



CEMETERY POLICY

Document Version Control

Resolution Number	Created by	Adopted by Council	Last Modified	Review Period
2009/433	Rates Officer	20 October 2009	October 2009	4 years or as required
2013/21	Revenue Accountant	19 February 2013	February 2012	4 years or as required
2017/321	Manager Revenue & Customer Relations	8 November 2017	November 2017	4 years or as required
2017/352	Manager Revenue & Customer Relations	13 December 2017	November 2017	4 years or as required

NARROMINE SHIRE COUNCIL

CEMETERY POLICY

CONTENTS

INTRODUCTION.....	3
OBJECTIVES.....	3
RELEVANT LEGISLATION & GUIDELINES.....	3
PUBLIC CEMETERIES LOCATED IN THE NARROMINE SHIRE LOCAL GOVERNMENT AREA	4
CLOSED CEMETERIES	4
INTERMENT.....	5
BURIAL PERMITS.....	5
REGISTER OF BURIALS.....	6
RE-OPENINGS OF GRAVES (MULTIPLE INTERMENTS)	6
ALLOTMENT SIZES	6
SHALLOW BURIALS	7
INFANT BURIALS.....	7
RIGHT OF BURIAL (RESERVATIONS and FULL PURCHASE)	7
HEADSTONES AND MONUMENTS.....	8
INTERMENT OF ASHES AND MEMORIAL PLAQUES.....	10
REMOVAL OF ASHES.....	10
FLORAL TRIBUTES, ORNAMENTS & MEMORIALS.....	11
UNUSED BURIAL SITES	11
VEHICLES	11
CHRISTMAS – NEW YEAR PERIOD.....	11
BURIALS ON PRIVATE PROPERTY	11
MAINTENANCE.....	12
EXHUMATIONS	12
WAR CEMETERY	13
MISCELLANEOUS.....	13
ATTACHMENTS	13
DEFINITIONS.....	14

NARROMINE SHIRE COUNCIL CEMETERY POLICY

INTRODUCTION

Narromine Shire Council has developed this policy document to suit the burial requirements and needs of the general community. It covers all cemeteries in the Narromine Local Government area. The regulations in regard to burial requirements are outlined in this document, in both the monumental and lawn sections. All denominations are covered. General information in regard to reservation of graves, interment of cremated remains, memorials and exhumations is also provided.

OBJECTIVES

To provide for the effective, efficient and appropriate operation of the public cemeteries that Narromine Shire Council manages on the community's behalf.

As time permits, to investigate and locate burial records not currently held at Council. To continue with the ongoing collating of all burial records. To locate and record all reservations and unmarked graves within the cemeteries on a centralised database. The provision of crosses on unmarked graves, where identified, will be included in the ongoing maintenance of cemeteries.

All activities which take place within any cemetery grounds shall comply with relevant SafeWork requirements.

Council staff will at all times conduct themselves in a respectful and responsible manner when dealing with the public.

RELEVANT LEGISLATION & GUIDELINES

This policy document has been drafted with due consideration to the following:

- *Local Government Act, 1993*
- *Public Health Act, 2010*
- *Public Health (disposal of Bodies) Regulation 2012*
- *Crown Lands Act 1989*
- *Crown Lands (General Reserves) By-law 2006*
- *Cemeteries Legislation Amendment (Unused Burial Rights) Act 2001*
- *NSW Work, Health & Safety Act, 2011*
- *Anatomy Act 2009*
- *Coroners Act 2009*
- *Burial and Cremation (Cemetery) Regulations 2005*
- *Privacy and Personal Information Protection Act 1998*
- *Cemeteries and Crematoria Act 2013*
- *Cemeteries and Crematoria Regulation 2014*
- *Council Fees & Charges*
- *Council's Cemetery Register*

NARROMINE SHIRE COUNCIL CEMETERY POLICY

PUBLIC CEMETERIES LOCATED IN THE NARROMINE SHIRE LOCAL GOVERNMENT AREA

- **Narromine General Cemetery** (Dedicated 29th April, 1884)
Allotments are available for burials and reservations.
Monumental Section (Standard Religions)
Non-denominational Section
Lawn Section
Remembrance Walls
Limited sites available for burials in the children's section of the cemetery
- **Trangie General Cemetery** (Dedicated 11th June 1886)
Allotments are available for burials and reservations.
Monumental Section (Standard Religions)
Non-denominational Lawn Section
Remembrance Wall
- **Tomingley Pioneer Cemetery** (Dedicated 2nd December 1887)
Reopened for burials 2009
Non-denominational Section (Under construction)
Remembrance Wall
Pioneer Section (Standard Religions) Closed for burials.

Note: Council cemeteries have areas that are set apart for the use of various religions but such setting apart does not entitle the authorities or members of any religious group to control in any manner the making of interments in any division so set apart, or to exclude any body from being buried therein.

CLOSED CEMETERIES

The following cemeteries located in the Narromine Local Government area are closed for burials.

- **Old Bundemar Historical Cemetery**
- **Old Dandaloo Cemetery** (Dedicated 13th December 1891)
Gundong Street
Dandaloo
- **Dandaloo Cemetery**
Bulbodny Street
Dandaloo

Note: The Dandaloo Church (originally built as a private chapel adjoining the Martel's homestead) is operated under the control of the Uniting Church. Burials are no longer permitted in the church grounds; however, ashes are able to be interred by contacting the Uniting Church.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

INTERMENT

Two working days notice must be given to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will be considered in exceptional circumstances. Burials shall take place within the following hours:

- Weekdays – Between the hours of 8.30am and 4pm.
- Weekends and Public Holidays– Between the hours of 9am and 3pm. (Additional fees are payable).
- Outside normal working hours – Will only be permitted by arrangement. (Additional fees are payable).

Interment must be conducted by an approved Undertaker instructed by the next of kin or executor of the estate of the deceased. The transportation, storage of bodies, and burial are to be in accordance with the relevant acts and regulations in force at that time.

Crosses will be provided for all burials unless:

- The Funeral Director, next of kin or the executor of the deceased persons estate have requested that no cross be provided.
- The grave has an existing headstone or monument (only applicable in re-openings).

Digging of graves shall only be undertaken by Council staff (or those contracted by Council).

All bodies for interment must be encased in a coffin or casket with the lid securely sealed. Graves are to be closed within one hour of the conclusion of the funeral service, or as soon as the attendees have vacated.

The erection of vaults and other forms of above ground interments are not permitted in cemeteries in the Narromine Shire local government area.

The Council accepts no responsibility for the maintenance or repair of monuments irrespective of the cause of the need for maintenance or repair.

Burial fees are reviewed annually by Council and can be found on Council's website.

BURIAL PERMITS

Council's Application for Burial Permit (Attachment 1) must be completed prior to any burial taking place. An information and conditions sheet is attached to the Burial Permit Application form advising applicants of Council's conditions under which an application is approved.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

REGISTER OF BURIALS

Council will ensure the recording of burials complies with the provisions of the *Cemeteries & Crematoria Act 2013* and its *Regulations*. Additional information may be recorded for family history purposes.

The information contained in the burial register shall be made available to any person. A copy of any entry is available on request for which an administration fee may apply.

RE-OPENINGS OF GRAVES (MULTIPLE INTERMENTS)

Council will allow the reopening of graves at all cemeteries subject to the following conditions:

- Comply with the provisions of the *Public Health (Disposal of Bodies) Regulation 2012*.
- Monumental Sections Only - When the removal of monument slabs and headstones are required, Council staff will take all reasonable care not to cause any damage, however if a monument slab or headstone is inadvertently damaged during this process Council will not be held responsible for any repairs.
- Lawn Sections – Burial allotments within the lawn cemeteries are dug to a double depth to allow for a re-opening at a later date. The funeral director may, at the time of organising a funeral, request that the grave be dug to a single depth at the family's request.
- When a grave is opened for a second burial, the excavation shall be made so as to leave a layer of undisturbed earth not less than 300mm in depth above the lid of any coffin already in the grave. The upper surface of the coffin is to be at least 900mm below the natural ground surface level.

ALLOTMENT SIZES

Burial allotment sizes are as follows:

- Lawn section 1.2m x 2.4m
- Monumental Section 900mm x 2.4m
- New lawn section under construction 2017

Burial depth for single interments is a minimum of 1.5 metres and for double interments is 2.1 metres where possible, subject to soil conditions.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

SHALLOW BURIALS

Circumstances leading to a shallow burial may include:

- A reduction in overall depth of burial due to a geographical feature of the land.
- A second burial
- Land has been filled and a reduction in burial is needed to allow burial in the fill: the fill material needs to be suitable for the operation of a cemetery in that a grave could be prepared without it collapsing. The soil and its use as fill should not permit decomposition leachate to percolate to the surface of slopes or batters; or enter any streams or intermittent water courses.

Design structure and materials used for a shallow burial need to avoid subsidence when the coffin deteriorates, prevent feral animals entering the grave, or prevent the escape of decomposition odours.

The body of the deceased person must be contained in a coffin or casket. The distance from the top of the lid of a grave liner to the natural ground surface is reduced from the mandatory 900mm to not less than 400mm, and should be as deep as possible.

Applications for a shallow burial must be made to the Area Health Service Public Health Unit on the appropriate application form. The applicant should provide information requested in the application form and plan and methodology of the interment.

INFANT BURIALS

Council allows the burial of infants (aged under 2 months) to take place under the concrete beam in the lawn section of Council cemeteries allowing the main gravesite to be used by the family of the deceased infant. Requests for infant burials will be assessed as required.

RIGHT OF BURIAL (RESERVATIONS and FULL PURCHASE)

Reservations/Purchase of burial sites can be made at any time by completing a "Right of Burial" Application Form (Attachment 2). All fees must be paid for at the time the reservation is made. Full purchase of burial allotments can also be made.

A payment schedule may be agreed so that burial sites are paid in full within an agreed period of time.

Cemetery fees are reviewed annually by Council and are adopted in Council's Fees and Charges.

If it is found that a "Right of Burial" site has inadvertently been used due to Council's error the original holder of the right will be offered a replacement site, as close to the original site as possible, at no additional cost. The original Right of Burial must be returned to Council and a new Right of Burial will be issued.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

RIGHT OF BURIAL (RESERVATIONS and FULL PURCHASE) - Cont'd

Transferring or Relinquishing Right of Burial - The Right of Burial may be transferred to another person or back to Council. Council will record any transfer upon satisfactory completion of a Transfer /Relinquish Right of Burial application form (Attachment 3). Council will only refund the initial fee paid for the plot/niche to the customer. Notification of transfer must be signed by transferors and transferees. Where the holder of the Right of Burial is deceased the written consent of the rightful successor of the owner must be produced. No administration fee is charged.

Refunds - Council may agree to buy back a purchased allotment or niche reservation. The Right of Burial would then be surrendered. All requests to buy back must be submitted in writing along with proof of purchase. Council will refund the amount paid at the time of purchase. An administration fee may apply.

Council will not accept transfer in title where a plot has been sold to another party on the open market.

HEADSTONES AND MONUMENTS

All monumental work in Council Cemeteries is to be carried out by registered stonemasons who have the relevant qualifications and carry Public Liability Insurance cover of \$20,000,000.00.

Narromine

A completed application form to erect a headstone (Attachment 4) and the appropriate fee must be paid prior to the commencement of any monumental work in the lawn and non-denominational sections of the Narromine Cemetery. Application forms can be found on Council's website or obtained from Council's Customer Service & Payments Centre. Illegal headstones and headstones that do not comply with Council specifications will be removed by Council staff if they remain in situ after a notification to rectify has been issued to the owner of the headstone.

A thirty (30) day period of grace will be given to allow for the removal of the illegal headstone or the lodgement of a headstone application form. This also applies to other illegal structures, including plaques laid directly onto the concrete beam. Bronze and brass plaques attached to cemetery crosses are allowable.

Sections:

- Lawn Section – Headstones designed to Council's specifications (see attached for specifications single & double headstones).
- Monumental Section - No regulations are in place regarding design however, the base of monuments must be no larger 1m x 2.4m and must not encroach upon neighbouring gravesites.
- Remembrance Walls – Bronze memorial plaques (180mm x 110mm) can be purchased through Council.

Narromine Cont'd

NARROMINE SHIRE COUNCIL CEMETERY POLICY

- New Lawn Wall of Memory – Bronze memorial plaques (170mm x 220mm) can be purchased through Council.

Council may request the removal of monuments that do not comply with this policy.

Trangie

Application fees are payable prior to the commencement of any monumental works in the lawn section. Application to Erect Headstone forms (see attached) may be obtained from Council's office.

A completed application form to erect a headstone (Attachment 5) and the appropriate fee must be paid prior to the commencement of any monumental work in the lawn and non-denominational sections of the Narromine Cemetery. Application forms can be found on Council's website or obtained from Council's Customer Service & Payments Centre. Illegal headstones and headstones that do not comply with Council specifications will be removed by Council staff if they remain in situ after a notification to rectify has been issued to the owner of the headstone. A thirty (30) day period of grace will be given to allow for the removal of the illegal headstone or the lodgement of a headstone application form. This also applies to other illegal structures, including plaques laid directly onto the concrete beam. Bronze and brass plaques attached to cemetery crosses are allowable.

Sections:

- Lawn Section – Headstone and plinth on concrete beam (800mm x 300mm) as described in attached drawing.
- Monumental Section - No regulations are in place regarding design however, the base of monuments must be no larger 1m x 2.4m and must not encroach upon neighbouring gravesites.
- Remembrance Wall – Bronze memorial plaques (180mm x 110mm) can be purchased through Council.

Council may request the removal of monuments that do not comply with this policy.

Tomingley

As there is no Lawn section, no application fees for monumental works are applicable for the Tomingley Cemetery.

Sections:

- Monumental Section - No regulations are in place regarding design however, the base of monuments must be no larger 1m x 2.4m and must not encroach upon neighbouring gravesites.
- Remembrance Wall – Bronze memorial plaques (180mm x 110mm) can be purchased through Council.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

INTERMENT OF ASHES AND MEMORIAL PLAQUES

Purchase of niches in the Remembrance Walls must be made prior to ashes being interred. Reservations can be made at any time by contacting Council's ~~office~~ Customer Service & Payments Centre.

Memorial plaques (180mm x 110mm and 170mm x 220mm) can be ordered by contacting Council's Customer Service & Payments Centre. Ashes will be interred once the plaque has been received and Council is in possession of the ashes. Arrangements can be made to have the ashes interred and the plaques fitted on weekends or after hours for an additional fee. Memorial services can be arranged to coincide with the interment of the ashes. Interment of ashes in Remembrance Walls must be carried out by Council staff.

In some cases, Council staff may need to transfer the ashes into a suitable container that will fit into the niche. This may result in some ashes not being able to be interred. Any remaining ashes not collected by family members within six (6) months of interment will be scattered in the memorial garden.

Existing arrangements with the local funeral directors for the disposal of unwanted ashes will remain in place. Interment of ashes in headstones, niches or graves must be carried out by Council staff.

Council staff will take all reasonable care not to cause any damage however if a monument ledger or headstone is inadvertently damaged during this process Council will not be held responsible for any repairs.

Before an Australian service emblem can be placed on a memorial plaque, permission must be obtained from the Office of Australian War Graves prior to ordering the plaque.

Council's fee structure for purchasing niches, plaques, interring of ashes and fitting of plaques are outlined in Council's Fees and Charges.

Note: Memorial plaques may be placed on the Remembrance Walls without ashes being interred.

REMOVAL OF ASHES

All applications to have cremated remains removed from any cemetery for any reason, must be made in writing and be signed by family members of the deceased or the Executors of the Estate. Removal of ashes must be carried out by Council staff. An administration fee will be payable for this service. Additional fees may also be payable if the entrance of the niche is damaged during the removal of the memorial plaque.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

FLORAL TRIBUTES, ORNAMENTS & MEMORIALS

Flowers, wreaths and artificial flowers will be removed from gravesites by Council staff if in their opinion they have deteriorated to such an extent as to detract from the appearance of the cemetery.

To enable Council staff to carry out regular maintenance of the lawn cemetery any floral tributes, ornaments and memorials must be placed on the concrete headstone beam. Any floral tributes, ornaments and memorials found on the lawn will be removed and relocated to the concrete beam or discarded if they have deteriorated to such an extent as to detract from the appearance of the cemetery.

No trees, shrubs or flowers are to be planted by the public in Council cemeteries.

UNUSED BURIAL SITES

Council may, subject to the provisions of the *Cemeteries & Crematoria Act* and revoke exclusive rights of burial.

VEHICLES

Vehicle access, unless otherwise authorised, is restricted to formed roads in cemeteries. Authorised vehicles include Funeral Directors' vehicles, Council and other Statutory Authority vehicles. Those vehicles with a disabled parking permit attached or a funeral director's vehicle, are permitted to drive off formed roads to facilitate access for persons with disabilities or transport of the deceased, at the direction of Council staff.

CHRISTMAS – NEW YEAR PERIOD

Council's office is closed during the Christmas – New Year period, however burials can still be conducted by contacting Council's Cemetery Officer.

BURIALS ON PRIVATE PROPERTY

Periodically Council receives enquiries regarding burials on private land.

Council has a role in the approval process for such burials which is summarised in this policy. Detailed requirements are contained in NSW Health Guidelines Burials on Private Land – Approval by Local Authority and the Public Health (Disposal of Bodies) Regulation 2002.

Clause 22(1) (c) of the Public Health (Disposal of Bodies) Regulation 2002 provides that:

Council may approve burials on private property subject to the following provisions:

- The area of the landholding is 5 hectares or more.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

BURIALS ON PRIVATE PROPERTY Cont'd

- A person must not bury a body in or on any land if to do so would make it likely that the contamination of a drinking supply or a domestic water supply may occur.
- Application for a Burial Permit has been provided to Council by the Funeral Director
- A development application has been submitted by the Applicant and the appropriate fee as listed in Council's Fees & Charges has been paid.
- The burial site has been inspected and approved by Council.

Narromine Shire Council will assess such applications based on the process and requirements of the NSW Health Guidelines Burials on Private Land – Approval by Local Authority and the Public Health (Disposal of Bodies) Regulation 2002.

Council will endeavour to process applications as expeditiously as possible. It is noted that the extent of information and assessment required would not normally allow an approval to be achieved within days of the death of a person.

MAINTENANCE

All maintenance at Council cemeteries will be undertaken by Council staff, or official contractors, with the exception of the annual clean day held by members of the local community.

In addition to the routine maintenance of the cemetery grounds additional maintenance is generally scheduled prior to important days of visitation such as Mother's Day, Father's Day, Anzac Day, Easter and Christmas.

EXHUMATIONS

Exhumations without approval are prohibited. The Coroner has the right to order an exhumation at any time or the Director-General may approve an exhumation, both with minimal notice. Exhumations must be carried out in accordance with the "Guidelines for Approval and Approval Procedures for Exhumations" produced by NSW Health.

Where an elective exhumation (approved by the Director-General) has been completed, the Right of Burial of the deceased and their heirs and successors is deemed to have been forfeited. All elective exhumations must include full restoration of the site including the removal of any monumental works erected.

After receiving approval by the Director General, an Application for Exhumation (Attachment 6) must be completed and the appropriate fee prior to any exhumation taking place. All exhumations must be carried out by a recognized Undertaker/Funeral Director.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

WAR CEMETERY

The Narromine War Cemetery is not governed by Narromine Shire Council. This cemetery is owned by the Australian War Graves Commission and maintained by the Narromine Returned Soldier's Sub Branch.

MISCELLANEOUS

A person must not do any of the following within a cemetery:

- a) Damage, deface, interfere with or alter burial sites;
- b) Damage, deface, interfere with or alter monuments;
- c) Bury, inter or exhume any human remains, whether cremated or not;
- d) No dogs are permitted in the Cemetery unless on a leash;
- e) Drive a vehicle at a speed of more than twenty (20) kilometres per hour;
- f) Camp or reside on any cemetery land;
- g) Possess or consume an alcoholic or intoxicating beverage or substance;
- h) Urinate or defecate;
- l) Bring or leave any rubbish, refuse, scrap metal, rock, soil, sand or any other such substances;

ATTACHMENTS

1. Application for Burial Permit and Information & Conditions
2. Exclusive Right of Burial Application Form
3. Application to Erect Headstone - Narromine Lawn Cemetery
4. Application to Erect Headstone – Trangie Lawn Cemetery
5. Application to Transfer or Relinquish Right of Burial
6. Application for Exhumation
7. Headstone Specifications – Double - Narromine Lawn Cemetery
8. Headstone Specifications – Single - Narromine Lawn Cemetery
9. Headstone Specifications – Trangie Lawn Cemetery
10. Plinth Specification – New Narromine Lawn
Non-denominational Section

Note: Application forms can be found on Council's website or obtained from Council's Customer Service & Payments Centre.

NARROMINE SHIRE COUNCIL CEMETERY POLICY

DEFINITIONS

Applicant	means the person making an application for a burial or memorial right; for a work permit or other Council consent; for burial or cremation.
Beam	means the concrete slab where headstone or memorial plaque is placed.
Body/Bodies	means a body or bodies of a dead person (includes still-born children).
Burial Place	means a grave site, vault site, crypt site or other place for the disposition of the remains of the dead.
Cemetery/Cemeteries	means Public cemeteries managed and or controlled by Council. When used as a generic term it can apply to lone graves, family plots and larger collections, such as those under Council's control.
Coffin/Casket	means the box used to place bodies in for burials or cremations.
Coroner	means a person who exercises or performs the functions of a coroner in accordance with the <i>Coroners Act 1980</i> .
Council	Narromine Shire Council.
Death Certificate	means a certificate given by a medical practitioner as to the cause of death.
Exhumation	The removal of the remains of a dead person or still-born child from a grave site.
Fee	A fee fixed by Council in its annual Fees and Charges.
Grave Site	means a gravesite, vault site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.
Holder/Grantee/Owner	in relation to an exclusive right of burial means the person recorded, in the register kept by Council in respect of a burial place.
Interment	means the process of burying a body in gravesite or placement of ashes in niche wall.
Monument	means any structure, plaque, headstone, masonry, metal work, casting or item placed over, in or around a burial right.
Monumental Mason	means a tradesman mason or person possessing the skills to carry out monumental masonry work.
Niche	Site in Remembrance Wall used to place ashes.
Non-denominational Register	means not affiliated with any particular religion. means the Council's formal repository of data obtaining all the required details of a burial, cremation, memorial site or right of burial.
Reservation	A pre-need burial right.
Right of Burial	means an exclusive right of burial granted by Council in respect of a burial place.
Top stone/ledger	a slab of stone / concrete laid flat over a grave.
Undertaker/Funeral Director	means a person who, in the conduct of a person's business, engages, for the purpose of burial, cremation or transport, in the collection, transport, storage, preparation or embalming of bodies or engages in the conduct of exhumations.

Application for Burial Permit



Deceased Details –
Please print full legal name.

SURNAME _____
 GIVEN NAMES _____
 ALSO KNOWN AS _____

Deceased Address Details

ADDRESS _____

 Date of Birth _____ Date of Death _____ Age _____
 Religion _____ Marital Status* **Married/Single/Divorced** Gender* **Male/Female**
 NEXT OF KIN AND/OR EXECUTOR _____

I have read Council's Information & Conditions and hereby agree to abide by those conditions.

* Please circle correct answer **APPLICANT** _____
to sign

Reopening Details

Open an existing grave?* **YES / NO** Details if Known
 Name of Occupant _____ Date of Death _____
 Section _____ Row _____ Grave _____
 Are there existing monumental works?* **YES / NO**
 Is a cross required?* **YES / NO** Existing Reservation* **YES / NO**

Funeral Director Details

NAME _____
 POSTAL ADDRESS _____

 Phone: _____ Email: _____
 I have read Council's Information & Conditions and hereby agree to abide by those conditions. I have given a copy of Council's Information & Conditions to the Applicant.
FUNERAL DIRECTOR _____
to sign

Funeral Details

Date _____ Time _____
 Church _____ Graveside?* **YES / NO**
 Please Specify* **COFFIN / CASKET** Size _____

Burial Details

Office Use Only
 Cemetery* Narromine / Trangie / Tomingley Section _____
 Row _____ Grave Number _____ Interment Number _____

Office Use Only

Grave \$ _____ Interment \$ _____ Cross \$ _____ Ordered Yes/No _____
 Reservation \$ _____ (Noted) Yes / No Total Fees \$ _____ Invoice Requested _____
 Burial Register _____ Cemetery Book _____ Old Register _____ Authority _____
 Cemetery Register (Word) _____ Pensioner Details _____ Names System _____ SMS _____

NARROMINE SHIRE COUNCIL EXCLUSIVE RIGHT OF BURIAL



Exclusive
Right of
Burial
Number

RESERVATION /PURCHASE IN FULL

GRAVESITE / NICHE

GRANTEE DETAILS (Purchaser of Right of Burial)

Applicants

Full Name _____

Address _____

Telephone _____

Number of Exclusive Rights required _____

Applicant's Signature _____ Date _____

GRAVE / NICHE DETAILS

CEMETERY NARROMINE / TRANGIE / TOMINGLEY

SECTION LAWN / MONUMENTAL / NICHE WALL

RELIGION _____

ROW _____ **GRAVE/ NICHE NUMBER/S** _____

Notes

Upon payment of the current fee to reserve/purchase a plot/niche in one of Council's cemeteries, an exclusive Right of Burial will be issued to the person nominated as the Grantee. This exclusive Right of Burial gives that person, or any other person they nominate, the right to be buried in that portion of land (plot) over which they are the registered owner of the exclusive Right of Burial. Furthermore, the owner of the exclusive Right of Burial is the only person who can authorize the placement of a memorial.

Should the person being interred be the holder of the exclusive Right of Burial, then the Right of Burial becomes part of his or her estate, to be administered by his or her Executor. If there is no Executor, then the next of kin who is the "major beneficiary" takes charge.

The exclusive Right of Burial is a valuable item of one's estate and as such can be transferred or bequeathed to another person while ever the grave is vacant. However, this is not legally complete until such time as Council's records have been amended to indicate that fact. It is necessary to supply relevant information such as a will, statutory declaration or evidence of identity to transfer the ownership of a plot or niche.

Council may refuse to grant or transfer to exclusive right of burial, if in its opinion, would create a monopoly or encourage dealing in such rights as a business.

Holders of the exclusive right of burial will be reimbursed the original fee paid on application should they wish to forfeit the right. An administration fee may be payable.

Office Use Only

Issue Date _____ Fee Paid \$ _____ Receipt Number _____

Council's Register Noted _____ Computer _____ Signed _____

On behalf of Narromine Shire Council

Please address all Correspondence to the General Manager, PO Box 115 Narromine NSW 2821

Telephone: (02) 6889 9999 Facsimile: (02) 6889 9998 Office Address: 124 Dandaloo Street

Email: mail@narromine.nsw.gov.au Web site: www.Narromine.nsw.gov.au

Please address all Correspondence to the General Manager, PO Box 115 Narromine NSW 2821

NARROMINE LAWN CEMETERY APPLICATION TO ERECT HEADSTONE



Name of Applicant

Address

Phone

Details of the Deceased

Full Name _____

Date of Birth _____ Date of Death _____

Religion _____ Row _____ Grave _____

Notes/ Conditions

1. Council's application fee must be paid upon application and permission obtained prior to any works being commenced. Current fees can be found in Council's Management Plan.
2. Headstones must be constructed to Council's specifications.(see attached)
3. Details of Epitaph or Inscription (attach separate sheet if insufficient space available)
4. Grave site must be left tidy after monumental works have been completed.

Applicant Declaration

I hereby agree to abide by the above conditions:

Applicant's Signature

Date

Inscription Details

(Please attach separate sheet if insufficient space)

Office Use Only

Date _____ Fee Paid: \$ _____ Receipt Number _____

Cemetery Register Updated _____ Photo _____

**TRANGIE LAWN CEMETERY
APPLICATION TO ERECT HEADSTONE**



Name of Applicant

Address

Phone

Details of the Deceased

Full Name _____

Date of Birth _____ Date of Death _____

Religion _____ Row _____ Grave _____

**Notes/
Conditions**

- 1 Council's application fee must be paid upon application and permission obtained prior to any works being commenced.
- 2 Concrete plinths are available from Council. (see attached for specifications)
- 3 Details of inscription required on bronze plaque must be submitted.
- 4 Plaques can be ordered through Council.
- 5 Current fees can be found in Council's Management Plan.

Applicant Declaration

I hereby agree to abide by the above conditions:

Applicant's Signature

Date

**Inscription
Details
Required
on bronze
memorial
plaque
(5 lines)**

**Office Use
Only**

Date _____ Fee Paid: \$ _____ Receipt Number _____

Cemetery Register Updated _____ Photo _____

APPLICATION TO TRANSFER/RELINQUISH RIGHT OF BURIAL



**Current
Owner
(Grantee)
Right of
Burial
(Transferor)**

Full Name _____

Address _____

Phone _____

Notes

1. A copy of the original receipt or Right of Burial ownership document **MUST** accompany this application; alternatively a Statutory Declaration may be acceptable.
2. If Applicant is an Authorised Person, Proof of Authority to act on behalf of Grantee must also accompany this application.
3. If Transfer is to Narromine Shire Council: Upon receipt of this transfer, Narromine Shire Council will refund the amount paid according to attached receipt. A cheque will be forwarded to current postal address.
4. If Transfer is to a nominated person, they must complete the section below.

**Transferor
Declaration**

I/We the Grantee/Authorised Person of the above Right of Burial apply to Transfer said Right of Burial to
 Nominated Person Narromine Shire Council

I/We I understand that I relinquish all rights to this Right of Burial.

Signed _____ Date _____

Witness _____ Date _____

**Transferee
Details**

Full Name _____

Address _____

Phone _____

**Transferee
Declaration**

This exclusive Right of Burial gives you, or any other person you nominate, the right to be buried in that portion of land(plot) over which they are the registered owner of the exclusive Right of Burial. The exclusive Right of Burial can be transferred or bequeathed to another person while ever the grave is vacant. This is not legally complete until any transfer is registered in Narromine Shire Council's Cemetery Register.

Signed _____ Date _____

Witness _____ Date _____

**Right of
Burial
Details**

Right of Burial Number _____ Date Issued _____

Cemetery _____ Section(Religion) _____

Row _____ Allotment _____

**Office Use
Only**

Date _____ New Right of Burial Number _____

Cemetery Register Updated _____

APPLICATION TO EXHUME REMAINS

(OFFICE USE)

Monitored by Date Received
Start time Finish time

All works must be conducted in accordance with the requirements of Division 4 Work Health and Safety Regulation 2011.

Exhumation application will be assessed in accordance of (Exhumation) Section 69 Public Health Disposal of Bodies Regulation 2012 (see details attached).

Please refer to Council's Fees and Charges for applicable fees. Other fees may be applicable.

This application must be lodged five (5) working days prior to proposed exhumation date.

A1. Applicant

Contact Person
Postal Address
Suburb State Post Code
Telephone Mobile
Email

A2. Burial Site

Date of Exhumation
Legal name as appears on Death Certificate
Deceased Name Surname
Cemetery
Section Allotment Row
For Transfer to (optional)
Cemetery

A4. Applicants Declaration

I declare that all the information in this application, checklist and attachments are attached and true and correct.

1. Certified copy of Exhumation Approval as provided by the NSW Department of Health Director General, or a Certified copy of an order for exhumation provided by a coroner
2. Certified copy of the Death Certificate relating to the person whose remains are to be exhumed.
3. Copy of the Exhumation Plan of Management

Applicants Name (please print)
Applicants Signature Date

NSW Public Health Regulation 2012

Part 8 Disposal of bodies

Division 4 Exhumations

69 Exhumation without approval prohibited

(1) A person must not exhume the remains of a body unless the exhumation of those remains has been:

(a) ordered by a coroner, or

70 Application to exhume remains

(1) An application for approval to exhume the remains of the body of a dead person may be made to the Director-General by:

(a) an executor of the estate of the dead person, or

(b) the nearest surviving relative of the dead person, or

(c) if there is no such executor or relative available to make the application—a person who, in the opinion of the Director-General, is a proper person in all the circumstances to make the application.

(2) An application is to be made in the approved form and is to be accompanied by:

(a) a certified copy of the death certificate relating to the dead person, and

(b) a statutory declaration as to the relationship of the applicant to the dead person and the dead person's wishes, if any, regarding the disposal of his or her body (so far as any such wishes are known to the applicant), and

(c) an application fee of \$320.

(3) In this clause, death certificate means a certificate given by a medical practitioner as to the cause of death or issued under the Births, Deaths and Marriages Registration Act 1995.

71 Approval to exhume remains

(1) The Director-General may:

(a) grant an approval to exhume the remains of a body, subject to any conditions specified in the approval, or

(b) refuse the application.

(2) An approval granted under this clause remains valid for 3 months from the date of the approval or for a period agreed to by the Director-General.

72 Exhumation not to take place without authorised officer present

(1) A person must not proceed with an exhumation unless an authorised officer or a member of staff of the Ministry of Health is present at the exhumation.

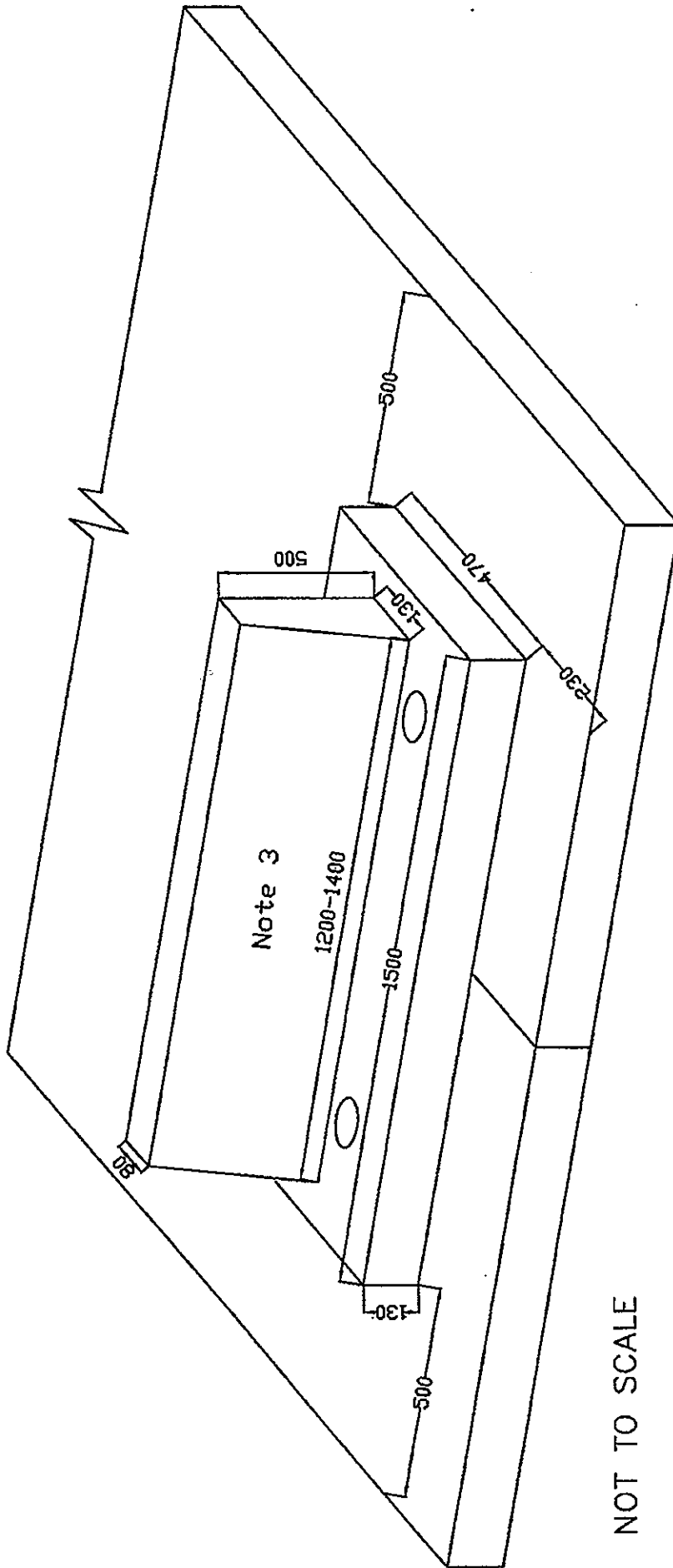
(2) A person must not proceed with an exhumation if the authorised officer or Ministry staff member who is present at the exhumation orders the exhumation to stop.

Maximum penalty: 15 penalty units.

Narrormine Shire Council
 Narrormine Lawn Cemetery Double
 Headstone Specification



Narrormine
 SHIRE COUNCIL



NOT TO SCALE

Please Note:

1. Application form & fee must be received prior to any monumental work commencing
2. All measurements are in millimeters & are maximum allowable
3. Face of headstone maybe flat or sloping

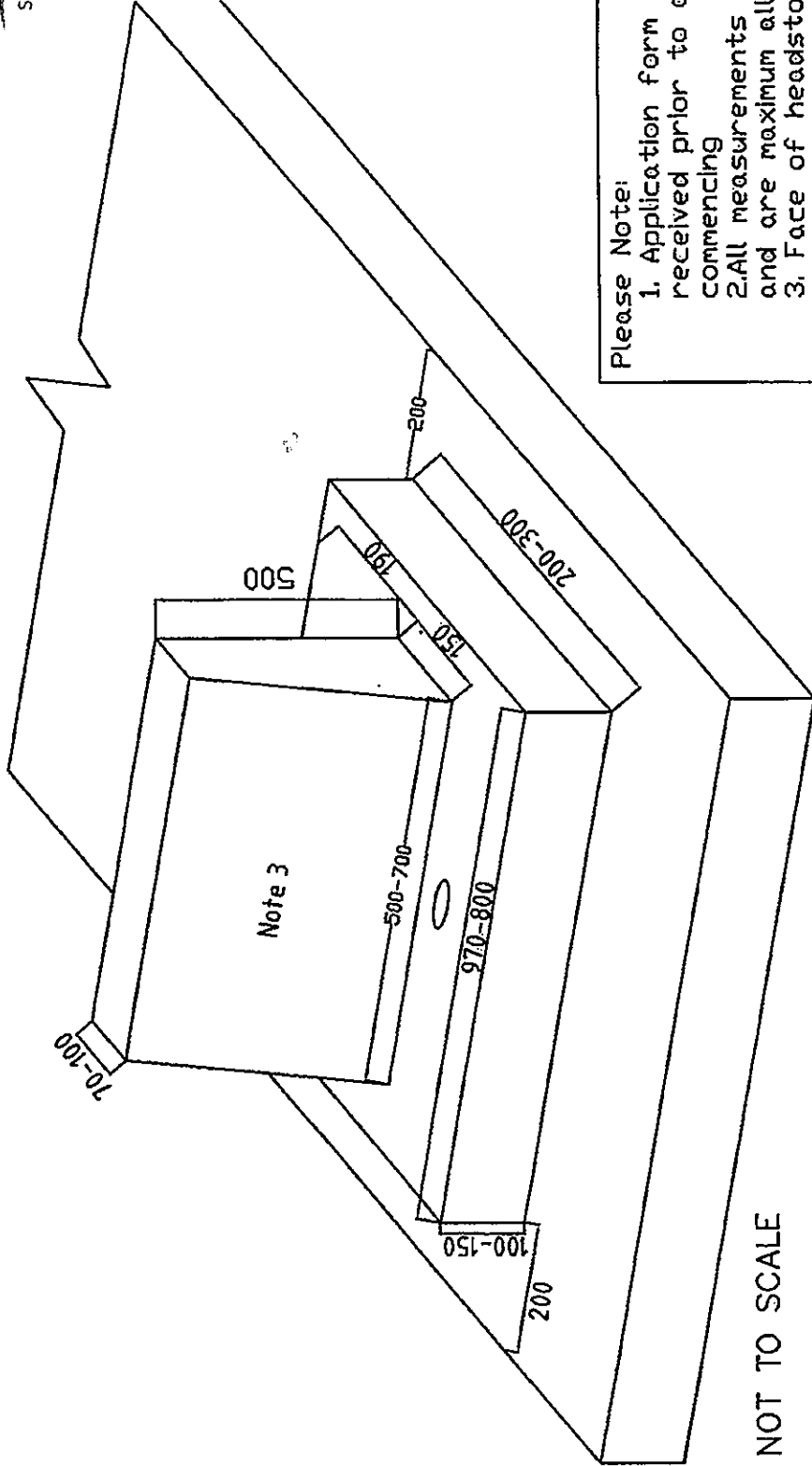
Drawn by Jordan Richardson 15-10-2009

Narrormine Shire Council
 Narrormine Lawn Cemetery Single
 Headstone Specification



Narrormine

SHIRE COUNCIL



Please Note:

1. Application form & fee must be received prior to any monumental work commencing
2. All measurements are in millimeters and are maximum allowable.
3. Face of headstone maybe flat or sloping.

NOT TO SCALE

Drawn by Jordan Richardson 15-10-2009

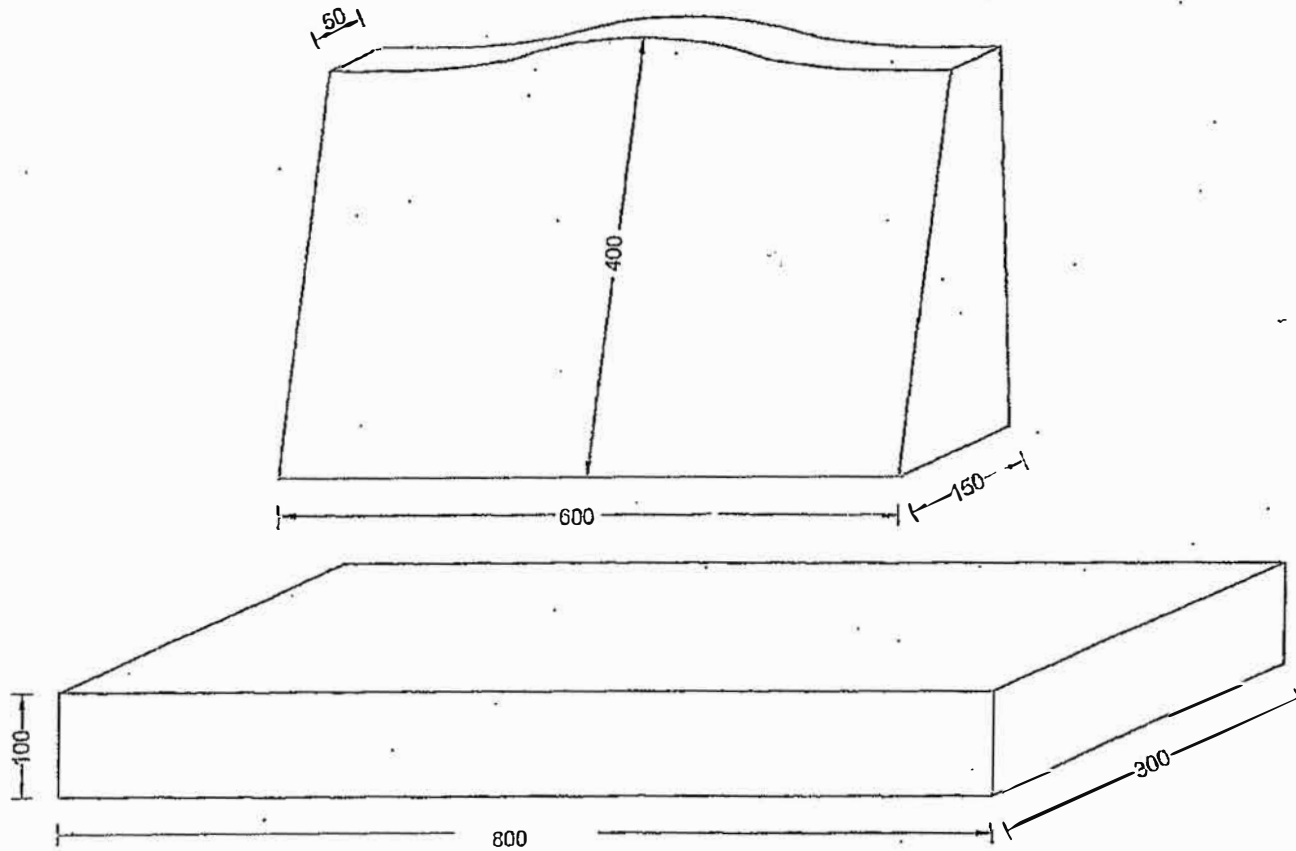
NARROMINE SHIRE COUNCIL

TRANGIE LAWN CEMETERY HEADSTONE SPECIFICATION

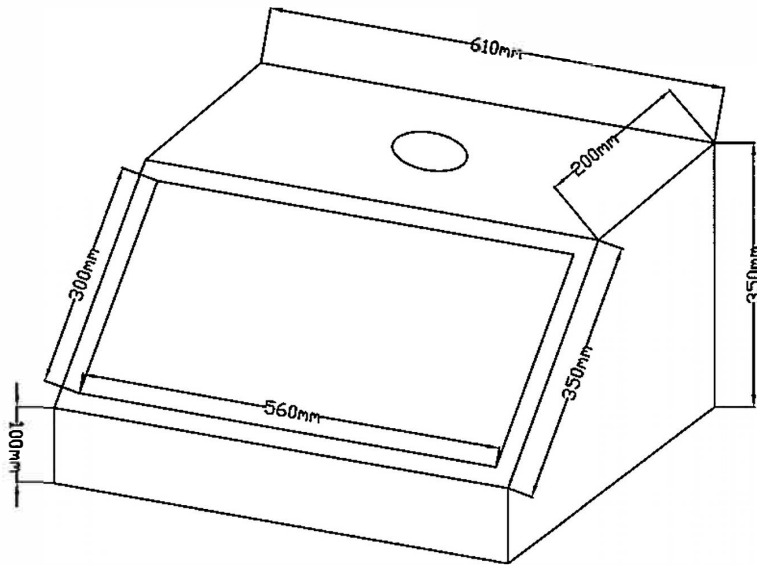
ALL DIMENSIONS IN mm
DATE DRAWN 11-08-10



NOT TO SCALE



Narromine Shire Council



Narromine Shire Council
Narromine Non-Denominational Lawn Section
Concrete Plinth

NOT TO SCALE

Drawn by Jordan Richardson 15-10-2009