

# Memorial Mason Application

Effective 01 July 2024 to 30 June 2025

**BPOINT RECEIPT NUMBER:** \_\_\_\_\_

This number must be included before application is submitted if payment is made by BPoint.

**AMOUNT PAID:** \_\_\_\_\_

## ABOUT THIS FORM

This form is to be completed and signed by the Owner of the Deed of Grant of the Exclusive Right of Burial and the Memorial Mason for **every kind of work** proposed to be carried out in relation to a memorial at Randwick General Cemetery.

Memorials must not be erected, nor shall any additional work be carried out to a memorial/headstone unless the Memorial Mason Application has been approved by Council.

## DETAILS OF PERSON REQUESTING THE WORK (APPLICANT)

Title:  Mr  Mrs  Ms  Other:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name : \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

## DETAILS OF THE OWNER (OR EXECUTOR) OF THE ALLOTMENT, IF DIFFERENT FROM ABOVE

Title:  Mr  Mrs  Ms  Other:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_ DX: \_\_\_\_\_

Phone No(s): Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

## DETAILS OF ALLOTMENT

Allotment Number: \_\_\_\_\_ Section \_\_\_\_\_ Area/Religion: \_\_\_\_\_

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## DECLARATION

I understand that the memorial remains my property. As the registered owner/executor/next of kin - of the holder of the Deed of Grant of Exclusive Right of Burial, I am responsible for the costs of erecting and maintaining the memorial at all times to meet current, and any future, regulations and conditions that may be applied.

In consideration of Council permitting the Applicant the execution of such work on the above grave(s), I, the undersigned do hereby indemnify and hold safe the said Council against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever which may be made or instituted against or suffered by the said Council in any manner by reason of the said Council having consented to the execution of such work.

Signature of Owner  
(or Executor): .....

Date: .....

## PUBLIC LIABILITY INSURANCE

Presentation of a Public Liability Insurance policy, having a minimum liability of \$20 million.

Yes  No

Insurance Company's Name: .....

Expiry Date: .....

## PLEASE ATTACH A DRAWING AND DETAILS OF PROPOSED WORKS

Please tick the appropriate box to describe the type of work and provide details

Additional work       Repairwork       Inscription       Erection of Headstone

## TERMS AND CONDITIONS

- All work is to be undertaken in a professional, high quality workmanship ensuring appropriate structural integrity.
- The Memorial Mason is responsible to ensure the area effected by the works is made good and left in a clean and tidy manner.
- The Owner of the grave is responsible for the depletion of memorial materials, or any naturally inflicted damage done to the monument.
- Randwick City Council reserves the right to inspect the works. Any additional works required to restore damage to surrounding areas will be completed by Randwick Council at the Applicant's expense.

## MEMORIAL MASON FEES

Application Fees are in accordance with Council's Fees and Charges Policy. They may be paid by BPoint, cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

**Fees can be paid by:**

- **BY BPOINT** payment: Please put receipt number on Page 1 of this form and email application to: [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
To make a BPOINT payment with your credit card visit [www.bpoint.com.au](http://www.bpoint.com.au) and quote **Bill Code: 1594084**

## FEES

- Monumental Mason's Fees – Ordinary Graves – inscription and approval to erect monument: \$102.00 per item
- Monumental Mason's Fees – Vault Section – approval erect an enclosure: \$304.00 per item

### BY MAIL

Address the Application to: Randwick  
City Council  
30 Frances Street  
Randwick NSW 2031

### OVER THE COUNTER at:

Customer Service Centre  
30 Frances Street  
Randwick NSW 2031  
Open 8:30am – 5:00pm, Monday - Friday

### Email this application to

[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)

## PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

