
 Munna Creek/Deborah  
 Nikenbah

### 3 Grave Details

Surname	
Christian Name	
Section	
Row	
Grave	
Date of last burial	

### 4 Type of Construction/Description

- Refurbishment     Installation    **Removing?**  Yes  No  
 Lawn Plaque  
 Headstone on Plinth Erection  
 Monument Construction  
 Vault Construction

<b>Details of Work:-</b>	

### 5 Commencement Date

### 6 Approximate Start Time

### 7 Mason/Contractor

Name

Postal Address

  


Email

Phone No.

Alternative Contact No.

I have read and agree to comply with Council's requirements for installation of plaques and monuments and declare that all construction/repairs will be in accordance with Australian Standards AS4204-1994, AS4425-1996.

I agree to make good any damage resulting from activities by myself or others on my behalf.

I understand that works for new installations are not to commence until written approval has been received from Council.

Signature & Date

Additional Comments

### 8 Application Lodgement

Applications may be lodged as follows:-

**By mail:** Fraser Coast Regional Council  
 PO Box 1943  
 Hervey Bay QLD 4655

**In person:** Cemetery Administration Office  
 361 Walker Street  
 Maryborough

**By email:** [cemeteries@frasercoast.qld.gov.au](mailto:cemeteries@frasercoast.qld.gov.au)

#### Cemetery Office Use Only

Date Received	/ /		
Commencement Approved	Y <input type="checkbox"/> N <input type="checkbox"/>	..... C/Coordinator	
Plaque/Monument Assessed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Assessment Passed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Photographed	Y <input type="checkbox"/> N <input type="checkbox"/>		
Date: :	/ /	Signature: _____	
Entered by Admin	Initials: _____	Date: / /	