

Application for Annual Permit to Undertake Work in City of Newcastle - Cemeteries



Please read carefully: This Application is for an annual Permit to Undertake Work in cemeteries managed by City of Newcastle (Council). A permit to undertake work does not authorise an interment or exhumation at any burial site, erection of any monument or works in any part of Council's cemeteries. A Permit to Undertake Work in a Cemetery is valid for 12 months or until the end of each financial year (whichever occurs first). All work in cemeteries managed by Council shall be undertaken in a safe manner according to Council's WH&S Management System requirements (in particular RG 3.1.3 WHS RAA Visitors, Contractors & Labour Hire) and the Work Health and Safety Act 2011 (NSW).

SECTION 1 - Type of Permit		
<input type="checkbox"/> Funeral Director	<input type="checkbox"/> Monumental Mason	<input type="checkbox"/> Grave Digger
SECTION 2 - Applicant Details		
Company Name:		Contact name:
ABN or ACN:		
Postal Address:		
Suburb:		Postcode:
Email:		Phone:
SECTION 3 - Documentation		
Copies of the following documents must be submitted along with this application. Council retains the right to audit the contractor's WH&S documentation and site undertakings upon request.		
<input type="checkbox"/> Certificate of Currency for Public Liability Insurance - \$20 million <input type="checkbox"/> Copy of a completed Risk Assessment from previous year <input type="checkbox"/> Copy of Training/Experience/Qualifications register for staff <input type="checkbox"/> Workers Compensation Insurance (companies) or Accident/Income Protection insurance (ABN holders) <input type="checkbox"/> Comprehensive Vehicle Statement <input type="checkbox"/> WorkCover White Cards for all employees entering Council cemeteries		
<i>NB: All employees entering City of Newcastle Cemeteries must first complete a NCC Contractor Induction and Site Specific Induction for each cemetery.</i>		
SECTION 3 - Standards		
All monumental work Undertaken in cemeteries managed by City of Newcastle must (where applicable) conform to Australian Standards Association's AS4204-2019 'Headstones & Cemetery Monuments' standards and Council's 'Requirements for Construction of Monuments' policy.		
SECTION 6 - Signatures		
I, the undersigned I declare to the best of my knowledge and belief, that the particulars stated on this application form are true and correct. I understand that my application may not be processed if information is found to be missing or inadequate. I acknowledge that all work in cemeteries managed by City of Newcastle shall be undertaken in a safe manner according to Council's WH&S Management System requirements (in particular RG 3.1.3 WHS RAA Visitors, Contractors & Labour Hire) and the Work Health and Safety Act 2011. I understand that any monumental work must comply with the specified standards and policy.		
Contact Name:		
Signature (<i>Applicant</i>):		Date:

Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

Purpose: Information required for Facilities and Recreation, Cemetery Records, Statutory requirement under the Public Health Regulation 2012 – Part 8 and Cemeteries and Crematoria Act 2013.

Intended recipients: The information will form part of a public record that must be available for inspection under the Public Health Regulation 2012 - Part 8.

Supply: Voluntary.

Consequence of Non-Provision: Application will not be processed.

Storage and security: The City of Newcastle Electronic Document Management System; records to be kept indefinitely.

Access: The City of Newcastle, phone 02 4974 2000, fax 02 4974 2222, email mail@ncc.nsw.gov.au