



Application for Monumental Work Permit

I/We the applicant/s listed below apply to conduct work at the Tenterfield Cemetery and have read, understood and will comply with the responsibilities outlined in the Tenterfield Shire Council Funerary and Monument/Masonry Services Policy:

<input type="checkbox"/> Lawn Section	<input type="checkbox"/> Old Section	<input type="checkbox"/> Old Niche Wall
<input type="checkbox"/> Fred Pavel Memorial Wall	<input type="checkbox"/> Memorial Rose Garden	<input type="checkbox"/> Other

The Applicant

Name:
Address:
Email:
Phone:
Signature/s: Date:

Authorised Person/s Consent

NB: If the approval for 'Right to Burial' for interment lot listed below is to **more than one person, all persons must sign**, including any person who has a legal interest in the interment lot.

I/we (please print name or names)
of (please print address)
Ph:
Email:

The person/s whom have approval for 'Right of Burial' and/or have a legal interest of the internment lot identified below, consent to the this application and the attached supporting documentation.

Signature/s: Date:

NB: Where a new monument is to be installed supporting documentation must be supplied detailing that the monument meets the specifications of Council (copy attached) and AS4204 - Australian Standard "Headstones and Cemetery Monuments. Where a monument is to be repaired the extent of repair/s to be undertaken, whom is to undertake the work and any changes to inscriptions are to be clearly shown in the supporting documentation. All supporting documentation is to be signed by the applicant and/or the Authorised Person/s.

Once the application is processed, Council will provide a notice of approval by way of a letter to the applicant. **Please note that no monumental work is to be conducted until a letter of approval is received from Council.**

Where a monumental mason is required, consultation with the monumental mason will be required to ascertain costing for the proposed works, at full cost to the applicant.

Interment Lot

Full Name of Deceased:

Section: Row No.: Lot No.:

OFFICE USE ONLY

Receipt. No.:

Date Received:

FY 2025/2026 Fee: \$245.00

Officer Initial:

Activities Permitted/Prohibited Within the Cemetery

I/we acknowledge that I/we have read and understood the conditions contained below and accept to comply.

.....
(please print name or names)

Signed:Date:

Activities Permitted with Council Approval

- Interment or removal of remains
- Erecting or installing a plaque, memorial or structure
- Reserving a niche or site
- Repair or alterations to the structure of a memorial

Activities that are Prohibited within the Cemetery

- Interfering with a funeral or commemorative service
- The placement of an article, item, or plant other than flowers
- Placing any article made of glass
- Damaging, disturbing or interfering any structure or flowers
- Allowing an animal to be within the cemetery other than that used for assistance
- Riding or driving a vehicle other than on a paved roadway or path
- Engaging in conduct which is dangerous or creates a risk to the safety of the public
- Interfering with any Council tree, shrub, or plant

Please note:

Council can issue notice of intention for the removal of any plaque, memorial or structure if formal approval has not been provided by Council.

Articles other than flowers will be removed to a '*collection baskets*' for pickup and will be disposed of within 10 working days if not collected.

In addition to the above there may be some sections of the cemetery that have other restrictions, these are signed accordingly.

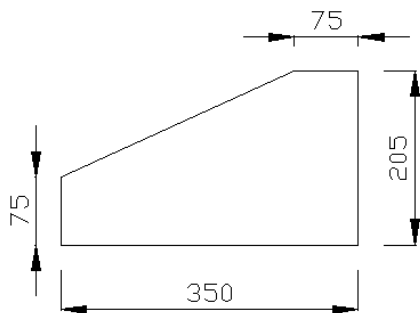
Where flower receptacles are permitted, please restrict your placement receptacles to (2) two per grave.

This practice is in the interest of others and helps to enable maintenance.

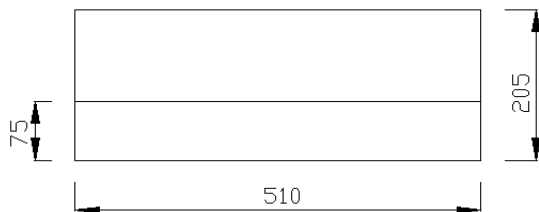
HEADSTONE SPECIFICATIONS FOR LAWN SECTION

The standard and specification detailed below is to ensure a consistent layout and format to the Tenterfield Cemetery and does not seek to restrict the personalising of memorials in Lawn Section of the Tenterfield Cemetery. Desk dimensions are the same for concrete or granite. Plaques fixed to concrete desks are to be inscribed marble, glass or granite, bronze plaques are allowable, for example Veteran Affairs plaques for Returned Servicemen and Women.

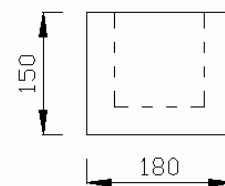
DESK - SIDE ELEVATION



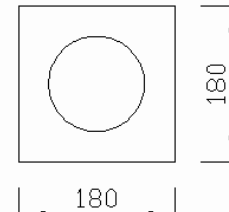
DESK - FRONT ELEVATION



VASE – SIDE ELEVATION



VASE – PLAN



Granite Desk



Granite Plaque



Marble Plaque



Glass Plaque



Veteran Affairs

Plaque Specifications – Tenterfield Cemetery

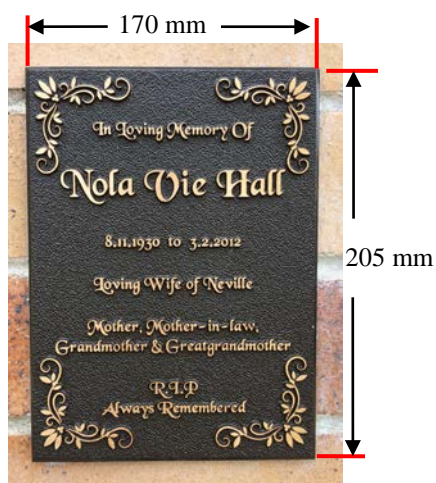
The standard and specification are to ensure a consistent layout and format to the Cemeteries within the Tenterfield Shire and does not seek to restrict the personalising of memorials.

Reception and installation of ashes in the Memorial Wall's and affixing of the plaque and/or flower vase is to be conducted by a Monumental Mason who has gained approval from Council.

FRED PAVEL MEMORIAL WALL



Plaques are to be flat backed, cast bronze with brown background and beveled edges as per the example below. Photograph/s affixed to the plaque are permissible see example below. Dimensions of the plaque are set out on the example below.



A single (one per niche plaque) flower vase as per the example above is permissible in cast bronze and must be affixed on the left hand side (looking at the niche wall) of the plaque.

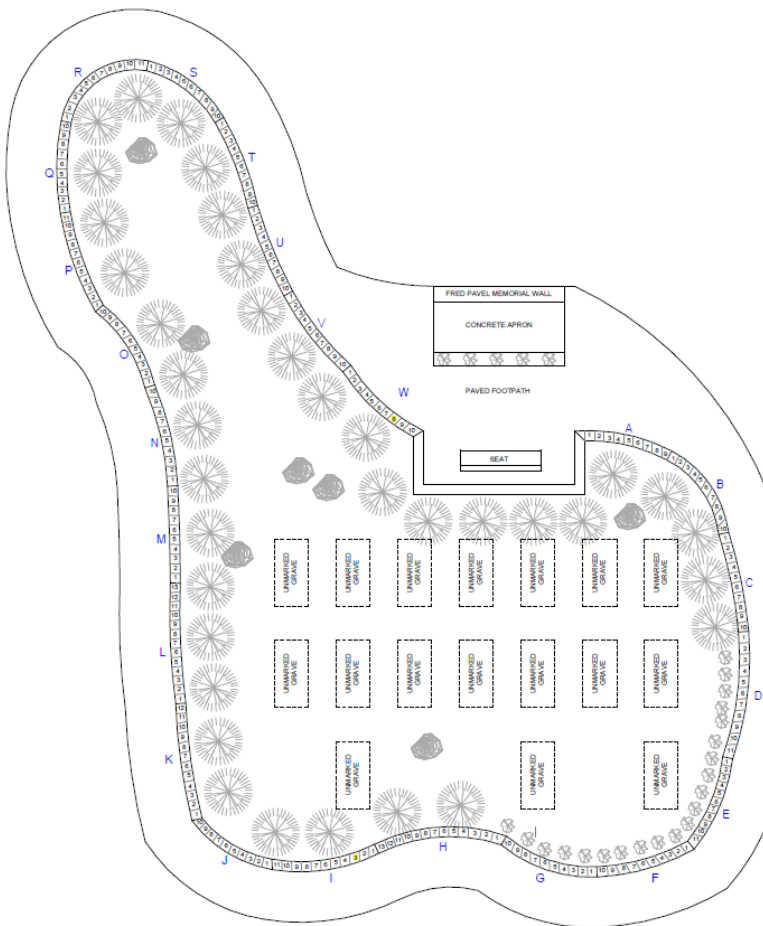
MEMORIAL ROSE GARDEN

Plaques are to be flat backed, cast bronze with brown background and beveled edges as per the example below. Photograph/s affixed to the plaque are permissible see example below. Dimensions of the plaque (landscape 205mm x 170mm)



Garden Memorialisation

Fixing of Plaque onto Granite Rock is also permissible with Council Approval



Old Niche Memorial Wall

Plaques are to be stainless steel as per the example below. Dimensions as below.

