

## HEADSTONE APPLICATION    NEW / MODIFY

<b>Fee:</b>	<b>\$181</b>	<b>Headstone Application Administration Fee (Financial Year 2023/24)</b>	<b>Receipt No.</b>
-------------	--------------	--	--------------------

Applicant Details		
Are you the Interment Right Holder ? <input type="checkbox"/> Yes <input type="checkbox"/> No      ** IF YOU ARE NOT THE HOLDER, YOU WILL NEED PERMISSION		
Name		
Address		
Phone		Email
Declaration		
I declare that I am the <b><i>Right of Interment Holder</i></b> and.....of the deceased. <div style="text-align: right; margin-right: 100px;"><i>relationship</i></div>		
I declare I have engaged the services of a Certified Monumental Mason. The Headstones will be in compliance with the standard dimensions set out in the attached Byron Shire Council Headstone Guidelines. I am aware that Council has no insurable interest in headstones in Public Cemeteries.		
Signature		Date

Interment Details				
Interment Register Number	3 0 1                          0 0 0                        0 0 1			
Cemetery				
Section	Row	Lot	Plot	
Name of deceased				
Name of predeceased (if applicable)				

Monumental Mason & Headstone Details		**ALL WORK MUST BE A CARRIED OUT BY AN APPROVED STONEMASON**	
Business Name			
Contact Person			
<input type="checkbox"/> New headstone      OR <input type="checkbox"/> Modification to existing headstone -Modification details      .....			
****ATTACH****	<input type="checkbox"/> Art work	<input type="checkbox"/> Stone type & name	<input type="checkbox"/> Measurements and diagram
	<input type="checkbox"/> Beam	<input type="checkbox"/> Stand alone	

**COMPLETE ONLY IF YOU ARE NOT THE RIGHT OF INTERMENT HOLDER**

(to be completed if other proof of relationship can not be produced, i.e. birth or marriage certificate)

**STATUTORY DECLARATION  
OATHS ACT 1900, NSW, EIGHTH SCHEDULE**

I, ..... , do solemnly and sincerely declare that  
(name of declarant)  
(select 1 or 2):

1. I am .....  
(relationship to deceased)  
of .....  
(name of deceased)

**OR**

2. I am .....  
(relationship to applicant on original Application for Burial form)  
of .....  
(name of applicant on original Application for Burial form)

and as such, apply to install/modify a headstone in: .....  
(cemetery and gravesite number)

**OR**

3. I am the Right Holder for this site and give my permission for .....  
(name of Applicant for this application)  
who is my ..... to make this application on my behalf.  
(relationship to the holder)

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at: ..... on .....  
(place) (date)

.....  
(signature of declarant) In the presence of an authorised witness, who states:

I, ....., a .....  
(name of authorised witness) (qualification of authorised witness)

certify the following matters concerning the making of this statutory declaration by the person who made it: [*\*please cross out any text that does not apply*]

1. \* I saw the face of the person **OR** \* I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person has a special justification for not removing the covering, and
2. \* I have known the person for at least 12 months **OR** \* I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was .....  
(describe identification document relied on)

.....  
(signature of authorised witness) (date)

**Note:**

- This declaration **must** be signed before a Justice of the Peace.
- Public notices may be required requesting comment, objection or evidence to the contrary, regarding the applicant's claim.
- Costs for public notice are payable by the applicant at time of lodgment.

# Headstone Guidelines

Written approval must be obtained prior to any works being undertaken within Council cemeteries

Please note:

- Headstone Application must be completed by the Right of Interment Holder.
- No headstones will be permitted where Council is unable to positively confirm the identity of the deceased within the plot.
- Application submitted must include the artwork, dimensions and substrate details from the Monumental Mason. It is recommended that site inspection is completed to confirm accuracy of details prior to submission.
- Following assessment, Council will provide written approval to both applicant (Right of Interment Holder) and nominated Monumental Mason, indicating works on Council land may commence.
- Payment of fees does not constitute approval. Fees are paid for the consideration and assessment of the application and are non refundable.
- It is recommended that headstone manufacture processes are not initiated until an approval has been issued.
- Evidence of approval to conduct works should be carried when works are being undertaken on Council sites.

## Heritage and Conservation Areas

Byron Shire Cemetery sites are recognised as places of Local Heritage Significance. Any proposed work must be discussed with Council prior to implementation.

All works on existing monuments must consider the long-term future of the installation and must not detract from the heritage significance of the monument or remove any fabric unnecessarily. The use of aggressive cleaning methods, such as pressure washing, abrasive rubbing or blasting, bleaching and acid washing are discouraged.

# Headstone Design

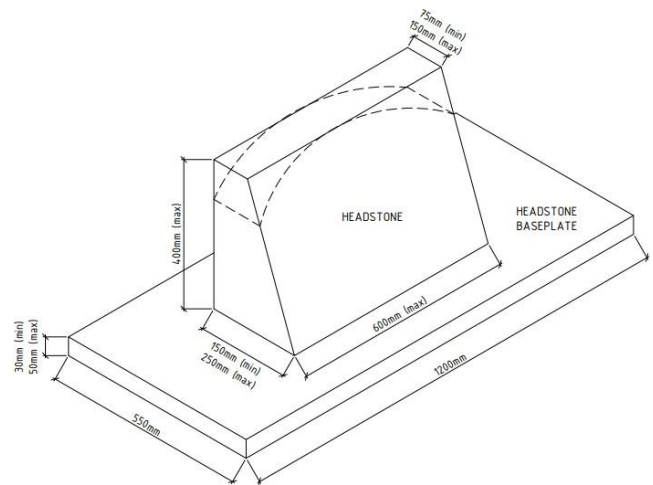
All work must be undertaken having regard to AS4204:2019 – Monuments and Headstones in Cemeteries.

All new headstones within the lawn sections must conform with the following standard dimensions. (*below*)

## Headstone on the beam (adult)

Headstone	height	400mm maximum
	width	600mm maximum
	bottom depth	150mm to 250mm
	top depth	75mm to 150mm

Base plate (stone)	30 to 50mm thick
	1200mm wide
	450-650mm depth
	<i>(must cover the allocated space on the headstone beam)</i>



## Stand Alone Headstone

Concrete base 1200mm x 600mm wide

Depth to allow minimum 100mm above natural ground level



## Full Bed Headstone

Concrete base 1200mm wide x 2.45m long

Depth to allow minimum 100mm above natural ground level.

