



Whyalla City Council

| Cemetery Operations and Administration Policy | |
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| GDS Category | Property Management – Public |
| Responsible Officer | Director Infrastructure |
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| Review Period | 4 Years |
| Last Reviewed | May 2020 |
| Next Review Date | November 2025 |
| Policy Version Number | 5 |
| Applicable Legislation | <ul style="list-style-type: none"> • Burial and Cremations Act 2013 (referred here-in as the “Act”) • Burial and Cremations Regulations 2014 (referred here-in as the “Regulations”). |
| Related Documents | <ul style="list-style-type: none"> • Cemetery – SWI – Ashes Interments • Cemetery – SWI – Burials Garden Section (Section B & F) • Cemetery – SWI – Burials General Section (Sections A, C, E & H) • Cemetery – SWI - Cremations • Cemetery – SWI- Exhumations • Cemetery – SWI – Plaque and Block Placement • Cemetery – WI – Plaque Ordering • Cemetery – SWI- Re-Openings Garden Section (Sections B & F) • Cemetery – SWI – Re-Openings General Section (Sections A, C, E & H) |
| Public Consultation Required | No |
| Purpose | To ensure that the management of the Whyalla Cemetery is undertaken in a timely and consistent manner. |

1. INTRODUCTION

This Policy applies to the Whyalla Cemetery and Crematorium administered, operated and maintained by the Whyalla City Council.

2. OBJECTIVE

The Cemetery located on Broadbent Terrace, Whyalla will be operated and maintained for the purpose of interring bodily and cremated remains in accordance with the Burial; and Cremation Act 2013 and the Burial and Cremation Regulations 2014.

This Policy gives guidance to the daily operations of the Whyalla Cemetery and Crematorium as to the following;

- Opening Hours
- General Administration
- Schedule of Fees
- Interments
- Plaques
- Commemoration and Tributes
- Non-Interment Memorials
- Memory Tree
- Reservation of Sites and;
- Interment Rights

3. STATEMENT

This Policy compliments but does not override all relevant Legislation regarding Cemetery and Crematorium Management including the Burial and Cremation Regulations 2014 under the Burial and Cremations Act 2014.

4. SCOPE AND RESPONSIBILITIES

4.1 Opening Hours

- i. Public visitation hours will be from 8.30 am to sunset every day of the week. Vehicle access will only be available from 8.30 am to 3.30pm Monday to Friday, except public holidays but including Mother's Day (second Sunday in May) and Father's Day (first Sunday in September).
- ii. Access to the Cemetery is limited to people with a legitimate reason for visiting. The Cemetery is not a public right of way.
- iii. A Curator will be available on-site or by mobile phone during operating hours Monday to Friday (except public holidays) 7.00am to 4.00pm.
- iv. Visitors to the Cemetery are requested to conduct themselves in a manner appropriate to the sensitivity of the location.
- v. Plaque ordering can be undertaken by appointment with the Cemetery Curator. Hours are Tuesday to Friday 9.00am to 3.00pm.
- vi. The Crematorium is not open for general visitation

4.2 General Administration

- i. The Council will keep a Register of Interments and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.
- ii. The Council will keep a Register of Interment Right Holders and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.
- iii. The Council will keep a Register of Memorials and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.
- iv. The Council will keep a Register of Cremations and all supporting records/documents in accordance with the Burial and Cremation Act 2013 and the Burial and Cremation Regulations 2014.
- v. The council will maintain plans that will indicate the locations of each section, block, and grave site number.

5. SCHEDULE OF FEES

Council's Cemetery fees and charges will be included in the Council's schedule of Fees which may be amended from time to time and are revised annually in line with the financial year. The Cemetery Schedule of Fees will be available at Councils Offices for public inspection.

6. GENERAL INFORMATION ON INTERMENTS

- 6.1 The normal days for interments will be Monday to Friday (excluding public holidays) during normal Cemetery operating hours. Interments may be arranged outside of these times by special arrangement with the Cemetery Curator and will be subject to additional fees as provided in the Cemetery Schedule of Fees.
- 6.2 Interments will not take place without prior approval by the Council. Each interment will require the presence of Cemetery staff to prepare and complete the interment.
- 6.3 Interments will take place in the next available site unless it uses a reserved interment site or is a second interment in an existing site.
- 6.4 For any Interment to take place (including Memorial Only sites) an Interment Right with a current Interment Right Holder will be required. Where the deceased person who is to be interred is the current Interment Right holder (i.e. a second burial) then a Transfer of Interment Right is to be completed prior to the interment.
- 6.5 Graves within the Whyalla Cemetery are considered a confined space and as such Council will not permit person to enter a grave site for the purposes of interments. Exhumations will require persons to be specifically trained for the task, with the appropriate confined space ticket and using appropriate shoring equipment.
- 6.6 Two types of bodily interment sites will be available. The General section sites are the usual burial type sites which allows for the erection of a monument by the interment right holder at the discretion of the Council (refer to General Interment Section). The Lawn section sites will be maintained by the Council and the interment costs will include the cost of a memorial conforming to the guidelines of the Council (refer to Lawn Interment Section).

- 6.7 Bodily Interments traditionally will use a coffin as indicated in the relevant legislation. Where a shroud is used instead it must conform to the relevant legislation but will only be interred at a depth of 1.6m and will require the use of a sturdy backboard to aid in the lowering procedure.
- 6.8 Ashes interments may take place in both of the bodily interment sites as well as the niche wall, rose garden and tree memorial sites.

7. GENERAL INTERMENT SECTIONS (50 Year Interment Right)

General Sections (A, C, E, H). There are several sections in the cemetery allowing for a broad interpretation of denominations.

- 7.1 Full sized sites are available and will allow for two standard bodily interments. A third bodily interment may be available providing notice has been given to the Council prior to the first bodily interment
- 7.2 Smaller sites are available upon liaison with cemetery curator and allow for one bodily interment only.
- 7.3 Multiple ashes interments in general section sites may be permitted dependent upon space availability.
- 7.4 Council will supply an initial cross displaying the deceased's name at the time of the interment. Any subsequent maintenance of the cross will be become the interment right holders' responsibility
- 7.5 The maintenance of the interment site is the responsibility of the interment right holder.
- 7.6 In the interest of public safety, Council is permitted to refill any site that falls below ground level.
- 7.7 The erection of a monument is the responsibility of the interment right holder and notice must be provided to Council on the "**Application for a Memorial**" form for approval prior to the beginning of monument works. Maintenance of the monument thereafter is the responsibility of the interment right holder and in the event, repairs are required to a monument then Council will take steps in accordance with the Act.
- 7.8 In the event that an interment right is non-existent (e.g. some Section A, C & E sites), an interment right will need to be arranged prior to the erection of a monument. This can be undertaken with the Cemetery Curator.
- 7.9 Council reserves the right to deny the placement of a monument which could be deemed as offensive. Offensive could be deemed as an aesthetically inappropriate monument or inscription. Should a judgment be required, this may be referred to the Executive Management Team for a decision or referral as deemed necessary.
- 7.10 The monument is not to exceed the external dimensions of the plot site.
- 7.11 In the event of a re-opening, where a monument is required to be removed and/or reinstated for any reason, this will be the responsibility of the interment right holder. Should Council be chosen to undertake the removal, a "**Cemetery Monument Indemnity**" form will be required, and all work will be recharged to the interment holder or representative according to the Council's Schedule of Fees. A monumental mason will need to be engaged by the interment right holder for reinstatement of the monument in consultation with the Cemetery Curator.

8. THE LAWN INTERMENT SECTIONS (50 Year Interment Right)

There are three lawn sections. The older B Section lawn has no unallocated full size sites available. Sections F and G are the current new lawn burial sections. The new F Section is the current lawn burial section.

- 8.1 Full sized sites are available and will allow for two standard bodily interments. A third bodily interment may be available providing notice has been given to the Council prior to the first bodily interment.
- 8.2 Smaller sites are available upon liaison with Cemetery Curator and allow for one bodily interment only. Smaller sites may also be used for ashes interments.
- 8.3 Multiple ashes interments in lawn section interment sites may be permitted dependent upon available space and plaque requirements.
- 8.4 Council will supply a temporary interment marker displaying the deceased's name at the time of the interment. The interment right holder will need to contact the Cemetery Curator to organise a plaque which included in the interment cost.
- 8.5 Council will supply a granite block for the attachment of the plaque (see "Bronze Plaques Section ") of the prescribed dimensions. Alternative style monuments (i.e. black granite) may be placed at the interment rights holder's expense providing it complies with the dimensions as outlined in the "Cemetery – SWI – Plaque and Block Placement" Work Instruction. If a plaque is not required due to the use of an approved alternative monument (i.e. an engraved granite block), a fee reduction/ reimbursement may be applicable upon written notification from the interment right holder.
- 8.6 Headstones, statues or other structures are not to be erected or constructed at a lawn section site other than as outlines in the "Cemetery – SWI – Plaque and Block Placement".
- 8.7 The Sections F and G, lawn sites only provide sufficient space for two blocks with plaques. If any further interments take place the existing plaques/s will need to be replaced with another that provides the extra details for the subsequent interment/s. The cost of the new plaque will be included in the subsequent interment fees.
- 8.8 Council will supply one standard vase applicable to the interment section (one per interment to a maximum of two vases). Cost for replacement of the standard vase will be the responsibility of the interment right holder.
- 8.9 Trees, shrubs, or other plants are not to be planted on any grave in a lawn section.
- 8.10 Council will provide regular maintenance operations to the lawn sections within the Cemetery.

9. TREE MEMORIAL INTERMENT SITES (50 Year Interment Right)

- 9.1 Tree memorial sites are available within the cemetery boundaries.
- 9.2 Council will endeavour to maintain the existing trees in a healthy condition, however, from time to time trees will need to be replaced and will be at the discretion of the Council. Every effort will be made to not disturb the interred ashes or memorial plaque.
- 9.3 Each tree memorial ashes interment site will allow space for a second ashes interment immediately adjacent to the first.
- 9.4 Council will supply a clay pot memorial for the attachment of the plaque (see bronze plaques section) of the prescribed dimensions. Alternative style monuments (i.e. granite) may be placed at the interment right holders expense providing it complies with

the dimensions as outlined in the Cemetery Block Placement Procedure. If a plaque is not required due to the use of an approved alternative monument (i.e. an engraved granite block) a fee reduction/reimbursement may be applicable upon written notification from the interment right holder.

10. ROSE MEMORIAL INTERMENT SITES (50 Year Interment Right)

Rose memorial gardens are available throughout the lawn sections and around the rotunda.

- 10.1 Each Rose Memorial ashes interment site will allow space for a second ashes interment immediately adjacent to the first.
- 10.2 Ashes interred in a rose garden (with the exception of the scented rose garden near the office) will not be allocated to an individual rose. In most cases one rose may provide for more than one interment site.
- 10.3 Council will supply a clay pot memorial for the attachment of the plaque (See “Bronze Plaques Section”) of the prescribed dimensions. Alternative style monuments (i.e. granite) may be placed at the interment right holders expense providing it complies with the dimensions as outlined in the “Cemetery – SWI – Plaque and Block Placement”. If a plaque is not required due to the use of an approved alternative monument (i.e. an engraved granite block) a fee reduction /reimbursement may be applicable upon written notification from the interment right holder.

11. SCENTED ROSE MEMORIAL INTERMENT SITES (50 Year Interment Right)

This section was developed in 2005 and all roses selected for this site are scented

- 11.1 Each site is allocated to one individual rose and allows for two clay pots adjacent to each other
- 11.2 Council will supply a clay pot memorial and associated plaque for each interment. There is no option for an alternative memorial block in this rose garden.

12. NICHE WALL (30 Year Interment Right)

- 12.1 There are two niche walls at the Cemetery.
- 12.2 The niche walls provide single sites. However, reservation of adjacent sites are permitted if available. The reservation of a site will incur a fee as outlined in the Cemetery Schedule of Fees.
- 12.3 Provision of a plaque is included in the interment fees for all sites. A flower clip may be attached to the wall in consultation with the Cemetery Curator.

13. TREE OF REMEMBRANCE WALL (Butterfly Wall) (30 Year Interment Right)

This remembrance wall is intended for the memorialisation of deceased persons whose ashes have been scattered elsewhere outside of the Whyalla Cemetery grounds. The wall is not intended as a memorialisation for person who have been cremated only.

- 13.1 Each site (plaque) is allocated for the memorialisation of one person only.
- 13.2 Reserved sites are not available except in the case of clause 13.3.

- 13.3 A reservation of one adjacent site may be available for the partner, husband or wife of the person named on an existing Butterfly plaque. This does not include other family members i.e. parents, children, siblings.
- 13.4 A standard bronze butterfly is supplied which will only allow 3 lines of inscription being
- The name of the deceased
 - The date of birth and date of death
 - The specific location where the deceased's ashes have been scattered
- 13.5 No motif/emblem can be included on the plaque however the plaque colour can be selected
- 13.6 No ashes are to be interred in the gardens surrounding the wall.
- 13.7 No additional memorialisation items are to be fixed/glued to the wall and will be removed.

14. BRONZE PLAQUES

- 14.1 Where relevant, Council will supply a standard bronze plaque in accordance with the Cemetery Plaque Ordering Procedure.
- 14.2 Plaque ordering can be undertaken by appointment with the Cemetery Curator. Appointment hours are Weekdays 9:00 am to 3:00 pm dependant on operational requirements.
- 14.3 Variations to the standard plaque (including extra lines of wording, motifs, photos, border styles and plaque colour) are available on request and any extra charges above that of a standard plaque will be incurred by the interment right holder.
- 14.4 The Council supplied memorial block may be replaced by Council if the condition of the block becomes unsatisfactory due to normal conditions. Consent of the interment right holder will be sought prior to replacement.
- 14.5 Council reserves the right to deny any wording for a plaque which could be deemed as offensive. Offensive could be deemed as an aesthetically inappropriate monument or inscription. Should a judgment be required, this may be referred to the Senior Management Team for a decision or referral as deemed necessary.
- 14.6 No solvents, cleaning agents, polishes should be used on Council supplied bronze plaques as it promotes the effects of weathering. Council can organise the refurbishment of existing bronze plaques (providing the original plaque was purchased after 1985) with the manufacturer which will incur a fee as indicated in the schedule of fees. Plaques that were purchased prior to 1985 can be remade to exactly replicate the original for a reduced replacement cost as determined by the manufacturer.

15. COMMEMORATIONS AND TRIBUTES

- 15.1 Council will permit small items of commemoration to be placed at the monuments providing that:
- a) Floral tributes are required to be in a non-fragile receptacle;
 - b) Items do not exceed 400mm in height;
 - c) Items do not extend or overhand beyond the boundaries of the memorial area;
 - d) Items do not interfere with maintenance of the site

- e) Items are not of glass or any other fragile material; and
- f) Items and /or inscriptions are not likely to offend others.

15.2 The Council reserves the right to remove any flower tribute or commemoration that is considered unsightly or has deteriorated significantly in its condition. The Council may also reposition any floral tribute or commemoration that impedes the maintenance of the interment site.

16. NON INTERMENT MEMORIALS

16.1 Council will allow the placement of non-interment memorials in all sections of the cemetery. These sites will be subject to the interment right fee plus any associated memorial costs.

16.3 All conditions associated with the relevant section of the Cemetery must be adhered to.

17. RESERVATION OF SITES

17.1 Council will permit reservations of interment sites in the niche walls. The reservation will attract the appropriate fee as indicated in the council's Schedule of Fees. An interment right will be required for each reserved site and will begin from the date of reservation. The onus will be on the interment right holder to provide supporting documentation of the reservation at the time of the first interment.

17.2 Council can, at its discretion, permit the next available site only to be reserved in general and lawn sections. In this way family member of the deceased can provide for future burials close to the initial interment. The reservation will attract the appropriate interment right fee as indicated in council's Schedule of Fees. An interment right will be required for each reserved site and will begin from the date of reservation. The onus will be on the interment right holder to provide supporting documentation of the reservation at the time of the first interment.

17.3 Reservation for tree and rose memorial sites are not available (except the Scented Rose Garden).

18. INTERMENT RIGHTS

18.1 Proof of Interment Right holder

- a) A person claiming ownership of an interment right must, if so requested, provide proof of ownership to the Council.
- b) A person acting on behalf of an interment right holder will need to provide written instruction from the interment right holder illustrating their intention and delegated authority.

18.2 Plain English Statement

The Council (or Funeral Director on Council's behalf) will provide the interment right holder a Plain English Statement according to Section 30 of the Act outlining the interment site details, interment right fees and interment right conditions.

18.3 Initial Interment right

Early interment sites with no existing interment right will require an interment right, in the event of any subsequent interment/s. The interment right will take effect from the issuing date of the interment right and not the interment date of the original burial.

The Council will issue an interment right for any site within the cemetery according to *the Act* where:

- a) Prior notification is received of an impending interment providing all necessary details of the deceased and the proposed interment right holder.
- b) The applicant pays the fee for the relevant interment right, upon receiving an invoice, as outlined in the Council's Schedule of Fees.
- c) The term of the interment right is 50 years for general, lawn, tree and rose interment sites and 30 years for niche wall sites.

18.4 Renewal of Interment Right

- a) The Council will on application by the holder of an interment right and payment of the renewal fee fixed by the Council (listed in the Council's Schedule of Fees) renew any interment right previously granted for a further period of not less than 5 years but not more than 50 years with a maximum total active tenure of 99 years.
- b) The renewal fee will be calculated on a yearly pro-rata basis using the current 50/30-year interment right fee (as determined by Council's Schedule of Fees). The interment right expiry date will be adjusted on Council's records to reflect the renewal/extension using the existing interment right number and where possible a revised interment right will be issued. The interment right with the latest date of issue stamped on it will be considered the current interment right.
- c) Subject to the *Regulations*, Council must at least 12 months prior to the expiration of an interment right take reasonable steps to give the holder of an interment right a written notice. Renewal of Interment Rights will be subject to Section 32 of the *Act* and the notice must inform the holder of an interment right of the following matters:
 - i) That if the interment right is not renewed, the Council is entitled to re-use the interment site under Section 38 of the *Act*
 - ii) The cost of renewing the interment right.

18.5 Transfer of an Interment Right

- a) The rights granted to an interment right holder may be transferred to another individual upon completion of the Transfer of Interment Right form by the existing interment right holder expressing the relinquishment/transference of the interment right.
- b) The transfer of an interment right includes:
 - i) the completion of the Transfer of Interment Right form supplied by Council

- ii) the provision of any evidence by the interment right holder or substitute interment right holder to demonstrate that the transfer take place
 - iii) the return of the original interment right or provision of a Statutory Declaration regarding the inability to return the interment right the payment of the appropriate fee as determined by Whyalla Council's Schedule of Fees.
- c) Where a transfer of interment right is authorised, the Council will alter the details on the register of interment right holders.

18.6 Exercise or Enforcement of an Interment Right

- a) In the event of the death or legal incapacity of the interment right holder, the rights may be exercised or enforced by:
- 1) the personal representative of the deceased: or
 - 2) if there is no representative then in accordance with Section 32 of the *Regulations*
 - i) the spouse or domestic partner of the deceased interment right holder
 - ii) if there is no surviving spouse of domestic partner – by the eldest living relative of the deceased interment right holder in the following descending order of priority
 - a child;
 - a grandchild or great grandchild;
 - a brother or sister;
 - a parent;
 - a grandparent;
 - an aunt or uncle;
 - a nephew or niece;
 - a cousin;
 - any other blood relative
- b) The Council may determine the criteria necessary to demonstrate the relationship and entitlement of a person claiming a substituted right to the interment right. Council retains discretion to determine which person is entitled to exercise the substituted right to the interment right in the event of a dispute.

18.7 Cancellation of an Interment Right

- a) The interment right holder is the only person to have the right to relinquish an interment right on an interment site and may do so at any time except where the site contains bodily remains.
- b) An interment right with cremated remains will require the removal of the contained remains prior to the relinquishment of the interment right.
- c) The removal of buried bodily remains requires approval from the Attorney General and must be considered an exhumation. All proceedings must therefore comply with the relevant *Act* and *Regulations*.

- d) The cost of the removal of bodily or cremated remains will be carried by the interment right holder.
- e) The fee that may be deducted by the Council from a refund due to the surrender of an unexercised interment right is an amount to be determined in accordance with Schedule 1 of the *Regulations*.
- f) Any monument/plaque may be reclaimed by the interment right holder on relinquishment of an interment right or can be disposed of at the discretion of the Council.

18.8 Expiration of an Interment Right and Re-Use of an Interment Site

- a) If an interment right duration expires and the right of renewal is not exercised then the Council may according to section 38 of the Act:
 - i) re-use the interment site; and
 - ii) remove any memorial to the deceased from the interment site
- b) If Council intends to reuse an interment site, then it must
 - i) advertise by public advertisement in a newspaper circulating the state of its intention
 - ii) take all reasonable steps to give written notice of its intention to the personal representative or 1 or more relatives of the deceased
- c) Council may re-use the interment site if:
 - i) the personal representative or 1 or more relatives of the deceased have informed Council that there is no objection to the re-use; or
 - ii) years have elapsed from the date of the notice and no right of renewal has been exercised.

18.9 Burial sites without or with expired Interment Rights

Prior to 1972 Interment Rights were not issued for burial sites. In these instances, Council will become the default Interment Right Holder. As such it can transfer the Interment Right to another person/s at its discretion and will depend on factors that will provide the best outcome for the deceased, the burial site and the cemetery. These factors may include, but not be limited to the desire of the new Interment Right holder to install/repair/maintain an existing monument, the continuance of family involvement in a site and so-on.

The new Interment Right holder will be required to complete an *Application for an Existing Interment Site form* and pay the appropriate Interment Right fee for the initial Interment Right period.

Supporting documentation such as Statutory Declarations, or information that directly links the applicant to the deceased interred at the site may be requested by the Council in its determination of the suitability of the applicant. The Executive Team may be called on to adjudicate on the suitability of an applicant.

In the event that in the future another person/s can prove that they have a higher legal entitlement to be the Interment Right Holder for the site and are willing to satisfy all the requirements of the Council (i.e. documentation, payment of fees etc.) then the existing Interment Right Holder may be requested to relinquish the Interment Right for that particular site.

On rural land

In accordance with sub-section 8(2) of [the Act](#), the Council will receive applications and may grant permission for a burial on private land outside “metropolitan Adelaide” and outside the boundary of a township. The request must be made on the application form appended to this policy.



Application For a Headstone or Memorial

Subject to the rules and regulations of the _____ Cemetery

Monumental Mason

I/We _____

 _____ (Business Name, Address and Telephone No.)

Apply for permission to do the following work: (Please select one on the following)

- New monument and inscription (drawing of monument and dimensions required)
- Additional inscription (If not in English, please provide a translation.)
- Other work (Description please) _____

Full name of deceased _____
 Date Deceased _____ Grave Location: Section _____ Row/Path _____ No. _____

All works must be carried out in accordance with the provisions of Australian Standard AS4204-2019, the plans and specifications attached and comply with the rules, regulations and directions of the relevant Cemetery Authority.

Signed _____ Date: _____ Fee: \$ _____
 (Monumental Mason)

Interment right holder or legal representative

I _____ (Full Name)
 of _____ (Address)

Warrant that I: (Please select one on the following)

- Am the person in whose name the **Interment Right** is issued.
- Have written authority of the person in whose name the **Interment Right** was issued.
- Am the legal representative of the **Interment Right Holder**.

I warrant that all the information given is correct and consent to the work described in this application being carried out. As owner, I acknowledge that I have a responsibility to maintain the monument in thorough order and condition during the term of the **Interment Right** and, if I do not, the Cemetery Authority has the right to remove it and recover the cost of doing so from me as a debt payable on demand.

I acknowledge responsibility to remove the monument on expiry of the **Interment Right** subject to any right of renewal. I do agree to indemnify and hold harmless the Cemetery Authority against any claims, actions, liability, loss or damage or expense arising to or against the Cemetery Authority in respect to the monument, the condition or repair of or damage to the monument, or the removal of the monument occurring at any time after the installation of the monument.

I understand that if the headstone or memorial is not removed within two years of the **Interment Right** for the site expiring, the cemetery authority has the legal right to remove the headstone or memorial and dispose of it as they see fit (Section 42 of the Burial and Cremation Act 2013). **I also acknowledge that it is my responsibility to advise the cemetery authority of any change of my address.**

Before Me _____ (Signature of witness)
 _____ (Signature of Interment Right Holder or Legal representative)
 Witness _____
 (Please print name of witness)

| | | | |
|-------------------------|-------------------------------|------------------|----------------------------------|
| Office Use Only: | Grave Location: Section _____ | Row/Path _____ | No. _____ |
| IR No. _____ | Expiry Date: _____ | Permit No: _____ | Authorised By: _____ Date: _____ |



Application for an Interment Right for an Existing Site

Type of interment right: _____

Interment right number: _____ Site location: _____

I, (full name) _____
 of (address) _____
 (telephone) _____ (mobile) _____
 (email) _____

Signed: _____ Date: _____
 (Interment right holder 1)

And in the event there are two Interment Right holders (if required)

I, (full name) _____
 of (address) _____
 (telephone) _____ (mobile) _____
 (email) _____

Signed: _____ Date: _____
 (Interment right holder 2)

Do hereby apply for an interment right listed for the location listed above for the initial period of 50 years at a cost of \$ _____ as determined by the Whyalla Council's Schedule of Fees.

A Plain English Statement (PES) will also be provided for new Interment Rights.

Invoice to be sent to (please tick one option):
 Interment right holder 1
 Interment right holder 2

Please Note: In the future event that the interment right holder is deceased or incapacitated an *Application for Transfer of Interment Right* must be completed before an extension/renewal will be granted.

Office use only:
 Approved by:
 Cemetery Curator: _____

Signed: _____ Date: _____

Interment Right No. _____

Reg No. _____

PES No. _____

Certificate of Identification

Medical Certificate



BURIAL DETAILS

DATE: ___/___/___

SURNAME: _____

CHRISTIAN NAMES: _____

LATE ADDRESS: _____

DATE OF DEATH: _____ **AGE:** _____

DATE OF INTERMENT: _____ **TIME:** _____

RELIGION: _____ **MINISTER:** _____

RE-OPENING SITE NAME: _____

EXISTING INTERMENT RIGHT NAME: _____

BURIAL **COFFIN** or **SHROUD** **COFFIN SIZE:** _____

ASHES INTERMENT **CONTAINERISED** or **NON-CONTAINERISED**

SECTION: _____ **BLOCK:** _____

GRAVE: _____ **DEPTH:** _____

NEW INTERMENT RIGHT HOLDER DETAILS

Please Note: In the event that the deceased is also the interment right holder then Whyalla Council will require Transfer of Interment Right documentation to be completed as per Section 35 of the Burial & Cremation Act 2013

NAME & ADDRESS: _____

ACCOUNT TO: _____

(if other than above) _____

CHARGES: _____

COMMENTS: _____



Whyalla Cemetery Monument Indemnity Form

I/We _____
Interment Right Holder or Agent

of _____
Address

being the interment right holder or agent require a re-opening of the Whyalla Cemetery interment site numbered ____ of block number ____ in section ____ .

A monument has been erected on the site and requires the lifting of the slab and/or moving of the monument to facilitate the excavation process. Please select the appropriate option below for the re-opening process to take place.

- I. I/We agree to permit Whyalla Council staff to take any necessary actions of removing the monument slab top to facilitate excavation of the interment site. I/We understand that Whyalla Council staff will take all reasonable care to prevent damage to the monument during the removal/replacing process but will not be held responsible for any damage that occurs.

I/We also permit Whyalla Council staff to remove other parts of the monument if it infringes on the excavation process but understand that a monumental mason will be required to be engaged by me/us to reinstate the monument.

I/We understand that a fee as listed in the Whyalla Council's Schedule of Fees and Charges is applicable.

Interment Right Holder or Agents Signature

Date

- II. I/We will engage the services of a monumental mason or other experienced person/s to remove and reinstate the monument to facilitate the excavation process of the site. I/We will inform the monumental mason or other experienced person/s that contact is required with the cemetery curator to discuss the requirements of the excavation. I/We understand that the process of removing the slab/monument is required to be completed no later than the close of the cemetery on the day prior to the excavation taking place. Reinstating the slab/monument is to take place as soon as practicable after the interment process has been completed.

Interment Right Holder or Agents Signature

Date



Application to Extend/Renew an Interment Right

Type of interment right: _____

Interment right number: _____ Site location: _____

Currently in the name(s) of: _____

Current date of expiry: _____

| | |
|---|--------------------------|
| I, (full name) _____ of (address) _____ (telephone) _____ (mobile) _____ (email) _____ Signed: _____ Date: _____ (Interment right holder 1) | |
| <p><i>And in the <u>event</u> there are two interment right holders</i></p> I, (full name) _____ of (address) _____ (telephone) _____ (mobile) _____ (email) _____ Signed: _____ Date: _____ (Interment right holder 2) | |
| Do hereby apply to extend/renew the interment right listed above for a period of _____ years (min 5/max 50) at the current yearly rate of \$_____ (as determined by the Whyalla council's Schedule of Fees). Total Renewal/Extension Fee \$_____ | |
| The extension/renewal duration will be added to the existing expiry date and a new copy of the interment right issued. | |
| Invoice to be sent to (please tick one option): | |
| Interment right holder 1 | <input type="checkbox"/> |
| Interment right holder 2 | <input type="checkbox"/> |

Please Note: In the event that the interment right holder is deceased or incapacitated an *Application for Transfer of Interment Right* must be completed before an extension/renewal will be granted.

| |
|--|
| Office use only: Approved by: Cemetery Curator: _____ Signed: _____ Date: _____ |
|--|



Instructions for Cremated Remains

THIS FORM MUST BE COMPLETED BY THE PERSON WHO SIGNED THE APPLICATION FOR CREMATION, OR A PERSON AUTHORISED IN WRITING BY THAT PERSON

NAME OF DECEASED PERSON: _____

DATE OF DEATH: _____ AGED: _____

APPLICANT'S NAME: _____

ADDRESS: _____

_____ POSTCODE: _____

PHONE: () _____

FUNERAL DIRECTOR: _____

ADDRESS: _____

_____ POSTCODE: _____

PHONE: () _____

CREMATION CHARGES TO: CREMATION APPLICANT ()
 FUNERAL DIRECTOR ()

INSTRUCTIONS FOR CREMATED REMAINS

A) PLACE IN POSITION AT CEMETERY

Location _____

B) HOLD PENDING SELECTION OF A POSITION

C) HOLD PENDING INSTRUCTIONS FROM

Name _____

Address _____

_____ POSTCODE _____

D) HOLD PENDING COLLECTION BY

Name _____

Address _____

_____ POSTCODE _____



Application to Surrender an Interment Right

WHYALLA

Type of interment right: _____

Interment right number: _____ Site location: _____

Currently in the name(s) of: _____

Current date of expiry: _____

I, (full name) _____
 of (address) _____
 (telephone) _____ (mobile) _____
 (email) _____

Signed: _____ Date: _____
 (Interment right holder 1)

And in the event there are two interment right holders

I, (full name) _____
 of (address) _____
 (telephone) _____ (mobile) _____
 (email) _____

Signed: _____ Date: _____
 (Interment right holder 2)

Do hereby apply to cancel the interment right listed above and acknowledge that all remains and associated memorials are to be removed from the site.

If the site is a reserved site and therefore unused for any burial purposes I/We are aware that a reimbursement may apply for the unused period of the Interment Right term.

The calculation for any reimbursement shall be according to method as indicated in Schedule 1 of the Burial and Cremations Act 2014.

The reimbursement should be directed to: Interment right holder 1

Interment right holder 2

Or alternatively it can be directed to: _____

Please Note: In the event that the interment right holder is deceased or incapacitated an *Application for Transfer of Interment Right* must be completed before a surrender will be accepted and reimbursement granted.

Office use only:

Calculated reimbursement amount: \$ _____

Approved by: _____
 Cemetery Curator: _____

Signed: _____ Date: _____



Application for Transfer of Interment Right

Type of interment right: _____

Interment right number: _____ Site location: _____

Currently in the name(s) of: _____

Section 1: Existing Interment Right Holder/s or Authorised Representative

Please select and complete all details for either

- A: Current Interment Right Holder/s or
- B: Authorised Representative

below and sign in front of an Independent Witness on page 2.

A. I, the current registered interment right holder, do solemnly and sincerely declare that:

I, (full name) _____ (date of birth) _____

of (address) _____

(telephone) _____ (mobile) _____

(email) _____

And

I, (full name) _____ (date of birth) _____

of (address) _____

(telephone) _____ (mobile) _____

(email) _____

do hereby authorise the transfer of my/our rights, title and interest in this interment right to the new interment holder as detailed in Section 2.

OR

B. I, the Authorised Representative, do solemnly and sincerely declare that:

I, (full name) _____ (date of birth) _____

of (address) _____

(telephone) _____ (mobile) _____

(email) _____

Being a person having the right to exercise a Power of Attorney, or are the Executor for the interment right holder. OR

Being a person entitled to exercise the rights granted to the interment right holder upon the interment right holder's death, and being the **highest ranking person** of entitlement in relation to the deceased interment right holder, and having provided proof of my identity (Council has the right to determine the criteria to determine the relationship and entitlement of any person claiming a substituted right)

do hereby request the interment right to be transferred to the new interment right holder as detailed in Section 2.



Burial Application

Request for permission to inter bodily remains on land other than a cemetery or natural burial ground.

Application can only be made for sites outside township boundaries.

DECEASED DETAILS

Title: Dr Mr Ms Mrs Miss Gender: M F

First Name/s: _____ Last Name: _____

Date of Birth: _____ Date of Death: _____ Age: _____

Last Known Address: _____

Suburb: _____ State: _____ Postcode: _____

The deceased person died of natural causes Yes No

Authorisation for the Certificate of Identification was issued by: _____

INTERMENT LOCATION AND DETAILS

Address of property: _____

Suburb/Township: _____ State: _____ Postcode: _____

General description of the area to be used: _____

Coordinates of the location: _____

Intended interment depth: _____

(Interment must be of at least 1 metre) at a depth

Please attach a map showing the intended location of the grave or natural burial site. Identify any features and estimate the distance to surrounding structures. NB The site must be at least 20 metres away from any building, structure or water well.

Attached Yes No

LAND OWNER DETAILS

Title: Dr Mr Ms Mrs Miss

First Name/s: _____ Last Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Tel (W) _____ Tel (H) _____ Mobile _____

Relationship to Deceased (if any): _____ Email: _____

NB Proof of permission of the land owner must be provided. Attached Yes No

FUNERAL DIRECTOR DETAILS

Name of Funeral Company: _____

Arranger Name (please print) _____ Arranger Signature: _____

AUTHORISED PERSON DETAILS

Title: Dr Mr Ms Mrs Miss Gender: M F Date of Birth: _____

First Name/s: _____ Last Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Tel (W) _____ Tel (H) _____ Mobile _____

Relationship to Deceased: _____ Email: _____

I acknowledge that I am a person authorised to exercise the interment in accordance with the conditions listed below.

Authorised Person's Signature: _____ Date: _____

NB Copies of documentation which meet the requirements of section 12.2 of the *Burial and Cremation Act 2013* and Regulation 9 must be provided.

Attached Yes No