

Why do I need Development Approval to erect a new plaque/headstone/monument in the Pioneers Section of the Northam Cemetery?

Development Approval is required because the Pioneers Section of the Northam Cemetery is listed on the State Heritage Register. All proposals for new plaque/headstones/monuments within this section of the cemetery are required to be referred to the State Heritage Council who assesses the proposed design to ensure that the proposal fits within the heritage conservation values of the cemetery.

What is the process I need to go through to get approval?

The application and approval process is as follows;

1. An application for Development Approval (also known as a Planning Approval) is to be submitted to the Shire;
2. The Shire will assess your application to ensure compliance with the Shire's Cemeteries Local Law 2008;
3. The Shire will refer your application to the State Heritage Council for comment;
4. Provided that no objections are received and your application complies with the Cemeteries Local Law 2008, Development Approval would be granted;
5. Once Development Approval is granted, a 'Grant of Right of Burial' is required to be purchased from the Shire at the cost of \$133.00. This Grant is valid for 25 years;
6. After the issue of the Grant of Right of Burial, a 'Single Monumental Works Permit' will need to be sorted by the business you are engaging to place the monument. The cost of the permit is \$183.

What do I need to include in my application?

Please ensure that you include the following when submitting your application:

- Completed Development Application Form (note that the Shire will complete the land owners section of the form);
- Payment of the Development Application Fee (\$147.00);
- Please indicate which section of the cemetery the monument is to be located. A map of the Northam Cemetery can be found via the following link:

<http://northamcemetery.atwebpages.com/Map.htm>

- Please provide a photo of the proposed monument or one similar to the one proposed.
- Please include a cover letter detailing the following:
 - Statement explaining why you would like to place the monument;
 - A copy of the inscription (person's name, dates etc.);
 - Dimensions of the monument (length, width & height);
 - Proposed materials (eg. Marble)
 - Detail how the monument will be fixed to the ground (eg. Concrete slab)

If the proposed monument is larger or more elaborate than a typical headstone like the one in the photo shown (see example below), an elevation (drawing of the side on view) of the proposed monument will be required.



Where do I find more information?

Further information can be obtained from the Shire of Northam's Planning Services Department on 9622 6133 or 9622 6143 or via email at records@northam.wa.gov.au

The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Shire's Planning Services Department be sought prior to lodgement of a Development Application. The Shire of Northam disclaims any liability for any damages sustained by a person acting on the basis of this information.

www.northam.wa.gov.au