

Cemetery Monumental and Memorial Guidelines



Shire of
Plantagenet

Mount Barker • Kendenup • Narrikup
Porongurup • Rocky Gully

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1 GUIDELINES

1.1 How do I secure a gravesite?

Members of the public can purchase the rights to a gravesite at any of our cemeteries. On doing so, the purchaser is issued a 'Grant of Right of Burial' for 25 years. The grant confers on the holder (also known as the 'grantee') the right to arrange burials, place cremated remains and erect monumental work upon the grave as dictated by the Shire of Plantagenet's Policy – Cemetery memorials. The Grant of Right of Burial is issued in the name of one person only. To obtain a Grant of Right of Burial the applicant is required to complete the appropriate application forms and pay the fees to the Shire.

For families wishing to establish multiple burial plots within the one burial area, it is strongly advised that additional plots/ grants be secured when the first plot is selected. If additional plots are not purchased in conjunction with the first, it is unlikely that additional plots in the same area will be available for purchase in the future. Some restrictions are in place for reservations in Mount Barker West Cemetery.

1.2 What happens when the grant expires?

The grantee has the right of renewal for a further 25 years, as required by the Cemeteries Act 1986. After that, if the Shire and the grantee agree, further terms of renewal for periods of no more than 25 years may be arranged. If the holder of the Grant of Right of Burial passes then the Grant needs to be transferred to another, notification from the Executor or Solicitor of the decedent will be required to make this notification in writing to the Shire of Plantagenet, with supporting documentation. Upon expiration of a grant, the control of the gravesite reverts to the Shire. Once the gravesite reverts to the Shire then all erections and modifications will be handled through the Shire administration.

1.3 Natural Earth Burials

In a departure from the granite headstones and manicured grounds of the conventional cemetery, Natural Earth Burials offer the community a unique and sustainable final resting place with minimal disturbance to the natural environment.

The Shire has established a Natural Earth Burial area in the Mount Barker Cemetery West. With a natural earth burial, the body is returned to nature in a biodegradable coffin and materials made from natural fibres. Natural Earth Burials are covered as other burials under the Cemeteries Act 1986 and do require the same notifications, fees and purchase of Grant, although renewal of grants are not required.

There are no physical identification or memorial on the site of the burial.

1.4 Ashes

Mount Barker West cemetery offers designated gardens for the placement of ashes, a bronze plaque will be placed over the interred ashes in one these designated gardens. It is requested that the ashes be in a biodegradable receptacle for placement in a garden setting.

The Mount Barker East and Kendenup cemeteries offer Niche Walls for the placement of Ashes.

Alternatively, the ashes may be scattered at a location of choice or retained in an urn. We recommend that approval from the relevant controlling authority be obtained before scattering ashes in a private or public place.

1.5 Niche Wall

To obtain a Niche within either the Wall or Garden requires the applicant contact the Shire of Plantagenet, select an available niche, complete the required forms and pay the purchase fee. You are able to reserve a number of plots in the gardens or niche walls, with each reservation to be in individual names, the Niche walls have single and double niches available. All purchases of a niche in any of the Shire of Plantagenet cemeteries have an expiry date of 25 years from the date of purchase. When a niche is purchased be aware that the cost of the plaque is at cost value and is required to be paid prior to the order being placed. Once the plaque has arrived, a Shire staff member can place the plaque with or without the family present, dependant on your preference. A Shire staff member can also take and send photos for the family if not present.

1.6 Garden of Remembrance

The Gardens of Remembrance have been specially created as places of official commemoration. They make it possible to honour loved ones with a plaque. This area has no interments. No Reservations are available. Upon payment of fees and completion of forms the plaque will be ordered and installed within the designated gardens. You may request a position within the garden, whilst every effort will be made to accommodate these requests, they may not always be possible. Final decision of placement is at the discretion of the Shire of Plantagenet.

1.7 Burials outside of a Cemetery

Burials outside of a Cemetery are allowed however, Ministerial permission needs to be obtained. All enquiries need to be referred to the Department of Local Government, Sports & Cultural Industries.

1.8 Single Funeral Permits

A customer may make a request to undertake a burial without the services of a funeral director. Should they select this option then the following documentation needs to be completed;

- Application for a Single Funeral Permit
- Certificate of Identification Form
- Application Grant of Right of Burial (If no Grant exists)
- MCCD to be produced (Medical Certificate of Cause of Death)
- Supply Public Liability Insurance

- Application for Interment and instructions for grave
- Death registration will need to be lodged with the death register within 7 days of the funeral
- Inspection of coffin and suitable vehicle for transportation

Please ensure all conditions have been met as per the Cemeteries Act and the Shire of Plantagenet local law. For further information, contact CCAWA or Metropolitan Cemeteries Board.

Fees will include the Grant of Right of Burial, Interment fee and Single permit fee as per the current fees and charges budget.

The Shire of Plantagenet manages three cemeteries, Mount Barker East (old) and West (new), Kendenup and Rocky Gully. All cemeteries are governed under the Cemeteries Act 1986, the Shire of Plantagenet Cemeteries Local Law 2020 and the State Records Act 2000.

All fees and charges for the cemeteries are set by the Shire of Plantagenet in its Annual Budget.

The Shire at its meeting held on 9 November 2010, resolved (in part) that 'no further burials be carried out at the Mount Barker East Cemetery, with the exception of those carried out in reserved and re-opened gravesites'.

The Mount Barker West Cemetery was gazetted as such in March 2008, with the opening ceremony being November 2010. This cemetery is classed as a lawn cemetery with the options of ground plaques or headstone only memorials for burials.

Section A (Lawn section) of the cemetery is designated as ground plaque only.

The newly developed section E is designated for headstone memorials. The headstones are to be placed on the concrete plinth at the head of the graves. Plaques may also be installed on the plinth.



1.9 Applications for Interment

Applications for Interments are to be accompanied by certificates, either a medical certificate of death or a coroner's order for burial, and a certificate of identification in respect of the body. These documents may be provided by the funeral director in the case of a burial, however in the case of interment of ashes, a Certificate of Cremation will suffice.

The application for interment also requires the appropriate Shire forms to be completed, these include;

- Application for Grant of Right of Burial or Memorial (if one has not already been issued)
- Application for burial and instructions for the grave or Application to Inter ashes

When conducting a funeral under section 22 of the act, the Shire will require a written request to conduct a funeral to be lodged, specifying area in the cemetery where the body is to be buried or the ashes to be placed. This written request will be in the form of an Application for Burial and instructions for a grave.

All bookings to hold a funeral shall be made to the Shire at least 48 hours prior to the time proposed for burial.

1.10 Grant of Right of Burial/Memorial

Members of the public can purchase the rights to a plot/gravesite at any of our cemeteries. On doing so, the purchaser is issued a 'Grant of Right of Burial' for 25 years. The grant may be renewed for a further 25 years. Once the grant has expired, the site reverts back to possession of the Shire. The grant confers onto the holder (also known as the grantee) the right to arrange burials, place cremated remains and erect monumental work upon the grave. A grant is issued in one name only. A grant of right of memorial allows the grantee the right to arrange interment of ashes and erect a plaque within a niche. This grant is required for Niche Walls and garden Niches. An interment cannot take place without a grant. If the grant is held by the person being interred, then we will need to transfer the grant to the deceased person's executor or administrator named in the will. This is done by the new grantee filling out a statutory declaration and producing a copy of the will stating them as the administrator. In most cases the deceased would bequeath the grant as part of the estate. Other arrangements can be made prior to use by completing a transfer of grant application.

1.11 Reservations/Pre-Needs grants

Reservations or Pre-needs may be purchased at any time, prior to interment. If a reservation was made before 1 July 2012, then the grant may not exist. This means the grant will need to be purchased prior to any interments. If you wish to make a reservation, the appropriate paperwork and payment of the fees stipulated in the budget will need to be received before the reservation is secured.

1.12 Our requirements for Funerals and Coffins

Burials will only be carried out when;

- The Shire has approved an application for the burial in accordance with the Local Law 2020.
- The deceased person is enclosed in the coffin, which in the opinion of the Shire is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffins lid; and
- Under the plate referred to in the above paragraph, there is a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height.

1.13 Interment Options

The Shire offers a number of options for the interment of loved ones. The Kendenup, Rocky Gully and Mount Barker Cemeteries offer standard burials with options for memorials.

1. Burial – Standard
2. Burial – Natural Earth (Mount Barker West Only)
3. Garden Niche (Mount Barker West only)
4. Wall Niche (Mount Barker East and Kendenup)
5. Garden of Remembrance
6. Memorial Shrubs and Trees
7. Memorial Rocks
8. Memorial Seats

1.14 Depth of Graves

A coffin depth for all standard graves within a cemetery shall be no less than 750mm distance from the top of the coffin. All graves are now dug to extra depth 7 feet /2.13 metres to allow or another interment.

1.15 Disposal of Ashes

The personal representative of a deceased person whose body has been cremated may apply for permission to dispose of the ashes in the cemetery. Upon payment of the set fee, the Shire may grant permission for the ashes to be disposed of by one of the following methods;

1. Niche Wall
2. Family Grave – no limit of ashes to be interred, mapping needs to occur
3. Scattering to the winds
4. Ground Niche

An authorised Shire officer will place the ashes of the deceased person within a grave/Niche in accordance with the Shire Policy.

1.16 Application for Monumental Works

The Shire will require the written consent of the holder of the grant to accompany the application for monumental work. If no grant exists for the grave then an application for monumental works is to be made.

A person may not carry out monumental works within the cemetery unless they are the holder of a current monumental mason's licence or does so as the employee of someone who holds such a licence.

1.17 Plaques

All plaques shall be ordered through the Shire. Our main suppliers are Arrow and Phoenix Foundry. Proofs will be made up by the Shire and given to the customer for approval. Once approved and payment has been received then will the plaque be ordered. Plaques take between 6 to 8 weeks to arrive at the Shire. We will contact the customer and they will be installed by a Shire officer either with or without the family present. Photos can be taken and sent to the family upon request.

All plaques shall have the number of the grave or niche printed in the bottom right hand corner. The plaques will not display any trade names or marks of any manufacturers.

1.18 Flowers and other Ornaments

The Shire welcomes the placement of both fresh and artificial tributes at its cemeteries. While artificial tributes do have an environmental impact and the placement of fresh tributes is preferred, the Shire recognises that many families prefer artificial tributes and as such their placement is respected as being an integral part of the grieving process. There are restrictions on the number of tributes that can be placed and some items are prohibited for safety reasons. Please refer to the Cemeteries Local Law 2020 for full details.

2 GENERAL INFORMATION FOR ENTRY TO THE CEMETERIES

Animals – A person shall not bring an animal into or permit an animal to enter or remain in the cemetery. This does not apply to a hearing-impaired person or a person who is visually impaired and is accompanied by a hearing or guide dog.

Damaging and removing of objects – A person shall not damage, remove or pick any tree, shrub or flower in the cemetery or any other object or thing on any grave or memorial or which is the property of the Shire without permission.

Withered Flowers – A person may remove withered flowers from a grave or memorial and these are to be placed in a receptacle provided by the Shire.

Littering or Vandalism – A person shall not;

- Break or cause to be broken any glass, ceramic or other material in or upon the cemetery;
- Discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon the cemetery.

Advertising - A person shall not carry on or advertise any trade, business or profession within the cemetery without prior written approval of the Shire.

3 TRADITIONAL MONUMENTS AND HEADSTONES

Mount Barker East, Kendenup and Rocky Gully

3.1 All monuments and headstones shall-

1. be made of bronze, granite, slate or marble and may include a glass fascia;
2. be placed on proper and substantial foundations; and
3. comply with the following specifications –

3.1.1 All Graves:

- A. have an overall height of the monument above the original surface of the grave shall not exceed 1550mm;
- B. the height of the base of the monument above the original surface of the grave shall not be less than 150mm nor more than 305mm;

3.1.2 Single Graves:

- A. the length of the head kerb shall not exceed 1250mm and the width shall not exceed 380mm;
- B. the length of the headstone shall not exceed 1120mm and the width shall not exceed 380mm; and
- C. the length of the base of the monument shall not exceed 2500mm and width not exceed 1250mm.

3.1.3 Double Graves:

- A. the length of the head kerb shall not exceed 2500mm and the width shall not exceed 380mm;
- B. the length of the headstone shall not exceed 2370mm and the width not exceed 380mm; and
- C. the length of the base of the monument shall not exceed 2500mm and width not exceed 2450mm.

NB - No gravesites bigger than a double grave will be permitted



4 NICHE WALLS

4.1 Available at Mount Barker East and Kendenup Cemetery

Where possible dimensions will be 145mm x 120mm for a single and 280mm x 117mm for a double, having individual plates as 128mm x 83mm. These sizes are dependent on the actual size of the niche holes as they may vary. Niche walls may accommodate non-biodegradable boxes.



Single plaques – Individual Sizes



Double plaques – Individual Size

5 MOUNT BARKER CEMETERY WEST

1. All memorials shall be purchased from and installed by the Shire, with the exception of section E – these are to be ordered through and installed from a licenced mason.
2. Memorials made from ceramic materials, glass and wood are not permitted.
3. All memorial plaques shall –
 - A. be made from admiralty bronze and have the number of the grave / site displayed;
 - B. not exceed 20mm in thickness.

5.1 Lawn Section – Section A

In the lawn section, all memorial plaques shall –

1. be made from admiralty bronze – may incorporate coloured elements and photos or vitreous enamelled stainless steel;
2. be of the dimensions 380mm x 280mm and not exceed 20mm in thickness; and
3. be affixed to a substantial foundation.



5.2 Section E – Burials in the Lawn with above ground headstones

All monuments and headstones shall –

1. be made of bronze, granite, slate or marble and may include glass or vitreous enamelled stainless steel fascias;
2. be placed on a concrete plinth foundation provided by the council. These beam footings shall be 330mm wide, to accommodate a line of single headstones;
3. comply with the following specifications:
 - A. the overall height above the original surface of the grave shall not exceed 1050mm
 - B. the length of the headstones shall not exceed 920mm and width not exceed 300mm; and
 - C. the height of the base of the monument above the concrete plinth shall not be less than 150mm nor more than 305mm.

Single graves – the length of the head kerb shall not exceed 920mm and width not exceed 300mm.

Double graves – the length of the head kerb shall not exceed 1840mm and the width not exceed 300mm.

No gravesite bigger than a double grave will be permitted. An admiralty bronze memorial plaque may be attached to the concrete plinth in lieu of a headstone. These plaques shall not exceed 380mm in width and 280mm in length.



5.3 Garden Niche – for placement of ashes

In these garden ground niche sections, all memorial plaques shall –

1. be made from admiralty bronze and may incorporate coloured elements and photos or vitreous enamelled stainless steel;
2. be aligned against the inside of the garden kerbing and affixed to the kerbing;
3. shall not exceed 20mm thick; and
4. be of the dimensions 145mm x 120mm.



(145mm x 120mm memorial plaques)

5.4 Gardens of Remembrance – no ashes

In these garden sections, all memorial plaques shall -

1. be made from admiralty bronze and may incorporate coloured elements and photos or vitreous enamelled stainless steel;
2. shall not exceed 20mm thick;
3. shall be of the dimensions 136mm x 75mm; and
4. shall be affixed to the garden kerb.



6 GARDENS OF REMEMBRANCE, MEMORIAL SHRUBS AND TREES

In these sections, all memorial plaques shall –

1. be of the dimensions 229mm x 229mm or 145mm x 120mm;
2. be placed in conjunction with an individual shrub or tree; and
3. be affixed to a substantial foundation.



7 MEMORIAL ROCKS

All plaques on memorial rocks shall –

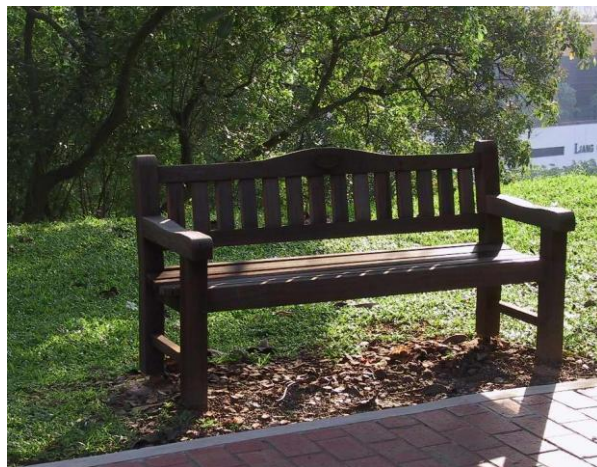
1. be of the dimensions 229mm x 229mm; and
2. be affixed to the memorial rock.



8 MEMORIAL SEAT

All plaques on memorial seats shall–

1. be of the dimensions 150mm x 75mm; and
2. be affixed to the back of the seat.



Plaque



(150mm x 75mm)