

Program: Parks and Environment
Date of Adoption: 22 March 2023
Resolution Number: ORD-2023-63
Review Date: 22 March 2026

Scope

This policy applies to all cemeteries administered, operated and maintained by Mackay Regional Council (MRC). This policy also applies to applications for burial of human remains on private property.

Objective

The objective of this policy is to provide standards for Staff and users of MRC Cemeteries including the parameters which would be considered for approval for burial of human remains on private property.

Policy Statement

The purpose of this policy to ensure that all Cemeteries within the region operate consistently and offer fair and equitable services.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

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1.0 Principles

MRC manages a number of cemeteries across the Mackay Region. These cemeteries are managed to ensure that burials are undertaken in a safe, lawful, consistent and fair manner, and in a way that is respectful to deceased persons and their families. To achieve this outcome, MRC has requirements that apply to the way burials are undertaken, works within cemeteries, the exercise of burial rights and all other activities in MRC cemeteries.

Burials on private property are requested from time to time and MRC is required to ensure that this occurs in a safe and appropriate manner.

This policy must be read in conjunction with its associated Corporate Standard 067.1 – Cemeteries.

2.0 Definitions

To assist in interpretation the following definitions shall apply:

Burial shall mean the act of interring the remains of a deceased person.

Cemetery or Cemeteries shall mean an area containing one or more burial places and that is administered or controlled by MRC.

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Human Rights Complaint shall mean a complaint about an alleged contravention of section 58-1 by a public entity in relation to an act or decision of the public entity.

MRC shall mean Mackay Regional Council.

Private Property shall mean an area not a public place and not owned by MRC.

Staff shall mean all persons employed by Mackay Regional Council on a permanent, temporary, or casual basis, or otherwise engaged by Mackay Regional Council including those under a contract of service or a volunteer program.

3.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following MRC Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

4.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

5.0 Reference

- *Local Government Act 2009*
- *Local Law and Subordinate Local Law 4 - (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No 1.9 (Operation of Cemeteries)*
- *Subordinate Local Law No 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011*
- *Public Health Act 2005*
- *Public Health Regulation 2005*
- *Workplace Health and Safety Act 2011*
- *Workplace Health and Safety Regulations 2011*
- *Births, Deaths and Marriages Registration Act 2003*
- *Births, Deaths and Marriages Registration Regulation 2003*
- *Heritage Act 1992*
- *Qld Heritage Act 1992*
- *Qld Heritage Regulation 2003*
- *Public Records Act 2002*
- *Information Privacy Act 2009*
- *Burials Assistance Act 2012*
- *Land Act 2009 – Cemeteries Exhumation Policy PUX/901/227*

Related Documents

- MRC Cemeteries Monument Handbook
- MRC Policy 046 - Information Privacy
- MRC Policy 047 - Right to Information
- MRC Policy 044 - Records Management
- MRC Corporate Standard 067 - Cemeteries
- Form 040 – Cemetery Application

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Review of Policy	Amendments	Council	28.09.16
3	Review of Policy	Amendments	Council	25.10.17
4	Review and separation for Standard.	Amendments	Council Adoption	22.03.2023

Program	Parks and Environment
Date of Endorsement	22 March 2023
Review Date	22 March 2026

1.0 Scope

This Standard outlines how cemeteries managed by Mackay Regional Council (MRC) are operated and maintained. Processes and requirements for burials in MRC cemeteries and on private properties are outlined in this policy.

2.0 Objective

This Standard outlines how burials, works and other activities in MRC cemeteries are managed, including the keeping of records and control of burial rights. This Standard also provides a process for a person to obtain approval for a burial on private property.

3.0 Reference

- *Local Government Act 2009*
- *Local Law and Subordinate Local Law 4 - (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Subordinate Local Law No 1.9 (Operation of Cemeteries)*
- *Subordinate Local Law No 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011*
- *Public Health Act 2005*
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- *Births, Deaths and Marriages Registration Act 2003*
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- *Qld Heritage Regulation 2003*
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- *Information Privacy Act 2009*
- *Burials Assistance Act 2012*
- *Land Act 2009 – Cemeteries Exhumation Policy PUX/901/227*

Related Documents

- MRC Cemeteries Monument Handbook
- MRC Policy 046 - Information Privacy
- MRC Policy 047 - Right to Information
- MRC Policy 044 - Records Management
- MRC Policy 067 - Cemeteries

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Burial shall mean the act of interring the remains of a deceased person.

Burial Place shall mean a grave site, vault site, memorial site, niche or other place for the disposition or commemoration of the remains of the deceased, whether cremated or not.

Burial Rights shall mean exclusive license to be interred, or to direct who may be interred, in a Burial Place (there is no entitlement to any proprietary interest in land).

Burial Right Holder shall mean the person who has been issued with the Burial Rights.

Cemetery or Cemeteries shall mean an area containing one or more Burial Places that is administered or controlled by MRC.

Council shall mean all elected representatives including Mayor of Mackay Regional Council.

Exceptional Circumstances shall mean a health risk, an extraordinarily long weekend or series of public holidays, or circumstances surrounding the death that have a local, state or national significance.

Funeral Director shall mean an individual, or business carrying out a funeral service.

Grave shall mean a Burial Place of a deceased person's remains.

Memorial Garden shall mean a place to remember a deceased person and where ashes may be interred.

Monument shall mean any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a Burial Place.

Monument mason shall mean a qualified tradesman mason or person possessing the skills to carry out monument masonry work.

MRC shall mean Mackay Regional Council.

Niche/s shall mean the hollow space in a Columbarium Wall to inter cremated remains.

Operating Entity shall mean any entity that operated a cemetery prior to the establishment of MRC.

Private Property shall mean an area that is not a public place and not owned by MRC.

Reservation shall mean to pre-purchase Burial Rights for a Burial Place.

Scattering shall mean to respectfully disperse the cremated remains of a deceased person.

Site shall mean a site at the MRC's Garden of Memories.

Staff shall mean all persons employed by MRC on a permanent, temporary or casual basis, or otherwise engaged by MRC including those under a contract of service or a volunteer program.

5.0 Standard Statement

This Corporate Standard must be read in conjunction with its associated Council Policy 067 - Cemeteries.

5.1 Operations within MRC Cemeteries

5.1.1 *Days and Hours of Operations*

MRC operates Cemetery services during the hours of 7.30am to 3.30pm on all normal workdays only.

No Burials shall take place at any other time except in cases of Exceptional Circumstances.

A request for Exceptional Circumstances is to be submitted on the approved form.

5.1.2 *Work Undertaken within MRC Cemeteries*

MRC approval is required for any works undertaken in a Cemetery.

5.1.3 *Preparation of Graves*

Only MRC Cemetery Staff may prepare graves in a Cemetery.

5.2 Register of Burial Places

5.2.1 MRC will maintain a register of each Burial Place of every person whose remains are interred in a Cemetery, or Scatterings when MRC is notified, which may be in a paper or electronic form, and will include:

5.2.1.1 the name of the deceased;

5.2.1.2 the age of the deceased at time of death;

5.2.1.3 date of death;

5.2.1.4 date of interment;

5.2.1.5 name of Burial Rights Holder;

5.2.1.6 details of the Funeral Director; and

5.2.1.7 location of the Burial Place.

- 5.2.2 A register of reservation of Burial Places including the Plot number and the name and address of the Burial Rights Holder must be kept in respect of each reservation.
- 5.2.3 The register may not be complete as it may not include interments in historical and monumental cemeteries due to the loss of records from previous Operating Entities.
- 5.2.4 All burials in Cemeteries shall be registered by MRC with the Registry of Births, Deaths and Marriages.

5.3 Burials not within a Cemetery

- 5.3.1 MRC will consider requests to inter a deceased person on private property. Application must be made on the approved form.
- 5.3.2 The interment cannot take place until such approval is granted.

5.4 Burial Rights

- 5.4.1 Burial Rights may not be sold.
- 5.4.2 A Burial Right on a vacant or reserved plot/s or vacant or reserved niche/s, may be surrendered or sold back to MRC.

The ability to transfer Burial Rights may only be applied to vacant reserve plots or niches.

For those purchased more than 10 years ago – 70% of the original purchase price will be refunded.

For those purchased less than 10 years ago – 80% of the original purchase price will be refunded.

Reserved plots purchased to facilitate the possible interment of the partner of the deceased within 12 months – 100% of purchase price will be refunded if the plot is not required within the specified non-burial period.

5.5 Burial Right Holder

- 5.5.1 There can be up to two Burial Rights Holders per Burial Place.
- 5.5.2 The purchaser of the Burial Rights is the person who signs the initial approved form.
- 5.5.3 The Burial Rights Holder has the right to be buried in that Burial Place, or to authorise the burial of others in that Burial Place (up to the permitted number as determined by MRC).

- 5.5.4 The written consent of the Burial Rights Holder or a court order must be obtained for all interments and modifications where the requesting party is not the Burial Rights Holder.
- 5.5.5 On the death of the Burial Rights Holder, the Burial Rights follow the lines of succession of the holder. However, where ownership of such rights are disputed, consensus must be reached between all potential stakeholders. MRC can neither arbitrate nor adjudicate on contested Burial Rights.
- 5.5.6 The Burial Rights Holder must comply with all rules and regulations which apply to the operation of MRC's cemeteries.

Note: MRC acts in good faith when it relies on the advice provided by the Burial Rights Holder or Applicant and does not accept any responsibility for allowing a service that might be subject of a later dispute between family members.

5.6 Reservation of Plot, Niche or Site

- 5.6.1 Reservations of vacant Burial Places at any Cemetery will not generally be considered, except as outlined below.
- 5.6.2 Where death is imminent, MRC will consider an application from either the Funeral Director or a family member (usually next of kin).

If the application is approved, payment of the relevant fee is required within seven (7) days.
- 5.6.3 Reservation of vacant Burial Places will be considered at any MRC Cemetery on receipt of the approved form and payment of MRC's fees and charges.
- 5.6.4 Where reservation of a vacant Burial Place is for the sole purpose of constructing a vault or mausoleum, construction must be completed within two months from the date of issue of the Burial Rights.
- 5.6.5 All Burial Places are allocated by MRC Cemetery Staff.
- 5.6.6 Reservation of a Burial Place will also be considered at the time of a burial of a deceased person, where the relatives of the deceased are provided the opportunity to 'reserve' an adjoining Burial Place. In such instances, this will be limited to one additional single Burial Place.

5.7 Interments – Burial and Ashes

- 5.7.1 No burial or ashes, under any circumstances, shall be permitted in a MRC-controlled Cemetery until an application on the approved form has been received and approved by MRC either in writing or verbally.

5.7.2 Funeral Directors and/or the applicant are to ensure that permission to inter a deceased person or their ashes in an existing plot; niche or site is provided by the Burial Rights Holder or they have obtained written permission from the Burial Rights Holder. The Funeral Director, not the applicant, will be invoiced for the entire cost of full body interments.

5.7.3 All Burial Places are allocated by MRC Cemetery Staff.

5.7.4 Specific cultural/religious requirements are to be advised at the time of application on the approved form. MRC will endeavour to grant the requirement of each request based on certain criteria; however the final decision shall be made by the authorised person.

Muslim cultural burials may only be conducted at the Sarina Cemetery in the area designated for this purpose due to its location best meeting the needs of our Muslim community.

5.7.5 Animal burials are prohibited in all Cemeteries.

5.7.6 *Coffin and Ashes Burial*

No more than two (2) coffin interments shall be buried in the same singular Burial Place. No more than eight (8) ashes burials shall be buried in the same Burial Place.

No coffin shall be buried so that the lid is less than 900 millimetres below the surface.

5.7.7 *Grave Sizes*

Grave sizes shall be as follows:

- Single burial plot 2.4m x 1.2m (2 interments only)
- Double burial plot 2.4m x 2.4m (4 interments only)
- Triple burial plot 2.4m x 3.6m (6 interments only)

5.7.8 *Depth of Grave*

All graves within a Cemetery for persons eight (8) years of age and upwards shall be sunk at least two (2) metres and children under eight (8) years not less than 1.4 metres.

5.7.9 Scattering of ashes is permitted in all Cemeteries at no charge. If a person wishes this to be recorded in the Cemetery Register, the appropriate approved form is required and the appropriate fee will apply.

5.7.10 *Burial within Vaults and Mausoleums*

The funeral service for any burials within a vault or mausoleum must be held in the morning. All family and mourners are required to depart from the Cemetery by 1.00pm. This allows adequate time for the proper sealing of the vault or mausoleum.

5.7.11 *Number of Burials within Vaults and Mausoleums*

The number of burials permitted within a vault or mausoleum shall be:

- (a) Single (2.4m x 1.2m) vault – Three (3) persons
- (b) Double (2.4m x 2.4m) vault – Six (6) persons

5.7.12 Notification is required prior to removal of ashes from within any niche or Burial Place at a Cemetery.

5.8 Headstones, Monuments, Plaques, Vaults and Mausoleums at Cemeteries

5.8.1 No person may construct or install any monument, memorial, foundation, vault, table, headstone, gravestone, edging, railing or other structure, and/or make any inscription or carry out any adornment on or to a Burial Place without first receiving written approval from MRC. Approval may be subject to conditions including:

- 1. Application has been made on the approved form along with payment of the appropriate fee prior to any construction or installation;
- 2. Written approval is obtained from the Burial Rights Holder; and
- 3. It is in accordance with the MRC standards relevant to that Cemetery.

5.8.2 All costs associated with the construction, repair, preservation and maintenance of headstones, monuments, plaques, vaults and mausoleums are the responsibility of the Burial Rights Holder and their successors.

5.8.3 Monuments, gravestones, edging, railing and other structures are not permitted within lawn sections of MRC controlled cemeteries.

5.8.4 Vaults and mausoleums are only permitted at the Mackay City, Walkerston, Sarina, Marian and Mirani Cemeteries. Only vaults or mausoleums constructed of waterproof materials, by qualified, approved tradespersons, such as stonemasons, will be approved.

5.8.5 MRC Cemetery Staff may, without notice, remove and dispose of any unapproved headstone/monument or other structure on a Burial Place that does not comply with MRC's requirements.

5.8.6 MRC shall not be liable to compensate anyone for loss or damage to a headstone/monument or other structure on a Burial Place.

5.9 Vases, Flowers, Memorabilia and Ornaments on Graves

5.9.1 Vases, flowers, memorabilia and ornaments on Burial Places must comply with MRC requirements as determined by MRC's Cemetery Supervisor for each Cemetery.

- 5.9.2 MRC Cemetery Staff may, without notice, remove and dispose of any object that does not comply with MRC's requirements.
- 5.9.3 MRC shall not be liable to compensate anyone for loss or damage to vases, flowers, memorabilia or ornaments on a Burial Place.
- 5.9.4 The installation of porcelain photos, ceramic tiles, raised attachments to plaques and any other item apart from a plaque of bronze, granite or other approved material is not permitted in the Lawn Cemetery. These items may be removed by MRC without notice.

5.10 Planting of Trees and Shrubs

- 5.10.1 No person may plant any tree, shrub or other plant in any MRC controlled Cemetery without the permission of MRC Cemetery Staff.

5.11 Exhumation

- 5.11.1 MRC will not allow exhumation of human remains that have been interred for a period of greater than six (6) days and less than twelve (12) months, unless extenuating circumstances exist.
- 5.11.2 All arrangements for exhumation are to be made with a Funeral Director.
- 5.11.3 Permission for exhumation can only be granted to the next of kin of the deceased person and must be made by way of a written application by a Funeral Director to MRC.
- 5.11.4 All MRC requirements must be met prior to the exhumation being approved by the authorised person.
- 5.11.5 In the case where a notice has been served on MRC by the State Coroner for an exhumation, all arrangements are undertaken by that Department.
- 5.11.6 MRC will not compensate or reimburse the Burial Right Holder for such Burial Place, nor will MRC find a replacement Burial Place.
- 5.11.7 The Burial Right Holder and/or their successors will be responsible for the removal of any headstone, plaque or memorials from the Burial Place once the exhumation has been completed.

5.12 Ex and Current Returned Service Personnel of the Australian Defence Forces within Cemeteries.

- 5.12.1 The Australian War Graves Commission and the Commonwealth Department of Veteran Affairs (the Department) are responsible for all enquiries relating to reimbursement of funeral costs etc, erecting of an approved war grave

monument and any other matters pertaining to Ex and current Returned Service Personnel of the Australian Defence Forces.

- 5.12.2 MRC is only responsible for recording the death with the Registry of Births, Deaths and Marriages, once application on the approved form has been received by the Funeral Director.
- 5.12.3 If there are any further interments in a recognised Australian War Grave, MRC is to notify the Department of the details. No approval is required.
- 5.12.4 The Australian War Graves Commission is responsible for the maintenance and up-keep of any headstones/monuments on recognised war graves.
- 5.12.5 Any work to be done on a recognised war grave must have the approval of the Australian War Grave Commission.

5.13 Maintenance of Monuments – monuments on unpurchased graves.

5.13.1 *Prior to 1994*

Any person that has been maintaining a monument that was erected on an unpurchased gravesite prior to 1994, may carry out repairs or upgrades without the need to purchase the Burial Place.

5.13.2 *Post 1994*

Where a vacant/reserved Burial Place is determined not to have been purchased by a family and no deed has been issued, a fee will be payable at the time of a burial in that Burial Place and prior to the construction or maintenance of any monument/headstone on that Burial Place.

5.14 Application

The applicant is required to demonstrate the connection to the private land upon which the application for private burial is subject.

A written application addressed to the Chief Executive officer must be made meeting the following conditions before approval can be considered:

- The details of the Deceased. A Cemetery Application must be registered with MRC.
- Why the applicant wishes the burial to take place on private property.
- The owner of the private property must provide their written consent.
- The owner of the private property must state how long they have owned the property.
- A map with the exact location of the proposed Burial Place including GPS coordinates, is required by MRC in order to comply with State legislative requirements.
- The exact details of the Burial Place (i.e. depth and size of the grave).

- The grave must be dug to a depth so that a minimum of 900 mm of soil covers the top of the coffin.

Criteria for a private Burial Place (defined as 'Cemetery' under the planning scheme) where planning scheme assessment is not triggered and this Policy applies:

- A private Burial Place has a maximum of four (4) grave sites; and.
- A grave site/s must have the following minimum property boundary setbacks:
 - Side and rear boundaries – 10m;
 - Arterial road (front boundary) – 20m;
 - Sub-arterial, collector and access roads (front boundary) – 10m; and
 - A private Burial Place is only located on land zoned Rural.

A Burial Place not complying with the above criteria will trigger assessment (material change of use) against the planning scheme.

5.15 Approval

The Chief Executive Officer may approve or refuse applications. Insufficient reasons or evidence of timeframe of ownership of private property are valid reasons to refuse an application.

6.0 Review of Standard

This corporate standard will be reviewed when any of the following occur:

1. When any related policy documents are amended or replaced.
2. Other circumstances as determined from time to time.

Notwithstanding the above, this Corporate Standard is to be reviewed at intervals of no more than three (3) years.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New		Adopted by Council	22.03.23



CEMETERY APPLICATION

EMAIL TO CEMETERY SUPERVISOR ON greg.walton@mackay.qld.gov.au AND
paul.sologinkin@mackay.qld.gov.au
 ORIGINAL TO BE PROVIDED AT CEMETERY ON DAY OF FUNERAL

INSTRUCTIONS FOR COMPLETION OF THIS FORM

Purpose:	Sections to Complete:
Burial and Ashes in New Grave	Section 1, 2, 4, 5 and 6
Burial in Existing Grave	Section 1, 2, 4 and 5
Burial in Reserve Grave	Section 1, 2, 4 and 5
Ashes Interment in Existing Grave	Section 1, 2, 4 and 5
Ashes Interment in Reserve Niche	Section 1, 2, 4, 5 and if new plaque is required - Section 7
Ashes Interment in New Niche	Section 1, 2, 4, 5, 6 and 7
Ashes Interment at Garden of Memories	Section 1, 2, 4, 5 and 7
Purchasing - Columbarium Wall - Niche	Section 5, 6 and if plaque is required at this stage - Section 7 (Columbarium Wall)
Purchasing - Garden of Memories	Section 5, 6 and if plaque is required at this stage - Section 7 (Garden of Memories)
Purchase of Vase for Columbarium Walls and Lawn Plots	Section 1, 5 and 8
Pre-Purchasing - Plot - Exceptional Circumstances Only	TO BE REFERRED TO CEMETERY SUPERVISOR IN FIRST INSTANCE. If approved, section 2, 5 and 6 to be completed

SECTION 1 (Deceased details)

Full name of deceased: _____

Gender: ☐ Male ☐ Female

Date of birth: _____

Date of death: _____

Age of deceased: _____

SECTION 2 (Funeral details)

Date of funeral / burial: _____

Time and Location of funeral: _____

Cemetery: ☐ Mt Bassett* ☐ Walkerston* ☐ Mackay City ☐ Sarina*
☐ Mirani* ☐ Marian* ☐ Columbarium Wall (please also choose cemetery*) ☐ Garden of Memories (Mt Bassett)

SECTION 3 (Cemetery Use ONLY)

Grave/Burial No: _____ Section: _____ Line No: _____

Plot No: _____ Size of Plot: ☐ 8 X 4 ☐ 8 X 8 ☐ Niche ☐ Garden of Memories (Mt Bassett)

Other Remarks: _____

8 X	8 X	8 X	8 X	8 X	8 X	8 X
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SECTION 4 (Preparation of grave details)

Name of Undertaker: _____

Please Tick:

☐ COFFIN ☐ CASKET ☐ OVERSIZED ☐ URN

Length of coffin: _____

Width of Coffin (Widest Part): _____

Type of Burial:

☐ Burial (single) ☐ Single Vault burial ☐ Double Vault burial
☐ Ashes ☐ Mausoleum burial ☐ Other (specify)

Remarks: _____

(IF EXISTING GRAVE) I, (print full name) _____, certify that I am the Burial Rights Holder or have the permission of the Burial Rights Holder to re-open this grave.

Family Representative's Signature _____ Date _____/_____/_____

<input type="checkbox"/> New Grave	<input type="checkbox"/> Existing Grave <input type="checkbox"/> Beside <input type="checkbox"/> On top	Is a Reserve Grave Required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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SECTION 5 (Applicant's details)

Name of Applicant: _____

Address of Applicant: _____

Phone Numbers:

Home: _____

Work: _____

Mobile: _____

Email: _____

Signature of Applicant: _____

SECTION 6 (Purchase of burial rights)

I hereby state that I am authorised to purchase the burial rights for this plot on behalf of the Estate of the Deceased person mentioned above, as I am (please tick / complete appropriate box):

- ☐ An executor of the will of the deceased
☐ Deceased's nearest surviving relative, namely, _____
☐ Other person, namely, _____

Deed to be issued in the name of:

EITHER:

“Estate of (deceased name) _____”

care of (nominated representative) _____ at

(postal address) _____

OR:

Specify (full name and postal address)

Section 6 continues next page

I acknowledge that the Burial Rights Holder will have all rights and responsibilities in relation to further burials and / or construction of monuments on such piece of ground, as named above.

I also acknowledge that I will abide by Council's *Policy No 67 Cemeteries*.

Signature:

Date: / /

PRIVACY DISCLAIMER

Mackay Regional Council is collecting your personal information in order to process your application. This information will only be disclosed to impartial third parties such as funeral directors and stone masons. However under all other circumstances we will only disclose your personal information with your written authorisation or as we are required to by law.

OFFICE USE ONLY

I have checked the above grave details. They are correct and the grave is currently unpurchased.

Signature of council officer.....Date...../...../.....

SECTION 7 (Columbarium Wall and Garden of Memories Plaques)

Application for: ☐ Single niche/s (Columbarium Wall) ☐ Double Niche (Columbarium Wall)

Inscription for Plaque:

Maximum of 8 lines except for:

- Walkerston single niche – maximum 5 lines
- Garden of Memories Formica plaque – maximum 5 lines

Line 1

Line 2

Line 3

Line 4

Line 5

Line 6

Line 7

Line 8

Columbarium Wall Plaque Sizes

Colour Plaque Details - Columbarium Wall and Garden of Memories (Complete if required)

Mt Bassett	Single	200mm x 210mm	Colour:		
	Double	2 x single plaques			
Marian	Single	178mm x 229mm	Graphic No. & Colour	#	
	Double	2 x single plaques			
Mirani	Single	180mm x 150mm	Position of Graphic		
	Double	184mm x 229mm			
Walkerston	Single	137mm x 86mm	Note: Colour plaque only available in Garden of Memories if Other* is selected (below) and additional fee paid.		
	Double	180mm x 150mm			
Sarina		178mm x 152mm			
Ashes container should be:		200mm x 100mm x 80mm			

Council Use: Niche Number/s allocated:

#

#

Garden of Memories Plaques Sizes and Information (choose one if applicable)

Formica Only <input type="checkbox"/>	Note: Included in fee for plot purchase, photo not available, colour plaque not available	75mm x 50mm
*Other <input type="checkbox"/>	Note: Additional fee applies, photo available, brass or colour	150mm x 200mm

Note: Additional fee applies if burial of ashes is required in Garden of Memories is required.

COUNCIL USE: Plot Number allocated:	#	
Photo on Plaque (Complete if required)		
Photos may be added to all plaques except for Formica plaque at Garden of Memories. Contact a Stone Mason to arrange for preparation of the photo prior to installation on plaque.		
Would you like a photo to be added to the plaque?		Yes <input type="checkbox"/> Complete details on following page No <input type="checkbox"/>
If 'Yes' – Where?		
Dimension of Photo?		
SECTION 8 (PURCHASE A VASE)		
<input type="checkbox"/> Columbarium Vase <input type="checkbox"/> Mt Bassett <input type="checkbox"/> Walkerston <input type="checkbox"/> Sarina <input type="checkbox"/> Mirani <input type="checkbox"/> Marian		
<input type="checkbox"/> Inground Lawn Cemetery Vase - Mt Bassett Cemetery only		
<input type="checkbox"/> Replacement Inners - Mt Bassett Cemetery only		
Number required:		(please state how many required)
OFFICE USE ONLY (PLAQUES)		
Date Plaque ordered: _____		Requisition Number: _____
SEXTON: Notified and copy of form: _____ YES / NO		Notified by Whom: _____
Entered in Register: _____ YES / NO		Niche No. highlighted on plan _____ YES / NO
Date Plaque installed: _____ / _____ / _____		Date Applicant notified: _____ / _____ / _____
Final draft of plaque approved by applicant: <input type="checkbox"/> Yes / <input type="checkbox"/> No		Date: _____ / _____ / _____
Name of Council Officer: _____		
CASHIER USE ONLY		
Fee: \$.....		Receipt No.:
Date:		Cashier:
Receipt codes (Burial) – Mackay RC/MKYBUR, Marian RC/MARBUR, Mirani RC/MIRBUR, Mt Bassett RC/MTBB, Sarina RC/SARBUR, Walkerston RC/WALKB Receipt codes (Purchase of Burial Rights) – Mackay RC/MKYPL, Marian RC/MARPL, Mirani RC/MIRPL, Mt Bassett RC/MTBL, Sarina RC/SARPL, Walkerston RC/WALKP Receipt codes (Plaque/Columbarium) – Marian RC/MARPL, Mirani RC/MIRPL, Mt Bassett RC/MTBL, Sarina RC/SARPL, Walkerston RC/WALKP Receipt code (Plaque Garden of Memories Mt Bassett) – RC/MTBL Receipt code (Vase and inners) - Mt Bassett RC/MTBV, Mackay RC/MKYVAS, Walkerston RC/WALKV, Sarina RC/SARVAS, Marian RC/MARVAS, Mirani RC/MIRVAS		