

MONUMENTAL PERMIT CHECKLIST

Please check carefully that you have attached all of the required documentation. A fee of \$50.00 will apply if your application needs to be re-submitted due to incomplete information and/or paperwork.

ADMINISTRATION

1. Living Grave Owner

- Signed and completed "Application for Monumental Work"

2. Deceased Grave Owner

*Line of control **NOT NECESSARY***

(slopers, inscriptions, minor renovations, cleaning, reinstatement of vandalised monuments & repainting)

- Signed and completed "Application for Monumental Work"
- Signed "Indemnity Form"

*Line of control **NECESSARY***

(full monuments, major renovations and replace panel on existing headstone/socket)

- Documents to establish line of control
- Signed and completed "Application for Monumental Work"

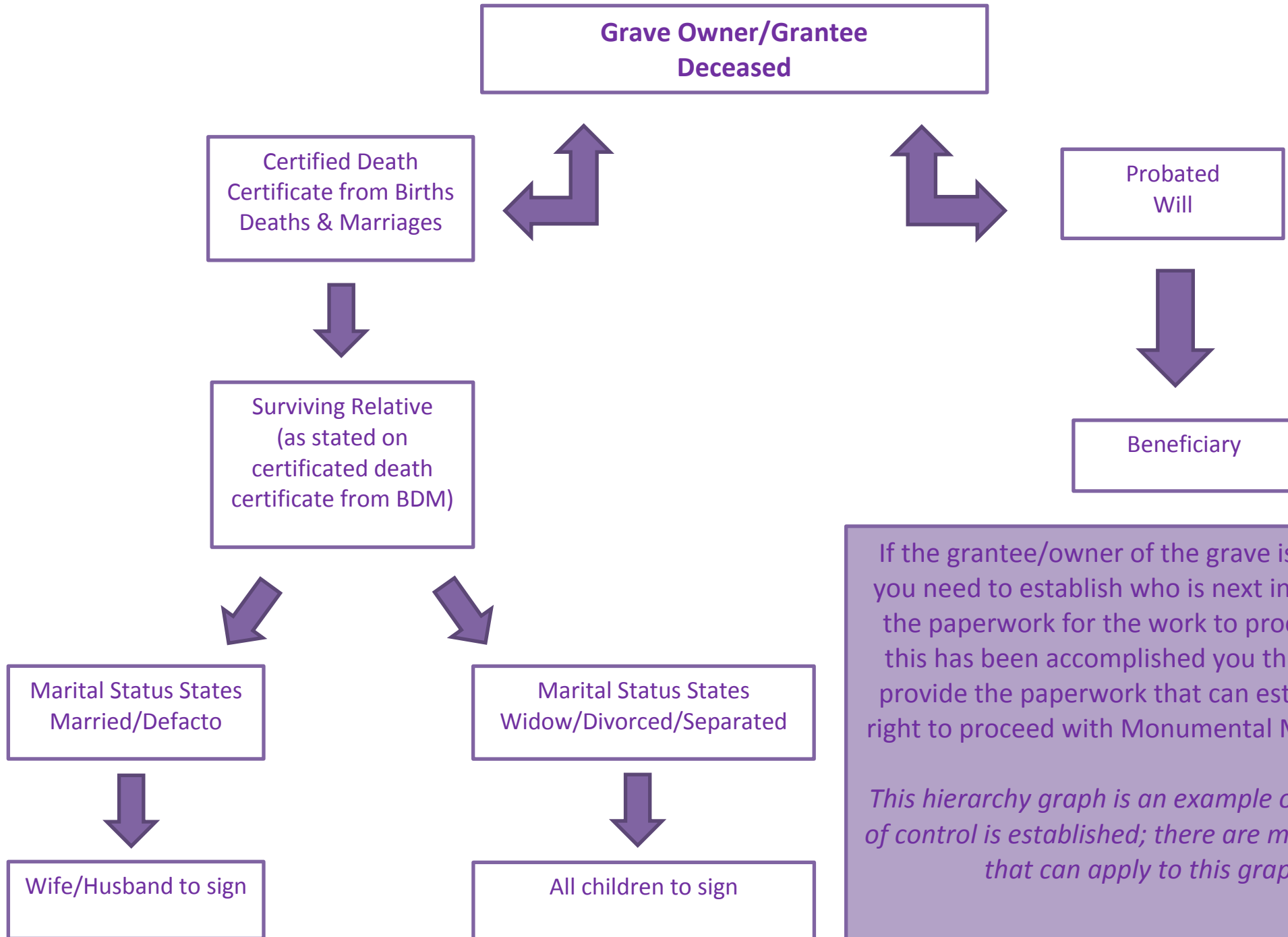
MONUMENTAL WORKS

- Deceased's name, date of death, grave section and grave number/s
- I/We have been on site and checked the measurements and landfall
- Site plan displaying grave size, dimensions and landfall
- 3D drawing of proposed monument with all joinery, foundations and fixing displayed
- Material cutting list
- Foundation drawing number _____
- Risk analysis
- Engineer's drawings/certificate (if required)

Mason Signature: _____ **Date:** _____



ESTABLISHING LINE OF CONTROL



If the grantee/owner of the grave is deceased, you need to establish who is next in line to sign the paperwork for the work to proceed. Once this has been accomplished you then need to provide the paperwork that can establish your right to proceed with Monumental Mason work.

This hierarchy graph is an example of how a line of control is established; there are many variants that can apply to this graph.