

## APPLICATION TO CONSTRUCT OR MAINTAIN A MEMORIAL

*Privacy Statement - Council is collecting your personal information for the purposes of processing your interment request. Your information will be handled in accordance with requirements under the Information Privacy Act 2009 (Qld) and will not be used for any other purpose and will not be provided to any other entity without your express permission or unless required by law.*

- Please read the [MSC Cemetery Terms and Conditions](#) and [MSC Fees and Charges](#) before completing this form.
- Please ensure that all names are spelt correctly in this form.
- **Contact Council by phone 1300 308 461 before completing this application.**
- **Submit completed application by email: [cemeteries@msc.qld.gov.au](mailto:cemeteries@msc.qld.gov.au)**
- Requests should be submitted **no less than five (5) days prior** to the work taking place.
- Work must not commence until Council provides written approval and marks the site.
- Approved memorial works must be completed **within three (3) months** of the scheduled start date. A refund will not be provided after this time.

|                              |                     |                    |
|------------------------------|---------------------|--------------------|
| <b>MSC INTERNAL USE ONLY</b> | MSC Application No: | MSC Doc Set ID No: |
|------------------------------|---------------------|--------------------|

|                         |                                       |                                      |
|-------------------------|---------------------------------------|--------------------------------------|
| <b>APPLICATION TYPE</b> | <input type="checkbox"/> Construction | <input type="checkbox"/> Maintenance |
|-------------------------|---------------------------------------|--------------------------------------|

### Information about the APPLICANT

*The applicant must be next of kin or personal representative or the deceased, the interment right holder or a person with a proper interest. You may be required to provide proof of your identity and evidence of your authority to make this application.*

|  |                |              |
|--|----------------|--------------|
| Relationship to the Deceased:              |                |              |
| Title:                                     | Given Name:    | Family Name: |
| Phone / Mobile:                            | Email Address: |              |
| Residential Address:                       |                |              |
| Mailing Address (if different from above): |                |              |

### Information about the DECEASED or PERSON TO BE INTERRED

|  |                |  |
|--|----------------|--|
| Title:   | Given Name:    | Family Name:   |
| Date of Birth:   | Date of Death: | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| <input type="checkbox"/> Construction of memorial prior to death |                |  |

### CEMETERY LOCATION

|                                    |  |  |                                       |
|------------------------------------|--|--|---------------------------------------|
| <input type="checkbox"/> Almaden   | <input type="checkbox"/> Irvinebank      | <input type="checkbox"/> Mareeba New   | <input type="checkbox"/> Mount Molloy |
| <input type="checkbox"/> Chillagoe | <input type="checkbox"/> Kuranda         | <input type="checkbox"/> Mareeba Old   | <input type="checkbox"/> Watsonville  |
| <input type="checkbox"/> Dimbulah  | <input type="checkbox"/> Kuranda Heights | <input type="checkbox"/> Mount Carbine |                                       |

### CEMETERY SECTION

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Columbarium Ground          | <input type="checkbox"/> Lawn – Headstone on Beam  | <input type="checkbox"/> Full Grave Slab |
| <input type="checkbox"/> Vault – above /below ground | <input type="checkbox"/> Unknown Location Memorial |  |

|                              |                            |                           |
|------------------------------|----------------------------|---------------------------|
| <b>MSC INTERNAL USE ONLY</b> | <b>MSC Application No:</b> | <b>MSC Doc Set ID No:</b> |
|------------------------------|----------------------------|---------------------------|

|  |          |              |               |
|--|----------|--------------|---------------|
| <b>CEMETERY SECTION OPTIONS</b> ( <i>Mareeba New Cemetery Only</i> ) |          |              |               |
| • Catholic   | • Muslim | • Protestant | • Angels Rest |

|                           |      |       |
|---------------------------|------|-------|
| <b>CEMETERY ALLOTMENT</b> |      |       |
| Side:                     | Row: | Plot: |

|  |                |
|--|----------------|
| <b>Information about PERSON/S TO CONDUCT WORKS</b>   |                |
| <i>Memorials may only be constructed by Council or a suitably experienced and qualified stonemason</i> |                |
| Company Name:  | Contact Name:  |
| Phone / Mobile:  | Email Address: |

|  |             |              |
|--|-------------|--------------|
| <b>Details of PROPOSED WORK</b>  |             |              |
| <i>Memorials must be constructed in accordance with MSC Memorial Specifications Guideline and applicable Australian Standards.</i>                           |             |              |
| Height (mm):   | Width (mm): | Length (mm): |
| Description of Proposed Works:   |             |              |
| Inscription Wording:   |             |              |
| Date work is scheduled to commence:  |             |              |
| <ul style="list-style-type: none"> <li>• A plan of the proposed memorial (including dimensions) must be attached to this form (tick if attached).</li> </ul> |             |              |

|   |            |       |
|---|------------|-------|
| <b>APPLICANT DECLARATION &amp; SIGNATURE</b>  |            |       |
| <i>I declare that I have appropriate authority to submit this application. The information that I have supplied in this application is complete, true and correct. I have read the <a href="#">MSC Cemetery Terms and Conditions</a> that apply to construction and maintenance of memorials.</i> |            |       |
| Name:   | Signature: | Date: |

|   |            |       |
|---|------------|-------|
| <b>STONEMASON DECLARATION &amp; SIGNATURE</b>   |            |       |
| <i>I declare that the information that I have supplied in this application is complete, true and correct. I am appropriately qualified to construct, install or maintain cemetery memorials. I have read the <a href="#">MSC Cemetery Terms and Conditions</a> that apply to construction and maintenance of memorials.</i> |            |       |
| Name:   | Signature: | Date: |

**Memorial Specifications** (refer to *MSC Cemetery Memorial Specifications Guideline* for full details)

**MAXIMUM DIMENSIONS:**

- FULL GRAVE SLAB – HEADSTONE & BASE ONLY - SINGLE: H 1200mm (incl slab), W 1200mm, L 700mm for base and 300mm for headstone.
- FULL GRAVE SLAB - SINGLE: H 1200mm (incl headstone), W 1200mm (plus 150mm skirt to left and right), L 2400mm (plus 150mm skirt to head and foot.)
- FULL GRAVE SLAB – HEADSTONE & BASE ONLY - DOUBLE: H 1200mm (incl slab), W 3100mm, L 700mm for base and 300mm for headstone.
- FULL GRAVE SLAB - DOUBLE: H 1200mm (incl headstone), W 3100mm (plus 150mm skirt to left and right), L 2400mm (plus 150mm skirt to head and foot.)
- KURANDA HEIGHTS - FULL GRAVE SLAB – HEADSTONE & BASE ONLY - DOUBLE: H 1200mm (incl slab), W 2700mm, L 700mm for base and 300mm for headstone.
- KURANDA HEIGHTS - FULL GRAVE SLAB - DOUBLE: H 1200mm (incl headstone), W 2700mm (plus 150mm for skirt to left and right), L 2400mm (plus 150mm skirt to head and foot.)
- HEADSTONE ON BEAM: H 700mm, W 1200mm, L 300mm.
- HEADSTONE – ANGELS REST: H 550mm, W 550mm, L 170mm.
- VAULT - SINGLE: H 2200mm (incl headstone and 725mm vault), W 1050mm (plus 45mm for granite and gap and 200mm for skirt to left and right), L 2600mm (plus 45mm for granite and gap and 200mm for skirt to head and foot.)
- VAULT - DOUBLE: H 2200mm (incl headstone and 725mm vault), W 2100mm (plus 50mm for granite and gap and 200mm for skirt to left and right), L 2600mm (plus 50mm for granite and gap and 200mm for skirt to head and foot.)

**MAREEBA SHIRE COUNCIL INTERNAL USE ONLY**

|   |                     |                           |                  |
|---|---------------------|---------------------------|------------------|
| <b>MSC Application No:</b>  |                     | <b>MSC Doc Set ID No:</b> |                  |
| Deceased Name:  |                     |                           |                  |
| Cemetery Name:  |                     |                           |                  |
| Cemetery Section:   |                     |                           |                  |
| Side:   | Row:                | Plot:                     |                  |
| <b>Certification</b>  |                     | <b>Council Officer</b>    | <b>Signature</b> |
| <p><b>Customer Service Officer:</b> <i>I certify that the proposed dimensions comply with Council's relevant guidelines and that the proposed inscription is deemed to be appropriate. Payment has been received.</i></p> |                     |                           |                  |
| <p><b>Parks and Gardens Foreperson:</b> <i>I certify that the site has been marked out ready for works to commence.</i></p>   |                     |                           |                  |
| <p><b>Customer Service Officer / Parks and Gardens Foreperson:</b> <i>I certify that completed works have been inspected, photographs taken and uploaded to Tombstone.</i></p>  |                     |                           |                  |
| <b>Receipt Number:</b>  | <b>Amount Paid:</b> | <b>Date Paid:</b>         |                  |