

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 Field of Mars Frenchs Forest
 Gore Hill Macquarie Park Rookwood
 Sandgate Woronora

Section*

Allotment No.*

Name of deceased

Date of death (DD/MM/YYYY)

Name of deceased

Date of death (DD/MM/YYYY)

Holder Details Applicant ID Verified

Holder(s) name*

- Please complete one form per applicant.
- 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.

Stonemason Details

Name, address & contact details of Stonemason*

Are you using a subcontractor? Yes No

If Yes, please detail

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

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

Yes N/A *Stonemason has discussed with the customer the removal of shutterbox/ temporary cross/candilli from the cemetery prior to commencing work

Permit Work Type

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

Memorial only Heritage Area

Particulars of Work	1	2	3	4	Particulars of Work	1
Full Monument Installation					Children Under Age 12	
Monumental, Candilli and General Lawn Installation					Office of Australian War Graves	
Grave Marker / Sloper / with Bronze Plaque and Foundations Installation					Cleaning / Replace Pebbles / Wood Chip / Rectify Vandalism / Re-glue	
Minor Renovation - Repair existing material, grave coverings, re-pointing, kerbing					Date of Death only Inscription	
Major Renovation - Introduction of new material, foundations, refixing, Including h/s					Pre-paid Package Area	
Inscription / Additional Inscription					Vaults, Crypts & Tombs – Inscription, repaint	
Repaint / Regild Headstone					Vaults, Crypts & Tombs Renovations - Resurfacing internal / external, roof repairs	
Installation of Bronze Plaque on existing monument					Other non specific additions or conservation by arrangement	
Permission to install Family Vault, Crypts & Tombs - POA						

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

* Mandatory field

Any Site-specific Risks identified

Yes No

Risk Type	How this will be addressed



Attach photo of work site (send via email)

Privacy Protection Notice

1. Purpose of collection: Metropolitan Memorial Parks 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 Metropolitan Memorial Parks in complying with its obligations under the *Cemeteries and Crematoria Act 2013* (CC2013).
2. Intended recipients: Metropolitan Memorial Parks' employees.
3. Supply: The supply of this information is mandatory. If you are unwilling to provide this information, Metropolitan Memorial Parks may be unable to provide access to the service.
4. Access/correction: Please contact Metropolitan Memorial Parks to access or correct your personal information.
5. Storage: The Built Environment team at Metropolitan Memorial Parks, located at Level 4, 78 Waterloo Rd, Macquarie Park NSW 2113, collect this information and it will be stored securely in the Cemetery Records Management System.
6. Other uses: Metropolitan Memorial Parks will use your personal information for the purpose that it was collected and may use it as is necessary for the exercise of other functions. Other uses may include the processing of applications for interments, cremations and rights of interment.
7. The Metropolitan Memorial Parks Privacy Policy is currently undergoing updates and will soon be accessible via our website.

Terms and Conditions

Stonemason must comply with the [Specific Terms and Conditions](#) and [General Terms and Conditions](#) for Stonemason work at Metropolitan Memorial Parks sites.

Allotment Details

Section*

Allotment No.*

* Mandatory field

Approvals

Submitting Permit Application

All completed permit applications must be submitted to;
For proposed works at;

- Eastern Suburbs: 12 Military Road, Matraville NSW 2036 permits.esmp@mmplm.com.au
- Woronora: 121 Linden Street, Sutherland 2232 permits.wmp@mmplm.com.au
- Rookwood: Hawthorne Ave, Rookwood NSW 2141 permits.rgc@mmplm.com.au
- Northern: Macquarie Park – North Ryde, Frenchs Forest – Davidson, Field of Mars – Ryde, Gore Hill – St Leonards & Sandgate – Newcastle permits.mpc@mmplm.com.au

No Permit Application will be approved if;

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.
2. Or the stonemason
 - (a) fails to pay the requisite fees and charges by the due date or as otherwise arranged.
 - (b) is in arrears for any amount payable to Metropolitan Memorial Parks.
 - (c) failed to complete the form and any associated documentation.
 - (d) provides incomplete details.
 - (e) is in a resolved/unresolved dispute with Metropolitan Memorial Parks.

Declaration

- I declare and acknowledge
 - That I have been given the opportunity to read and understand the matters set out in this permit application and the Specific Terms and Conditions
 - I am 18 years or above.
 - I have the authority to sign this permit application and undertake the obligations outlined in the Specific Terms and Conditions
 - 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*