



CONSTRUCTION OR MAINTENANCE OF A MEMORIAL REQUEST FORM

Please ensure the correct spelling of all names included in this form.

Information Privacy Act 2009 – Mareeba Shire Council is collecting your personal information in order to process this request. The information will be accessed only by authorised Council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

To: Mareeba Shire Council / Phone: 1300 308 461 / Email: Cemeteries@msc.qld.gov.au

Construction

Maintenance

Information about the APPLICANT

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss **Family Name:**

Given Names:

Contact Phone:

Mailing Address:

Email Address:

Signature:

Date: / /

Information about the DECEASED

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss **Family Name:**

Given Names:

Date of Death: / /

☐ Male ☐ Female

CEMETERY LOCATION

☐ Almaden

☐ Chillagoe

☐ Dimbulah

☐ Irvinebank

☐ Kuranda

☐ Mareeba New

☐ Mareeba Old

☐ Mt Carbine

☐ Mt Molloy

☐ Watsonville

SITE ALLOCATION

☐ Muslim

☐ Catholic

☐ Angel's Rest (Children's Section)

☐ Protestant

CEMETERY SECTION

☐ Full Grave Slab (with headstone)

☐ Vault above/below ground

☐ Headstone on Beam

GRAVE NUMBER

Row:

Plot:

Information about PERSON/S TO CONDUCT WORKS

Company Name:

Contact Name:

Phone Number:

Signature:

Date: / /

Contact Mareeba Shire Council 1300 308 461 immediately after this Construction or Maintenance of a Memorial Request Form has been submitted. This request is not confirmed until payment has been made by the applicant and a formal response is received from Council.

CONSTRUCTION OR MAINTENANCE OF A MEMORIAL REQUEST FORM (Continued)

MAREEBA SHIRE COUNCIL – INTERNAL USE ONLY

Deceased Name:

Cemetery:

Section:

Row:

Plot:

Details of PROPOSED WORK FOR A HEADSTONE

Maximum dimensions of a memorial for a headstone (FGS) - 1200mm height; 1200mm width; 300mm depth

Maximum dimensions of a memorial for a headstone on beam - 700mm height; 1200mm width; 300mm depth

Height:	mm	Width:	mm	Depth:	mm
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Inscription Wording:

Details of PROPOSED WORK FOR A FULL GRAVE SLAB

Maximum dimensions of a memorial for a full grave slab: 1200mm height; 1200mm width; 2400mm length

Height:	mm	Width:	mm	Length:	mm
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Inscription Wording:

Description of PROPOSED WORK

Date scheduled to commence work: / /

IMPORTANT NOTICE TO APPLICANT

Work is not to commence until the site is marked out by Council personnel.

Estimated time to mark a site is within five (5) business days of the lodgement of this request form.

MAREEBA SHIRE COUNCIL – INTERNAL USE ONLY

Certification of Site	Council Officer (Name)	Signature	Date
Customer Service Officer: I certify that the proposed dimensions comply with Council's relevant guidelines and that the proposed inscription is deemed to be appropriate. Payment received.			/ /
Parks and Gardens Foreperson: I certify that the site has been marked out ready for works to commence.			/ /
Customer Service Officer / Parks and Gardens Foreperson: Completed works inspected, photograph/s taken and uploaded to Tombstone.			/ /

MAREEBA SHIRE COUNCIL – INTERNAL USE ONLY

Receipt Number:	Amount Paid:	Date Paid: / /
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