

# 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"/> 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 2017/18 completed Safe Work Method Statement <input type="checkbox"/> Copy of a 2017/18 completed Risk Assessment <input type="checkbox"/> Copy of a 2017/18 completed Tool Box Talk Form <input type="checkbox"/> Copy of Emergency Management Plan <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"/> Signed Workers Compensation Sub Contractor Statement ( <i>if applicable</i> ) <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](mailto:mail@ncc.nsw.gov.au)