

# Memorial Garden Suite Burial Licence Application 2018/19



SECTION 1 - Burial Licence (Space) Details	
Cemetery:	
Memorial Garden Suite Number:	
Space Number:	
SECTION 2 - Grantee / Applicant	
Full name of Applicant:	Title:
Address:	
Suburb:	Postcode:
Email:	Phone:
SECTION 3 - Signatures	
I, the undersigned, <input type="checkbox"/> Am the person to be registered as the Holder of the Burial Licence (known as the Grantee) <input type="checkbox"/> I have read, understood and agree to abide by the Cemetery Policy included with this application and state all the information supplied is true and correct.	
Signature:	Date:

Application Type	Please Tick	Office Use Only
Memorial Garden Suite Wallsend: Burial Licence (\$695.00)	<input type="checkbox"/>	601032-8008-43600 (T29)

## CEMETERY POLICY

### General Conditions

- i. Interments will only be allowed if the relevant legislation including but not limited to the Public Health Regulation 2012 - Part 8, Work Health and Safety Act 2011, Heritage Act 1977, The City of Newcastle (Council) Work Health and Safety Management System requirements and the procedures of Council can be satisfied. It is the obligation of the Grantee or their agent (e.g. Funeral Director) of this application to ensure compliance.
- ii. Council is responsible for the maintenance and administration of the Niche Wall and Memorial Garden Suite and the memorials placed therein.
- iii. Interment / installation, placement and the supply of plaque / plinth is the responsibility of Council.
- iv. Council requires all agents who work within Council cemeteries to hold a valid Permit to Work in the Council Cemeteries prior to commencement of work.
- v. The City of Newcastle Cemeteries Policy shall apply.
- vi. Payment of all prescribed fees of the application must be made at the time of lodgement. No Burial Licence / Permit will be reserved or arrangement for the interment of the ash remains will be made until all charges prescribed at the date of interment have been paid.
- vii. The Medical Cause of Death Certificate must be attached with the Burial Permit Application.
- viii. Exclusive Burial Licences may be transferred, upon request to Council, and payment of the appropriate charge fixed by Council.

### Grounds of Authority

*The Applicant may propose to use an existing Burial Licence if;*

- i. The exclusive Burial Licence has been issued in the name of the Applicant; or
- ii. The person named on the exclusive Burial Licence is the deceased person to be interred and the Applicant is considered by Council to have had a sufficient relationship with the deceased person, Council may require a statutory declaration as proof of relationship; or
- iii. The Grantee has given written authority and the applicant has provided Council with a copy of that written authority that the Applicant may issue instructions to inter ash remains of the deceased in the Niche Wall or Memorial Garden Suite subject to the exclusive Burial Licence.

### Niche Wall and Memorial Garden Suites

- i. Council reserves the right to realign or alter the position of niches or other memorials at its discretion.
- ii. Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque / plinth or item placed in the Niche Wall or Memorial Garden Suite.
- iii. Ash remains are held for interring into niches for 6 months; no responsibly is accepted for ash remains. Ash remains not placed in niches within 6 months may be disposed of in a manner determined by Council.
- iv. A person shall not construct or install any monument, memorial, inscription, token plant, floral tributes, containers or such like shall be erected or placed on or within the Niche Wall or Memorial Garden Suite without Council's written permission. Council may remove and / or dispose of any unauthorised monument, memorial etc without reference to any person.

### Council Shall:

- i. Maintain, preserve and repair Niche Walls and Memorial Garden Suites.
- ii. Ensure that no monument is erected on the Niche Wall other than the flat black granite wall plaque or in the Memorial Garden Suite, no monument is erected other than the granite plinths of the style and design allowed.
- iii. Supply and install in the Niche Wall and Memorial Garden Suite, as soon as practicable, upon receipt of written instructions from the Grantee, a memorial plaque / plinth of a standard size and type as determined by Council.

### Glossary of Terms

**Burial Licence:** an exclusive right granted by Council (or its predecessors) for use of a burial site, Niche Wall space or Memorial Garden Suite space. The holder of the exclusive Burial Licence has the sole authority to determine who can be interred / immured (buried) in the burial plot, Niche Wall or Memorial Garden Suite and to allow for the installation of memorials including headstones, inscriptions etc to be placed on the grave, Niche Wall or Memorial Garden Suite. The ownership of the land, wall, garden, or memorial boulder, remains with the Council.

**Applicant:** any person making application for an exclusive Burial Licence issued by Council pursuant to Councils Cemetery Policy.

**Grantee:** person/s granted an exclusive Burial Licence issued by Council pursuant to Councils Cemetery Policy – where there are two grantees; they shall be 'joint tenants'.

Cemetery	Location	Type of Cemetery
Minmi	Minmi Road, Minmi	Monumental
Stockton	Fullerton Street, Stockton	Monumental, Lawn, Niche Wall
Wallsend	Sandgate Road, Birmingham Gardens	Monumental, Lawn, Niche Wall and Garden Suite

### **Protecting your privacy**

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council policy.

**Purpose:** Information required for Facilities and Recreation, Cemetery Records, Statutory requirement under the Public Health Regulation 2012- Part 8 and Cemeteries and Crematoria Act 2013.

**Intended recipients:** The information will form part of a public record that must be available for inspection under the Public Health Regulation 2012- Part 8.

**Supply:** Voluntary.

**Consequence of Non Provision:** Application not be processed.

**Storage and security:** The City of Newcastle Electronic Document Management System; records to be kept indefinitely.

**Access:** The City of Newcastle, phone 02 4974 2000, fax 02 4974 2222, email [mail@ncc.nsw.gov.au](mailto:mail@ncc.nsw.gov.au).