



Applicant Details

Title: Mr Mrs Ms Miss Other

Given name(s)*

Surname*

Postal address*

Suburb*

Postcode*

Phone* (W) (H)

Mobile

Email address

* Denotes mandatory field

Must attach a copy of front and back of the applicant's ID. Identification documents must include current address and signature. E.g. Australian Driver's License.

Cemetery and Allotment Details

Cemetery Memorial Park (select site)
 Eastern Suburbs Woronora

Section*

Allotment No.*

Name of deceased

Date of death (DD/MM/YYYY)

Name of deceased

Date of death (DD/MM/YYYY)

Holder Details

Holder(s) name*

- Should the 'Holder' and 'Applicant' details differ you must supply supporting documentation to determine authority from the Holder.
- If the holder is deceased, please contact the Cemetery for further advice.

Stonemason Details

Name, address & contact details of Stonemason

Are you using a subcontractor? Yes No

If Yes, please detail

Description of proposed work:

Proposed Inscription:

Attach drawings (CAD, etc) detailing the work and dimensions. This must include material type, measurements for the monument, footings, and piers (where applicable)

Attach a clear proof of all wording, motifs, images, fonts, and layout. This must include English translation.

Permit Work Type

A permit is mandatory for all work types (Please tick)

Memorial only

161	New Full Monument Installation - Includes inscription at time of installation	171	Inscription / Additional Inscription
162	New Double Full Monument Installation	173	Repaint / Regild Headstone
163	New Triple Full Monument Installation	174	War Graves
164	New Monumental Lawn / Candilli Lawn Installation	176	Rectify Vandalism / Re-glue
165	New General Lawn Installation / Sloper on grave	177	Minor Renovation - Repair existing material, cleaning, grave coverings, re-pointing, kerbing
166	Children Under Age 12	178	Major Renovation - Introduction of new material, foundations, refixing, Including headstones over 900mm
168	Monumental Package pre 2015	179	Major Renovation - Per additional connected allotment
169	Grave Marker with foundations	180	Vaults & Crypts Minor Works - Clean, repaint, inscription
170	Installation of Apex / Decorative - Max. height 250mm	181	Vaults & Crypts Major Works - Resurfacing internal / external, roof repairs

*Stonemason Initials Date

*Applicant Initials Date



Reference	SMC-NSW-OPS-FOR-001_1	Document owner	OPS	Revision No.	1
Authorised by	General Manager Operations	Issue Date	Nov 2020	Revision Date	Nov 2022



Allotment Details	
Section*	<input type="text"/>
Allotment No.*	<input type="text"/>

* Mandatory field

Privacy declaration

- Information collected is held in accordance with the Privacy and Personal Information Protection Act 1998 (PPIP1998). Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the Cemeteries and Crematoria Act 2013 (CC2013).
- SMCNSW collects personal information to assist in the processing of this application and to notify Applicant(s) and Holder(s) of Right about matters concerning them or the applicable Place of Interment or the provision of goods and services contracted for. This collection of personal information is also required to assist SMCNSW in complying with its obligations under the CC2013.
- We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so.
- SMCNSW will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the PPIP1998.
- Under the CC2013, SMCNSW is required to keep records regarding interments, cremations and Rights of Interment. Members of the public are entitled to request and be provided with access to those records.
- If the Applicant or the Holder of Right chooses not to provide the personal information requested in this application, SMCNSW may not be able to process the application or provide the goods and services for which the information is required.
- Additional information about our privacy policy and how it applies is available at <https://woronoramemorialpark.worldsecurystems.com/privacy-policy>

Instruction

- To conduct works on any site managed by SMCNSW you must agree to the below.
- All completed permit applications must be submitted to either;
 - For proposed works at;
 - 12 Military Road, Matraville NSW 2036 esmp.permits@smcnsw.org.au; or
 - 121 Linden Street, Sutherland 2232 wmp.permits@smcnsw.org.au

Rules

- It is the responsibility of both the Applicant and the contracted Stonemason to ensure the proposed works are consistent with the requirements outlined below;
 - All works, allotments and monuments may be subject to;
 - the *Heritage Act 1977* and the *Heritage Regulation 2012*;
 - Aboriginal and Torres Strait Island Heritage Protection Act 1984*;
 - the *Burra Charter*, and
 - Cemeteries and Crematoria Act 2013 (NSW)*.
 - the *Local Government Authority Bylaws*,
 - Environment Protection and Biodiversity Conservation Act 1999*;
 - Crown Land Management Act 2016 (NSW)*.
 - SMCNSW Policies and Procedures including but not limited to:
 - That in relation to *Heritage, Monuments, Flower and Ornamentals*
 - Stone Mason Rules and Guidelines*,
 - Conservation Management Plan*
 - Standard Consumer Terms and Conditions (SCTC)*
 - Ensure works and workers do not interfere with the Visitors, Burials or Cremations at any time on or within SMCNSW's sites.
 - At all times on site a Stonemason must;
 - carry valid mason permits/passes
 - immediately produce on request the SMCNSW issued Identification card
 - prior to entering notify designated site contact;
 - All works undertaken must be engaged in with absolute regard to safety;
 - Stonemasons must restrict access to the work area e.g. using barricades or fences.a
 - Stonemasons take all reasonable steps to prevent danger to any person (including themselves) resulting from their work.

*Stonemason Initials

Date

*Applicant Initials

Date

Page 2 of 3



**Southern
Metropolitan
Cemeteries NSW**
ABN 13 806 606 081

Eastern Suburbs Memorial Park
12 Military Road, Matraville, 2036
T 02 9661 5655 F 02 9311 3654
E esmp.enquiries@smcnsw.org.au
W smcnsw.org.au

Woronora Memorial Park
121 Linden Street, Sutherland, 2232
T 02 9545 4677 F 02 9545 1010
E wmp.enquiries@smcnsw.org.au
W smcnsw.org.au

Reference	SMC-NSW-OPS-FOR-001_1	Document owner	OPS	Revision No.	1
Authorised by	General Manager Operations	Issue Date	Nov 2020	Revision Date	Nov 2022



Allotment Details	
Section*	<input type="text"/>
Allotment No.*	<input type="text"/>

* Mandatory field

Standards

- 4. All proposed works must comply with (not limited to).
 - 4.1. Building code of Australia (BCA)
 - 4.2. Headstone and cemetery monuments (AS4204:2019),
 - 4.3. Above ground burial structures (AS4425:2020),
 - 4.4. Concrete structures (AS3600:2018),
 - 4.5. Workplace Health and Safety Regulations.

Approvals

- 5. SMCNSW reserves the right to refuse any permit application if;
 - 5.1. the applicant or Stone Mason fails to comply with these Terms and the SCTC.
 - 5.2. Any representative acting on behalf of the Stonemason’s company fail to (among other things);
 - (a) complete the online induction or
 - (b) supply all required and requested information to SMCNSW.
- 6. No Application Approval will be considered if;
 - 6.1. The applicant
 - (a) is not the registered rights holder or is not authorized on behalf of the registered rights holder of the site or plot
 - (b) Does not provide valid forms of Identification.
 - (c) Or the stonemason
 - (i) fails to pay the requisite fees and charges by the due date or as otherwise arranged
 - (ii) Is in arrears for any amount payable to SMCNSW
 - (iii) failed to complete the form and any associated documentation.
 - (iv) provides incomplete details
 - 6.2. The Stonemason in dispute with SMCNSW.

Post Works

- 7. Once any approved work has completed the Stonemason must among other things;
 - 7.1. Notify of completion by sending;
 - (a) Email (see CL 2.1) to the relevant contact for SMCNSW
 - 7.2. Contact Permits team so that photos of completed works and any additional records can be made.

Declaration

- 1. I declare and acknowledge
 - (a) that I have been given the opportunity to read and understand the matters set out in this permit application and the SCTC.
 - (b) I am 18 years or above.
 - (c) I have the authority to sign this permit application and undertake the obligations outlined in the SCTC.
 - (d) that the information I have provided is true and accurate to the best of my knowledge.

Applicant acknowledgment

Applicant full name*

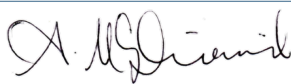
Applicant signature*

Date*

Stonemason acknowledgment

Stonemason Company name*

Stonemason Representative full name*



Stonemason signature*

Date*



Reference	SMC-NSW-OPS-FOR-001_1	Document owner	OPS	Revision No.	1
Authorised by	General Manager Operations	Issue Date	Nov 2020	Revision Date	Nov 2022