

2024-2025 Headstone Application Information

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

- Headstone Applications must be completed by the Interment Right Holder.
- If you are not the Interment Right Holder further documents will need to be submitted. Please contact Council for information.
- Headstone Applications will not be approved where Council is unable to confirm all details with our database.
- Submitted Applications must include the relevant support documents ie.artwork, diagram with dimensions and substrate. These details are supplied by the stone mason accompanying your quote.
- Following application assessment, Council will provide written outcome to the applicant.
- Payment of fees are due for the processing of the application and does not constitute approval. Fees are paid for the consideration and assessment of the application and are non-refundable.
- When the application is approved and payment receipted by the finance department, the nominated stone mason will be notified of its approval and sent a booking form indicating works on a Council site may commence.
- Evidence of approval to conduct works should be carried when undertaking works onsite.
- Please Note: It is recommended that the headstone manufacturing process is not initiated until approval has been issued in writing to both the applicant and stone mason.

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.
- Must not detract from the heritage significance of the monument or remove any fabric unnecessarily.

Headstone Design

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

All new headstones within the lawn sections must conform with the following standard dimensions.

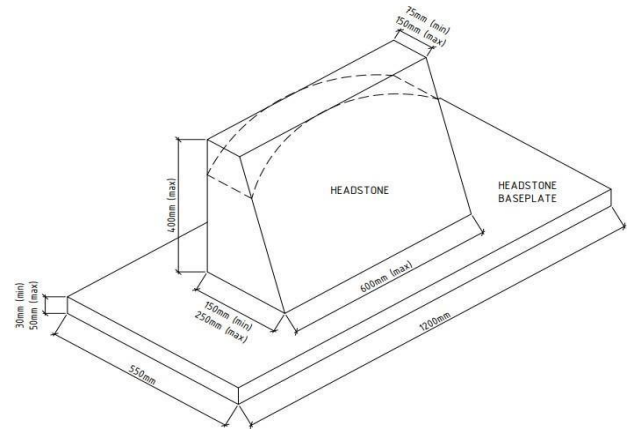
On the beam

Headstone

height	400mm maximum
width	600mm maximum
bottom depth	1500mm to 250mm
top depth	75mm to 150mm

Stone base *(must cover beam)*

height	30 to 50mm
width	1200mm
depth	450-650mm



All new headstones within the denominational sections must conform with the following standard dimensions.

Stand alone

Concrete base

width	1200mm
depth	600mm
height	100mm minimum above the natural ground level



Full bed

Concrete base

width	1200mm
length	2450mm
height	100mm minimum above the natural ground level



2024-2025 HEADSTONE APPLICATION

**** ALL BELOW FIELDS MUST BE COMPLETED BEFORE SUBMISSION TO COUNCIL FOR PROCESSING ****

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 Right of Interment Holder andof the deceased. relationship	
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.	
A note about your personal information	
The personal information you provide in this form (like your name and contact details) is received by Council for the purpose of exercising its functions under the laws regarding cemeteries and maintaining accurate records regarding these functions.	
Signature	Date

Stonemason & Installation Details		** ALL WORK MUST BE A CARRIED OUT BY AN APPROVED STONEMASON
Business Name		
Contact Person		
<input type="checkbox"/> New headstone	<input type="checkbox"/> Modification to existing headstone	
	Modification details	
<input type="checkbox"/> Beam (dual depth)	<input type="checkbox"/> Stand Alone (single depth)	<input type="checkbox"/> Full Bed Monument (single depth OR dual depth)
Cemetery	Section	Row/Lot/Plot ID
Name of deceased		IRN 301. ____ .000 ____ .001
Name of predeceased		IRN 301. ____ .000 ____ .001
ATTACH SUPPORT DOCUMENTS <input type="checkbox"/> Art work <input type="checkbox"/> Stone type & name <input type="checkbox"/> Diagram with measurements		
Installation location/position	<input type="checkbox"/> On 1 Burial Plot	<input type="checkbox"/> Across 2 Burial Plots <input type="checkbox"/> Centre of 2 Burial Plots
Details:		

Headstone Application Administration	Fee: \$204.00	Invoice No.	Receipt No.
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COMPLETE ONLY IF YOU ARE NOT THE RIGHT OF INTERMENT HOLDER

(to be completed with proof of relationship 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 myto 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)

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

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.