



Shire of Dowerin

Cemetery Guide

Dowerin and Minnivale Cemeteries

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Attached Forms

1. Cemetery Reservation Form
2. Niche Wall Reservation Form
3. Purchase of Grant of Right of Burial
4. Form of Instruction for Graves and Application for Burial
5. Application for Monumental Works
6. Application for Plaque Works
7. Form of Instructions for Placement of Ashes
8. Form of Instruction for Removal of Ashes

Introduction

This guide has been designed to assist in the process of arranging a suitable grave or niche memorial at the Cemeteries in the Shire of Dowerin.

This guide should be utilised in conjunction with the below documents:

- Shire of Dowerin's Policies and Procedures documents;
- Dowerin and Minnivale Cemeteries Local Gazetted Laws;
- *Cemeteries Act 1986*; and
- Australian Standards 4204 - 1994 Headstones and Cemetery Monuments.

The following options are available at the Dowerin and Minnivale Cemeteries:

- Gravesite burials, in either a new or existing family grave;
- Placement of ashes in a niche wall memorial;
- Placement of ashes, in either a new or existing family grave; or
- Scattering of ashes within the cemetery.

It is possible to have more than one option. You may prefer to take the ashes home or arrange for scattering in a location of your choice rather than within the cemetery.



1.0 Gravesite Burial

The Dowerin cemetery has allocated areas for gravesite burials. Burial sites may be marked with a headstone or monument.

Each burial plot is numbered with pegs, and the Shire Administration Office holds onto indexes and maps for record and location purposes.

1.1 Reserving of Gravesites

It is possible to reserve a gravesite, for a period of up to 25 years, by completing a '*Cemetery Reservation Form*' and paying the required fee. The applicant will receive a Grant of Right of Burial. An application for extension for an additional 25 years may be made following the expiry of the original reservation. If the tenure of a reserved grave expires and is not renewed, then it reverts to the Shire of Dowerin and may be reserved by someone else.

1.2 Erecting a Monument

Anyone supplying or erecting a monument or memorial must first apply for and be granted a permit. An '*Application for Monumental Works*', signed by the Grantee of the Right of Burial, is to be submitted and the appropriate fee paid.

The form will contain all details – including detailed drawings, placement of ornaments and inscription – of the monument that are required to assess an '*Application for Monumental Works*'. All dimensions are to be supplied in metric measurements.

The Shire of Dowerin requests at least 48 hours be given prior to any works being carried out at the Cemeteries, as per the *Cemeteries Act 1986*. We also do not allow monumental work to be carried out on a Sunday, and works may only be carried out during 8am and 6pm on any other day.

1.3 Monument Specifications

All monumental work placed on graves in the Shire of Dowerin cemeteries must comply with the following specifications:

- No offensive, racist, sexist or derogatory language
- Not be any larger than the plot size, must fit within the allocated plot size

1.4 Monument Materials

Monuments are usually constructed of sandstone, marble, granite, stone or concrete.

1.5 Ornaments and Flowers

Visitors and family members may place fresh or artificial flowers on gravesites in non-breakable vases. The use of glass vases and containers is

not recommended, and where possible, plastic or other non-breakable containers should be used for displaying floral and other tributes.

1.6 Maintenance of Monuments

The ownership of monuments is deemed to be with the person that was involved with the construction of the monument or structure, typically next of kin or the heir/successor.

The owner is responsible for the upkeep, maintenance and repair of the monument. Generally, monuments only require occasional cleaning with soapy water.

The Shire of Dowerin *may* undertake maintenance – or removal – on gravesites or monuments that have become dilapidated or unsightly.

1.7 Process for Burials

The process for burial in the Dowerin Cemetery is as follows:

1. Funeral Director to complete '*Form of Instructions for Graves and Application*'. Attach copies of the Death Certificate.
2. Authorised person (or Funeral Director) to complete a '*Purchase of Grant of Right of Burial*' form.
3. The Shire of Dowerin will issue a Certificate of Grant of Right of Burial. Other processes may follow this step if a memorial or funeral is to be held at the Dowerin Cemetery.
4. At a future date (approximately one year following the burial) an application may be made for the installation of a monument. The holder of the Grant of Right of Burial completes the '*Application for Monumental Works*' form.
5. The application is approved by the Shire of Dowerin and is manufactured and installed according to Australian and Shire of Dowerin standards.

*Note:

- Double Interments can take place by following the above steps as normal. The monument will be removed for the burial and replaced at a later date. Further questions about double interments can be discussed with the Funeral Director or the Shire of Dowerin.
- Forms can be completed at the Shire of Dowerin or in consultation with the Funeral Director.



2.0 Niche Wall

The Shire of Dowerin currently has two Niche Walls with available atriums.

The two Niche Wall cavities are either singular or double, depending on the preferred interment at the time of application. The applicant can decide which cavity they prefer, if it is available, but there is no specific order in which cavities are to be interred.

Available cavity numbers can be confirmed with the Shire of Dowerin Admin Office at the time of requirement.

2.1 Reserving of Niche Wall Memorials

It is possible to reserve a space in the Niche Wall, for a period of up to 25 years, by completing a '*Niche Wall Reservation*' form, a '*Purchase of Grant of Right of Burial*' form and paying the required fee. The applicant will receive a Certificate of Grant of Right of Burial. An application for extension for an additional 25 years may be made following the expiry of the original reservation. If the tenure of a reserved cavity expires and is not renewed, then it reverts to the Shire of Dowerin and may be reserved by someone else.

2.2 Urn Container Material Sizing

Ashes are to be contained in an ash container before being interred in any of the Niche Wall spaces. Common materials for containers are plastic, wood, ceramic or china. No cardboard, plastic bags or anything that may decay quickly can be used. Containers must be rectangular and exactly or smaller than the below sizing, to ensure a proper fit within the Niche Wall.

Maximum container sizes are as follows:

Single container: 120mm wide x 70mm high x 230mm

Double container: 260mm wide x 100mm high x 230 deep

2.3 Plaque Specifications

Plaques will be ordered through the Shire of Dowerin, using the '*Application For Plaque Works*' form. Samples are at the Administration Office should you wish to review them. Plaques are made with the following specifications:

Manufacturer:

Arrow Bronze, Dandenong South, Victoria 3175. A current Style Guide can be supplied on request.

Plaque Sizes:

Single - 140mm long x 60mm wide

Double - 280mm long x 120mm wide

Plaque Materials:

Cast bronze, due to the long-lasting traits and lack of aging due to being in the sunshine.

Plaque Colours:

For aesthetic purposes, every plaque is to be dark brown cast bronze.

Lettering Colour and Style:

Gold lettering, in the font Times New Roman in capital letters only.

Wording Layout:

Line One - Sentiment, e.g. 'In Loving Memory Of'

Line Two - Name of deceased

Line Three - Date of birth to date of death, in the format dd.mm.yyyy

Line Four - Usually family, e.g. 'Husband to X, father to X'

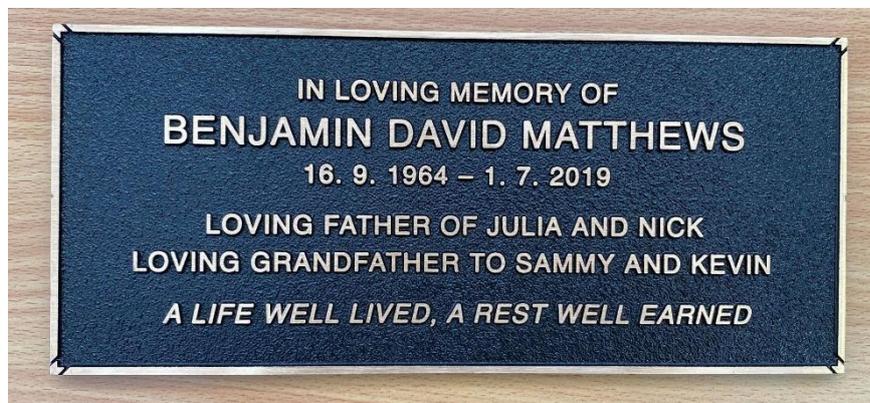
Line Five - Usually family, e.g. 'Husband to X, father to X'

Line Six - Additional information, sentiments, quotes etc.

Borders:

Gold trimming is optional, as per the samples on the next page.

Gold trimming:



No gold trimming:



2.4 Pricing

The cost of the plaque will be determined at the time of ordering and will depend on individual requirements. For example, adding more text or emblems will increase the cost.

As a general guide, a single plaque will cost approximately \$200-\$400, and a double plaque with detachable plates will cost approximately \$350-\$550. These are estimates only.

2.5 Approval of Proofs

Family members will receive a copy of the proof of the plaque prior to confirming the order, and will sign the proof to ensure the spelling, dates and layout is correct.

2.6 Maintenance of Plaques

The ownership of plaques is deemed to be with the person who arranged for the plaque to be installed.

The owner is responsible for the maintenance of the plaque. Generally, plaques only require occasional cleaning with soapy water.

2.7 Process for Interment of Ashes and Placement of Plaques

The process for interment of ashes in the Dowerin Cemetery, and installation of plaques is as follows:

1. Authorised person to complete a '*Purchase of Grant of Right of Burial*' form.
2. The Shire of Dowerin will issue a Certificate of Grant of Right of Burial. Other processes may follow this step if a memorial or funeral is to be held at the Dowerin Cemetery, which will usually be organised by a Funeral Director.
3. Complete '*Application for Plaque Works*' including wording, layout, emblem and or vase details. The order will be forwarded to the manufacturer on behalf of the next of kin. A proposed layout on the memorial plaque will be sent to the Shire of Dowerin and the next of kin for approval. The next of kin will now be notified on the cost of the plaque, including freight. Full payment of the costs must be received prior to the ordering of the plaque.
4. Once signed off by both parties, the manufacturer can commence work on the plaque.
5. On completion and delivery of the plaque, the next of kin will be contacted to arrange collection of the cremated remains, ready for interment into the niche wall.

*Note: The interment of ashes in the Niche Wall can only take place once the plaque has been received from the manufacturer. The Shire of Dowerin is responsible for the removal of the brick from the wall and the placement of the plaque, but the family is responsible for the placement of the ashes.

2.8 Process for Removal of Ashes and Plaques

The process for removal of ashes and plaques in the Dowerin Cemetery and Niche Wall is as follows:

1. Complete '*Instruction for Removal of Ashes*' form.
2. Provide a copy of your Certificate of Grant of Right of Burial as issued by the Shire of Dowerin.
3. The Shire of Dowerin will be responsible for the removal of the plaque and ashes, and the holder of the Grant of Right of Burial will be contacted to arrange collection.



3.0 Further Information

The following information contains frequently asked questions regarding Grant of Right of Burials and Monuments. Any further questions can be directed to the Admin Office.

The forms attached to this guide are intended to be removed from this guide and utilised at the time of requirement. Copies of forms can also be collected from the Shire of Dowerin Admin Office if needed.

Most forms can be filled out by the Funeral Director. Any questions regarding forms can be directed to the Admin Office.



3.1 Grant of Right of Burial Information

What is a Grant of Right of Burial (GRB)?

A Grant of Right of Burial is the agreement over a burial plot or niche wall cavity. This agreement allows the Grantee (holder of the Grant of Right of Burial) the right to inter ashes, conduct a burial and erect a monument within the plot/cavity.

The Grantee is the person the Shire liaises with on all matters relating to the plot or cavity the GRB refers to, and it is considered a legal document. The Shire of Dowerin recommends you keep this with your Will and/or other important personal documents.

Can I transfer the Grant of Right of Burial?

Yes, the GRB can be transferred. The transfer will require a small fee, and a completed transfer form, which can be organised at the Shire of Dowerin Admin Office.

How long does the Grant of Right of Burial last?

Typically, the expiry is set at 25 years with the right to renew for another 25 years. By mutual agreement with the Shire of Dowerin, you can continue to renew your GRB in 25-year batches.

At this time, there is a charge for renewing your Grant, and the charge is updated annually. Check with the Admin Office to determine the current costs.

Does it matter if it expires?

The GRB must be current to:

- Conduct a burial;
- Adding additional interments; and,
- Placing or modifying monumental work.

When the GRB expires, the plot or cavity ownership reverts to the Shire of Dowerin.

If ownership reverts back to the Shire, what will happen to my loved one?

At this point, the Shire of Dowerin has no plans of relocating or removing remains. In extreme circumstances where this may happen, such as revamping the Niche Walls, every effort will be made to contact known family.

3.2 Monument Information

What is a monument?

A monument is any form of gravestone or covering.

What do I need to consider?

Some of the basic things to consider are:

- Do I want a full covering?
- Will it need to be reopened as a double interment?
- What maintenance will be required?

Why do I need to consider this?

If you have a double interment where only one burial has taken place, it will need to be reopened for the second burial. In this case, a solid slab may not be appropriate until both burials have taken place.

A solid covering may be damaged when removed and can only be moved by a monumental mason rather than the Shire works team, which may attract higher costs. It will also need to have a period of up to 12 months for the soil to subside before the monument can be placed back onto the site.

Does the Shire have any restrictions?

Yes, there are restrictions in relation to dimensions and materials. There are also requirements relating to the weight, footings and constructions. The size of the monument must fit within the allocated size of the plot. See page 4 for full details on requirements and restrictions. It is important you have your application form completed and approved before placing the final order with the masons.

Who maintains the monument?

Ownership of the monument lies with the holder of the GRB, or their heirs/successors. As such, they are the people responsible for maintaining the monument.

The Shire of Dowerin staff may contact known family to advise if a monument has become dilapidated or unsightly, and requiring maintenance.

The Shire of Dowerin may also remove aged flowers, wreaths and other items that are discrediting the general appearance of the cemetery.