

HOW TO: Complete Application for Interment of Ashes Form – Mackay Regional Council Cemeteries

This guide provides a summary of the key steps required to complete the Cemetery Application form for Interment of Ashes.

1. Purpose – What type of ashes interment is to take place?

- Ashes into an existing family grave
- Ashes into a granite columbarium wall
- Ashes into a brick columbarium wall OR into a Garden of Memories site

OR

- Purchase of reserve niche in granite columbarium wall
- Purchase of reserve niche in brick columbarium wall or Garden of Memories site

2. Ashes into an existing family grave

Complete Sections as follows:

1. Details of deceased person
2. Date and time of proposed interment of ashes, tick relevant cemetery. Do the family require a gazebo/chairs? If yes, additional fee payable.
3. Advise name and date of last interment into existing family plot; confirm applicant has permission to inter; sign and date
6. Applicant's details
7. Confirmation of Burial Rights Holder – if you are not the burial rights holder you must obtain consent to inter ashes from the original burial rights holder OR if the original burial rights holder has passed away, the remaining family members who have now inherited the burial rights through the lines of succession. If required, use attached Statutory Declaration form.
- 7.1 Acknowledgement of responsibilities of burial rights holder – tick required boxes, enter name, signature and date.
8. Complete only if you are the Funeral Director organising the ashes interment.
9. Supply proof of ID and/or evidence of permission from Burial Rights holder if required.

3. Ashes into Columbarium Wall (New or Reserved Niche)

Current Columbarium Walls per cemetery:

Mount Bassett	Walkerston	Marian	Mirani	Sarina	Mackay City
3 x brick walls (Walls 1,2 & 3)	1 x brick wall (Wall 1)	1 x brick wall (6 sides)	1 x brick wall	1 x brick wall (Wall 1)	NO walls
2 x granite walls (Walls 4 & 5)	2 x granite walls (Walls 2 & 3)			1 x granite wall (Wall 2)	

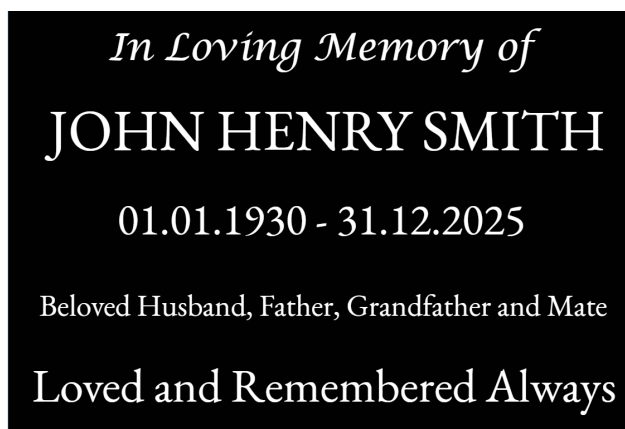
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Ashes into a Granite Columbarium Wall (New or Reserved Niche) cont'd

- Granite Columbarium Walls are located at Mount Bassett, Walkerston and Sarina Cemeteries. Any new niche purchase will be allocated to a granite wall unless specifically requested to be in a brick wall, as there are very limited numbers of niches available in existing brick walls at these three cemeteries.



- Is this a previously reserved niche? If yes, please provide a copy of the Certificate of Right of Burial (if available) confirming evidence of reservation.
- Complete Sections as follows:
 - Details of deceased person
 - Tick date “to be advised” and relevant cemetery, does family require gazebo/chairs? (If yes, additional fee payable).
 -
 - Select either new OR reserved niche, cemetery and location, if known. Include urn size. Complete inscription for plaque.



Example of Black Background and laser etched plaque for granite walls

Optional extras – photo on plaque and/or vase. Photo to be organised separately by Applicant with stonemason. Preferred supplier for Mount Bassett and Walkerston granite walls is Enduring Memorials and for the Sarina granite wall the preferred supplier is Mackay Monumental Masons. Stonemason will liaise with Council to affix the photo when the plaque is available.



Example of trumpet vase

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6. Applicant's details. If new, advise who should be the burial rights holder.
8. Complete only if you are the Funeral Director organising the ashes interment.
9. Supply proof of ID and copy of Certificate of Right of Burial when niche was originally reserved (if available).

4. Ashes into a Brick Columbarium Wall OR Garden of Memories (New or Reserved Niche/Site)

- Brick Columbarium Walls are located at each of Mount Bassett, Walkerston, Sarina, Marian and Mirani Cemeteries. There are however very limited numbers of niches available in existing brick walls at Mount Bassett, Walkerston and Sarina cemeteries.
- Walkerston and Mirani Cemeteries have double niches available in their brick walls



Photo of Walkerston brick wall with both single and double niches (Wall 1)

Canister dimensions
22cm L x 11cm W x 8.5cm D

Brass Plaques – can include graphics or photo
(photo at additional cost and to be organised with stonemason)

Single Niche

Double Niche – fits 2 sets of
ashes



Mirani Columbarium Wall



Marian Columbarium Wall

Niches in brick walls vary in size. You may be required to provide a smaller sized urn, details as follows:

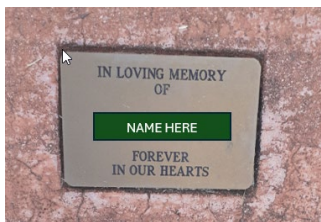
Urn dimensions must not exceed	Mount Bassett	Walkerston	Marian	Mirani	Sarina
220mm x 110mm x 85mm	Wall 1	Wall 1		Wall 1	Wall 1
250mm x 150mm x 120mm	Walls 2-5	Walls 2 & 3	Wall 1	N/A	Wall 2

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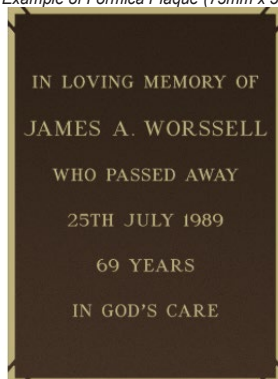
- Gardens of Memories are **only** located at Mount Bassett Cemetery



- Is this a previously reserved niche/site? If yes, please provide a copy of the Certificate of Right of Burial (if available) confirming evidence of reservation.
- Complete Sections as follows:
 - Details of deceased person
 - Tick date "to be advised" and relevant cemetery, does family require gazebo/chairs? (If yes, additional fee payable).
 - Select type of site, cemetery and location, if known. Include urn size. Complete inscription for plaque. If choosing basic formica plaque for Garden of Memories the inscription may only be 5 lines.



Example of Formica Plaque (75mm x 50mm)



Example of Brass Plaque

WORSSELL COLOUR SAMPLES			
BROWN	GREEN	NOT AVAILABLE	DARK BLUE
LIGHT BROWN	RED	TRAC BLUE	NOT AVAILABLE
VIOLET	TEDDY BLUE	TEAL	FUCHSIA
BLACK	PALE PINK	TURQUOISE	NOT AVAILABLE

Colours for brass plaques (standard colour is Brown).

Optional extras – photo on plaque and/or vase. Photo to be organised separately by Applicant with stonemason. Stonemason will liaise with Council to affix the photo when the plaque is available.

- Applicant's details. If new, advise who should be the burial rights holder.
- Complete only if you are the Funeral Director organising the ashes interment.
- Supply proof of ID and copy of Certificate of Right of Burial when niche was originally reserved (if available).

QUICK REFERENCE PROCESS

- Step 1: Choose type of ashes interment – existing grave, columbarium wall or garden of memories
- Step 2: **Existing Grave** - Complete Sections 1, 2, 3, 6, 7, 7.1, 8 (if funeral home) and 9. Provide Statutory Declaration/s if not existing burial rights holder.
- OR
- Step 3: **Granite Columbarium Wall** – Complete Sections 1, 2, 4, 6, 8 (if funeral director) and 9. Mark date for interment as “to be confirmed”. Five lines of text for laser etched plaque with black background.
- OR
- Step 4: **Brick Columbarium Wall OR Garden of Memories** – Complete Sections 1, 2, 5, 6, 8 (if funeral director) and 9. Mark date for interment of ashes “to be confirmed”. Five lines of text for basic formica plaque for GOM sites or maximum of 7 lines for brass plaques. May choose colour and/or graphics.
- Step 5: **Reserves in either Columbarium Wall or Garden of Memories** – Complete Sections 4 or 5, 6 and 9.
- Other: **Optional extras**

Gazebo/Chairs: If the family requires a gazebo to be erected and some chairs provided at the interment, an additional burial equipment hire fee will be incurred. To be paid at the same time as ashes interment fee. Tick required in Section 2.

Vases: Also an optional extra (additional fee). Preferable to have installed at the time of installation of plaque. If vase is to be retrofitted, complete Sections 1,4 or 5, 6 of application.

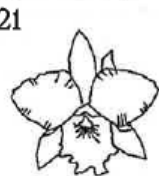
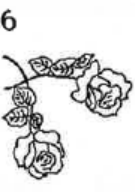
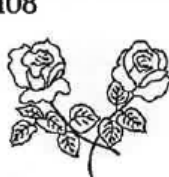
Plaque Photos: If photos are to be attached to a plaque Applicant to arrange separately (and pay additional fees directly to stonemason) with one of our local stonemasons details as follows:

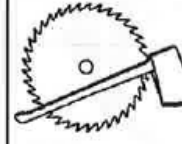
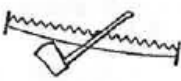
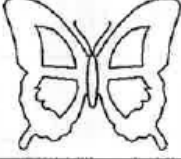
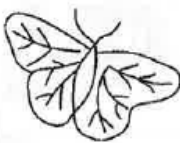
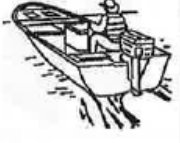
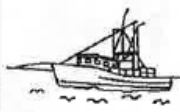
Enduring Memorials
437 Shakespeare St
PO Box 1666
MACKAY QLD 4740
Ph: 07 4953 1070
Email info@enduringmemorials.com.au
Web: <https://enduringmemorials.com.au>
(Preferred supplier for Mount Bassett and Walkerston granite walls)

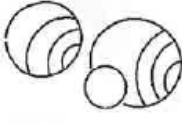
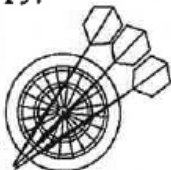
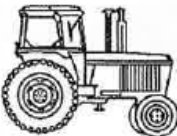
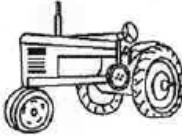
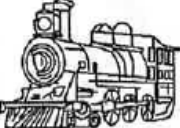
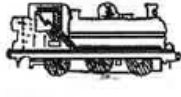
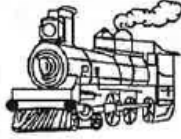
Mackay Monumental Masons
7 Kinnon Street, Glenella
Ph: 07 4944 0008
Email: david@mackaymonumentalmasons.com.au
Web: www.mackaymonumentalmasons.com.au
(Preferred supplier for Sarina granite wall)

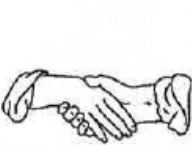
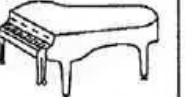
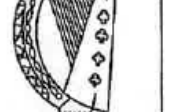
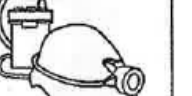
The stonemason will liaise with Council to affix the photo.

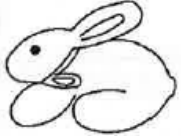
GRAPHICS AVAILABLE FOR BRASS PLAQUES

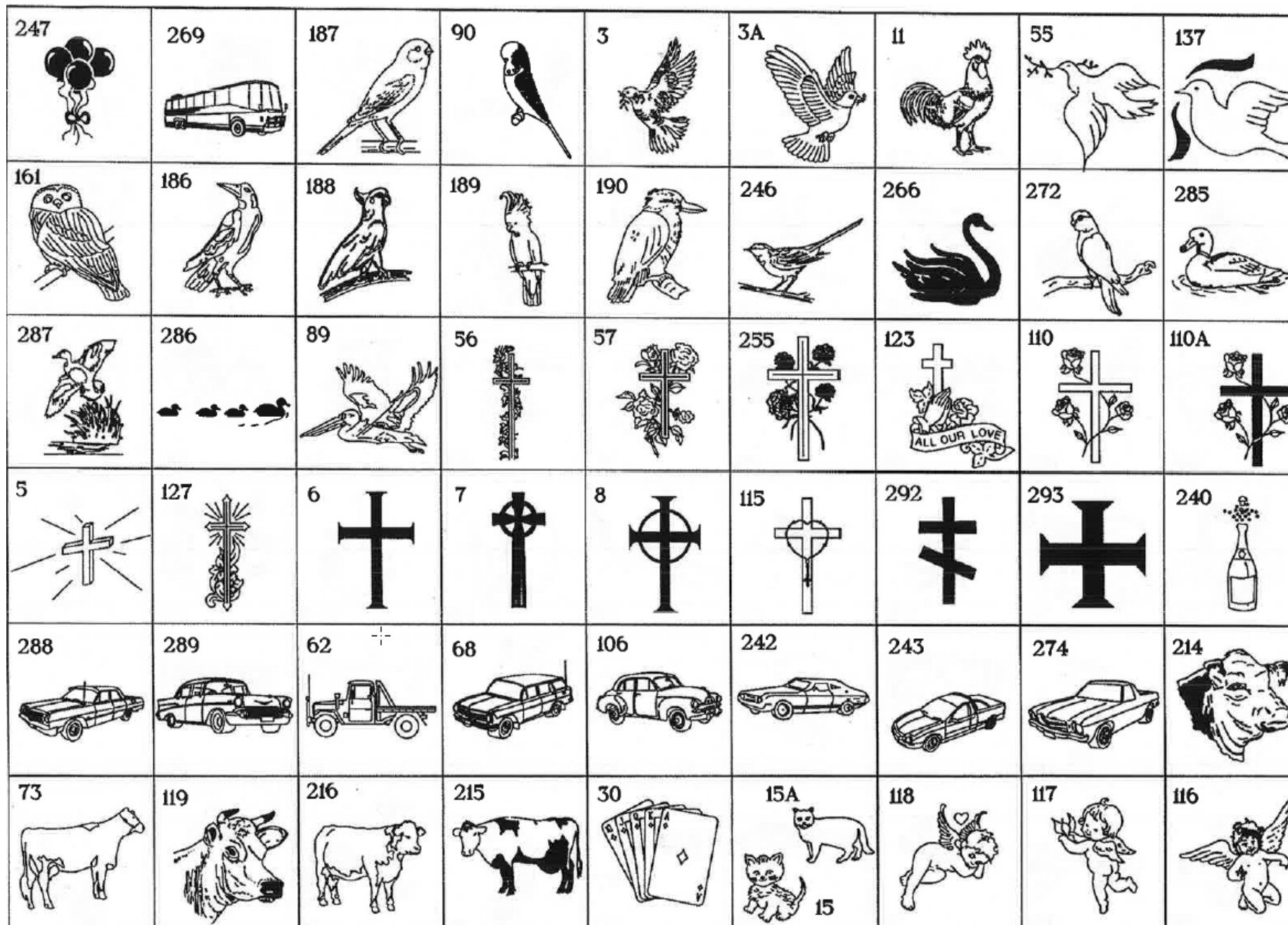
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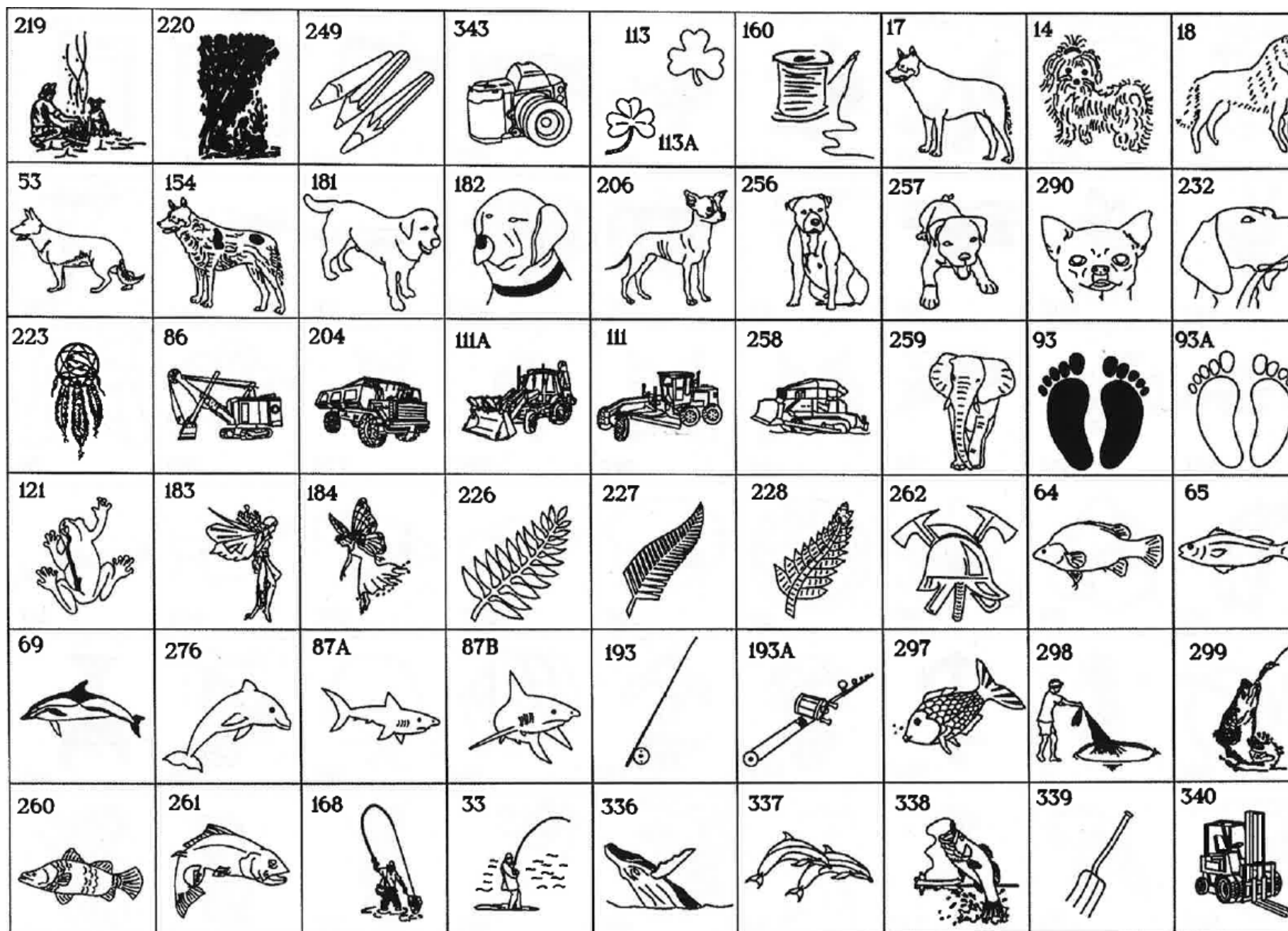
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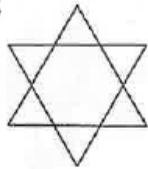
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PERMISSION TO USE A SERVICE EMBLEM MUST BE
OBTAINED FROM THE OFFICE OF AUSTRALIAN WAR GRAVES.