



# APPLICATION FOR LICENCE TO WORK IN CESSNOCK COUNCIL CEMETERIES

Date .....

**OFFICE USE ONLY**

J/N 2640.915.942

Amount \$.....

Receipt Number.....

Place stamp here

Place stamp here (Office Use)

**APPLICANT DETAILS**

Company Name	Contact Name
Postal Address	
Business Address	
Phone	Mobile
Email	

**MEMBERSHIP DETAILS**

<input type="checkbox"/> Funeral Directors Association of NSW	<input type="checkbox"/> Monumental Masons Association of NSW
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TYPE OF LICENCE	QUANTITY REQUIRED
<input type="checkbox"/> Grave Digger	
<input type="checkbox"/> Funeral Director	
<input type="checkbox"/> Monumental Mason	

**INFORMATION TO BE SUBMITTED WITH APPLICATION**

<input type="checkbox"/> Certificate of Currency for Public Liability Insurance – minimum \$10M
<input type="checkbox"/> Certificate of Currency for Workers Compensation Insurance
<input type="checkbox"/> Certificate of Currency for Comprehensive Vehicle Insurance – minimum \$20M
<input type="checkbox"/> WH&S (Work Health and Safety 2011) General Induction
<input type="checkbox"/> Toolbox Checklist
<input type="checkbox"/> Safe Work Method Statement / Site Risk Assessment

**HOW TO LODGE YOUR APPLICATION**

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p><b>Payment Method</b> <b>By mail</b> - Cheque, Money Order</p>	<p><b>Office Hours</b> 9am to 5pm Monday to Friday <i>*Payments and Cemetery enquiries are accepted until 4.30pm</i></p> <p><b>How to Contact Us</b> Phone: (02) 4993 4220 Fax: (02) 4993 2500 Email: <a href="mailto:cemetery@cessnock.nsw.gov.au">cemetery@cessnock.nsw.gov.au</a></p> <p><b>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</b> Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><b>Payment Method</b> <b>In person</b> - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p><b>Fees</b> Fees are calculated in accordance with Council’s adopted fees and charges.</p> <p><i>Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.</i></p> <p><i>Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.</i></p>
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If you require further information regarding this, please contact Council’s Cemetery Administration Staff on (02) 4993 4220.