

Application for Annual Permit to Undertake Work in Newcastle City Council Cemeteries 2018/19



Please read carefully: This Application is for an annual Permit to Undertake Work in cemeteries managed by Newcastle City Council (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 checked="" type="checkbox"/> Monumental Mason	<input checked="" 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 2017/18 completed Risk Assessment <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 Newcastle City Council 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 Newcastle City Council must (where applicable) conform to Australian Standards Association's AS4204 '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 Newcastle City 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. I understand that any monumental work must comply with the specified standards and policy.		
Contact Name:		
Signature (<i>Applicant</i>):		Date:

OFFICE USE ONLY

Permit to Work: \$155.00 / 10-5745-1001-43580 (T30)		
Receipt No.	Date Paid	Amount Paid
Permit Approved	Date Processed	Permit No.

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 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