

Memorial Garden Suite - Perpetual Interment Right & Order for Interment Permit - Application Form



SECTION 1 – Perpetual Interment Site Details (Memorial Garden Space)				
Cemetery: Wallsend Cemetery				
Memorial Garden Suite Number:				
Space Number:			<i>(office use only) Cem ID:</i>	
SECTION 2 – Perpetual Interment Right - Interment Details				
Please tick ONE of the following:				
<input type="checkbox"/> New Perpetual Interment Right (Immediate Use)				
<input type="checkbox"/> Reserved Space (1 st Interment)				
SECTION 3 - Applicant Details <i>(select one or more)</i> Grantee <input type="checkbox"/> Executor <input type="checkbox"/>				
Full name of Applicant:				Title:
Address:				
Suburb:			Postcode:	
Email:			Phone:	
Relationship to Deceased:				
SECTION 4 - Deceased Details				
Full name of the deceased:				Title:
Last Residential Address:				
Suburb:		Religion:		Postcode:
<input type="checkbox"/> Male <input type="checkbox"/> Female		Occupation:		Age:
Date of Birth:		Date of Death:		Date of Interment:
Next of Kin:			Date of Cremation:	
SECTION 5 - Location of Ashes				
<input type="checkbox"/> Funeral Director <input type="checkbox"/> Applicant <input type="checkbox"/> Other				
If the ashes are being held by the funeral director, crematorium or other; please provide details:				
Name:				
Address:				
Suburb			Postcode:	
Email:		Phone:		Facsimile:
Remainder Ashes: Please note, in some instances when ashes are required to be transferred into the Memorial Garden Suite ashes urn (cylindrical container) there can be remainder ashes. Please confirm your choice by ticking the box below to either retain the ashes or scatter in the cemetery gardens:				
<input type="checkbox"/> Retain Ashes for the Family (provide contact details below)				
<input type="checkbox"/> Scatter Ashes in Memorial Garden Suite				
Special Instructions:				
SECTION 6 - Memorial Plinth Details <i>(Please see template for inscription details)</i>				
Granite Colour	<input type="checkbox"/> Black	<input type="checkbox"/> Noble Grey	<input type="checkbox"/> Emerald Pearl	<input type="checkbox"/> Blue Pearl
Inscription Colour	<input type="checkbox"/> White	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold (gold text incurs an additional fee)	
Inclusion of Emblem	<input type="checkbox"/> Yes (inclusion of emblem incurs an additional fee)			
Ceramic Photo Tile	<input type="checkbox"/> Yes (inclusion of ceramic photo tile incurs an additional fee)			

SECTION 7 - Applicant Signature

I, the undersigned (please tick ONE box only):

- Am the person already registered as the Holder of the Interment Right (Grantee)
- Am the person to be registered as the Holder of the new (immediate use) Interment Right (Grantee)
- Propose to use an existing Interment Right in the absence of (or acting on behalf of) the person registered as the Holder of the Interment Right

I understand that the Grantee has the sole authority to determine who can be interred in the Memorial Garden Suite space and to allow inscriptions on the memorial plinth to be installed on the ground of the Memorial Garden Suite.

I state that all the information supplied is true and correct.

Signature (<i>Applicant</i>):	Date:

SECTION 8 - Funeral Director Signature – OR - N/A

I, the above-mentioned Funeral Director:

- Have advised the Applicant of the Cemetery Policy included with this application
- Have advised the Applicant that the Grantee has sole authority to determine who can be interred in the Memorial Garden Suite space and to allow inscriptions on the memorial plinth to be installed on the ground of the Memorial Garden Suite.

Signature (<i>Funeral Director</i>):	Date:
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SECTION 9 – Proof of Identity – Two types required

<input type="checkbox"/> Passport:	<input type="checkbox"/> Drivers Licence:
<input type="checkbox"/> Birth Certificate:	<input type="checkbox"/> Medicare Card:
<input type="checkbox"/> Pension Card:	<input type="checkbox"/> Utilities Bill
<input type="checkbox"/> Health Care Card:	<input type="checkbox"/> Club Membership Card

SECTION 10 – Consultant Signature

I.....of

(name of consultant) *(organisation)*

Have sighted and supplied two of the above forms of identification, provided by:

.....

(full name of applicant and intended Perpetual Interment Right holder)

I declare that these are true and accurate copies of the original documents that are attached to this application.

Consultant Signature:	Date:
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Garden Suite Plinth Specifications

i. There are **four** choices of colours for the plinth (sample only, colours may vary)



ii. There are **three** choices of inscription / font colour, white, silver or gold. Gold text is at an **extra** cost.

iii. Each plinth face measures 200mm x 150mm.

iv. **Text over 8 lines is at an extra cost.** The plinth manufacturer can reduce or increase the size of the lettering depending on the amount of text required.

- Please note that it can be very hard to read the plinth after placement when it is has a lot of text included.

v. Inclusion of an emblem is an **extra** cost

- Example: image of heart, flower motif etc, clipart jpg or downloadable image to be supplied.
- Office of War Graves Approval must accompany War Veteran badge request (contact Office of War Graves, who can fax approval to Council).
- Please include positioning of image on plinth (e.g. top, left, right, centre).
- Please note that this will reduce the size on the plinth for text content.

vi. Inclusion of a ceramic photo tile is an **extra** cost

- Please note, ordering of photo tiles can hold-up the installation process as they are ordered separately and are often time delayed.
- Inclusion of a photo will reduce the size on the plinth for text content – please provide computer image with resolution of 600dpi or higher.

vii. Council, upon request will mail, fax, or post a ‘proof / bromide’ of the plinth as confirmation of details prior to ordering. Please see reverse of this form to fill in details.

Examples of Epitaphs

God has her in his keeping We have her in our hearts	You will live in our hearts forever	Through our hearts we are undivided
The door of heaven opened wide and our beloved went inside	Beautiful memories are all we have left of one we loved and cannot forget	Sleep on dear one Take thy rest We miss you most Who loved you best
Have a safe journey	A precious one from us is gone A voice we loved is stilled	Will be greatly missed by all those whose lives she has touched
When we live in the hearts of those we love, we do not die	A place is vacant in our home Which never can be filled	You are the brightest star in the sky Forever shining in your memory
Forever he will be missed	Faith wings the soul beyond the sky Up to that better world on high	Your memory will be forever shining in the sky
Forever remembered	Beyond the beautiful sunset Free from sorrow or pain	There is no death. Only a change of Worlds
Someday, Sometime	In gods garden of roses Where we will all meet again	We live for a moment in time, but our lives have changed the world forever
Our eyes shall see The faces kept in memory	Time goes on and still we miss you Never will your memory fade	
God takes our loved ones from our homes But never from our hearts	Loving thoughts are always with you and the place where you are laid	
Will be sadly missed and forever in our hearts	You enjoyed the finer things in life consistently and to the end	

**IN LOVING MEMORY OF
DAISY VIOLET GARDEN**

**12-5-1935 TO 20-3-2011
75 YEARS**

**BELOVED WIFE OF DAVID,
LOVING MOTHER AND GRANDMOTHER
FOREVER REMEMBERED**

A dedication line "In memory of" "In loving memory" etc.

Name of deceased.

Birth, deceased dates and age details.

General text detailing personal information from relatives / friends.

Some families like to add another dedication at the bottom of the plinth "In God's Care", "Rest in Peace", "Forever in our Hearts", etc.

Placement of emblem / photo tile is normally positioned in the left or right corner of the plinth to allow for maximum text flow.

SECTION 9 - Template for Garden Suite Plinth

Dedication (if applicable)

Name Details (e.g. first name, middle name, surname)

Inscription Details (e.g. date of birth, date of death, age, general text)

Contact Details

Garden Suite Details

Name:	Memorial Garden Suite Number:
Signature:	Space Number:
Phone Number:	Granite Colour:
Fax Number (if applicable):	Inscription / Font Colour:
Email Address (if applicable):	

Please tick (applicable choice) if you would like to see copy of plinth before order:

Fax Email Post

Section 10 - Application Lodgement Checklist

Applicants should take some time after completing their application form to work through this checklist to ensure that the application has been fully completed.

This information is essential for City of Newcastle to make a full assessment of your application. If this information is not included, Council will not be able to assess your application.

Please ensure your application is complete by ticking a box for each item. At the conclusion of this Section, if 'No' has been ticked for any item, your application is incomplete and will not be assessed.

Section 1 - Interment Site Details	YES		NO	
Perpetual Interment Site (Space) details complete				
Section 2 - Perpetual Interment Right / Interment Details	YES		NO	
Perpetual Interment Right and Order for Interment details complete				
Section 3 - Applicant Details	YES		NO	
Applicant details complete				
Section 4 - Deceased Details	YES		NO	
Deceased details complete				
Copy of the Will, Application for letters of Administration or Statutory Declaration provided				
Copy of the Medical Cause of Death Certificate, Death Certificate or Coroner's Order provided				
Section 5 - Location of ashes	YES		NO	
Location of ashes complete				
Section 6 - Memorial Plinth Details	YES		NO	
Memorial plinth details complete				
Section 7 - Applicant Signature	YES		NO	
Relevant box ticked and form Signed by the Applicant				
Section 8 - Funeral Director Signature	YES		NO	
Both boxes ticked and form Signed by Funeral Director Or Cemetery Representative				
Section 9 - Template for Garden Suite Plinth	YES		NO	
Template for Garden Suite Plinth complete				

CEMETERY TERMS & CONDITIONS

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 (CN) Work Health and Safety Management System requirements and the procedures of CN can be satisfied. It is the obligation of the Grantee or the Agent of this application to ensure compliance.
- ii. CN requires all Agents who work within CN cemeteries to hold a valid Permit to Work and all Agents, their employees, and their sub-contractors must have completed a CN Contractor Induction and the relevant CN site specific induction prior to commencement of work.
- iii. The CN Cemeteries Policy shall apply.
- iv. Payment of all prescribed fees must be made by the invoiced date. No Interment Right or Order for Interment Permit will be reserved until fees are paid. No arrangement for the interment of the ash remains will be made until all charges prescribed at the date of interment have been paid.
- v. An Order for Interment Application must be received by CN no less than 48 hours prior to the desired burial date and time.
- vi. An application is not deemed to be received unless and until all supporting documentation is received, including two forms of identification, and medical cause of death certificates where applicable. An Order for Interment Permit will not be granted until aforesaid documentation is received.
- vii. Upon application to CN, Interment Rights may be transferred once the appropriate charge is paid and interment right transfer is received.
- viii. CN may refuse to grant or transfer an interment right if, in the operator's opinion, the transfer would tend to create a monopoly or encourage dealing in interment rights.
- ix. CN reserves the right to prevent/deny access to a cemetery when required.

Grounds of Authority

The Applicant may propose to use an existing Perpetual Interment Right if:

- i. The Perpetual Interment Right has been issued in the name of the Applicant; or
- ii. The person named on the Perpetual Interment Right is the deceased person to be interred and the Applicant is considered by CN to have had a sufficient relationship with the deceased person. CN may require a statutory declaration as proof of relationship; or
- iii. The Grantee has given written authority and the Applicant has provided CN with a copy of that written authority that the Applicant may issue instructions to inter the remains of the deceased subject to the Perpetual Interment Right and the approval of an Order for Interment Permit.

Niche Wall and Memorial Garden Suites

- i. CN is responsible for the maintenance and administration of the Niche Wall and Memorial Garden Suite.
- ii. CN reserves the right to realign or alter the position of niches or other memorials at its discretion.
- iii. CN 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.
- iv. A person shall not construct or install any monument, memorial, inscription, token plant, floral tributes, containers, or the like without CN's written permission. CN may remove and / or dispose of any unauthorised monument, memorial etc without reference to any person.

Monumental works

- i. No monumental works are to be carried out until written approval is granted by CN.
- ii. No monumental works are to be carried out by any business that does not hold a valid CN Permit to Work, or by any person/s employed by that business who do not hold and have submitted a valid Workcover White Card, and/or by any person/s who has not completed a CN Contractor Induction and a Site-Specific Induction.
- iii. 48 hours' notice must be given to CN via email of proposed work on any monument (including restorations). CN may not allow works to occur in certain circumstances.
- iv. All monuments must comply with Australian Standards AS 4204-2019 and CN's requirements.
- v. The grave site number/s must be indelibly and legibly identified on the monument and clearly indicated on the submitted plans in accordance with Australian Standards.
- vi. A photograph of the final monument shall be provided to CN within 48 hours of the completion of the monument works.
- vii. Lawn sections allow for a headstone only within the allocated plot area on the concrete lawn beam.
- viii. Where the Grantee of the plot is deceased, the Applicant submitting the Monumental Works Permit Application must provide documentation identifying the Applicant as the executor of the Grantee's will or, if probate has been completed, a copy of the documentation showing the Applicant has inherited the estate. The executor or the beneficiary does not become the holder of the Perpetual Interment Right until the cemetery operator's register is amended by way of a Perpetual Interment Right Transfer application being completed and the applicable charge being paid.

- ix. The holder of the Perpetual Interment Right (ie the Grantee) only has authority to apply for a Monumental Works Permit.
- x. Monument ownership and all responsibilities for the future care, maintenance, preservation, conservation or restoration of any construction erected or placed over the interment site are the responsibility of the Grantee or their heirs or successors.

CN Shall:

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

Glossary of Terms

Perpetual Interment Right: an exclusive right granted by CN (“the Cemetery Authority”), or its predecessors, for use of an Interment Site, Niche Wall space or Memorial Garden Suite space. The holder of the Perpetual Interment Right has the sole authority to determine who can be interred / immured (buried) in the Interment Site, Niche Wall, or Memorial Garden Suite and to allow for the installation of memorials including headstones, inscriptions etc. The ownership of the land, wall, garden, or memorial boulder remains with CN.

Order for Interment Permit: CN, (“the Cemetery Authority”) permits the interment of the deceased in accordance with the details provided in the Order for Interment Permit Application. To comply with the Public Health Regulation 2012 - Part 8, the details will be entered into the Register of Interments.

Applicant: any person making application for a Perpetual Interment Right, Order for Interment Permit or Monumental Works Permit issued by CN pursuant to CN’s Cemetery Policy.

Application: the required form to be completed when applying to CN.

Agent: a person or business authorised to act on behalf of another person

Grantee: person/s granted an Interment Right issued by CN pursuant to CN’s 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

Complaints Handling Policy and Procedure

Whilst we strive to do our best for the community, we understand that there will be times when we may not meet your expectations. If you are unsatisfied with a decision made, please email cemeteries@ncc.nsw.gov.au.

If you wish to lodge a formal customer complaint please visit the CN Complaints page

<https://www.newcastle.nsw.gov.au/about-us/forms-and-publications/forms-and-permits/complaints>.

Protecting your privacy

We are committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and our [Privacy Management Plan](#).

Purpose: Information required for Infrastructure and Property, 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 will not be processed.

Storage and security: Information will be stored in accordance with City of Newcastle’s Records Management Policy.

Access: The City of Newcastle, phone 02 4974 2000, or email mail@ncc.nsw.gov.au.