

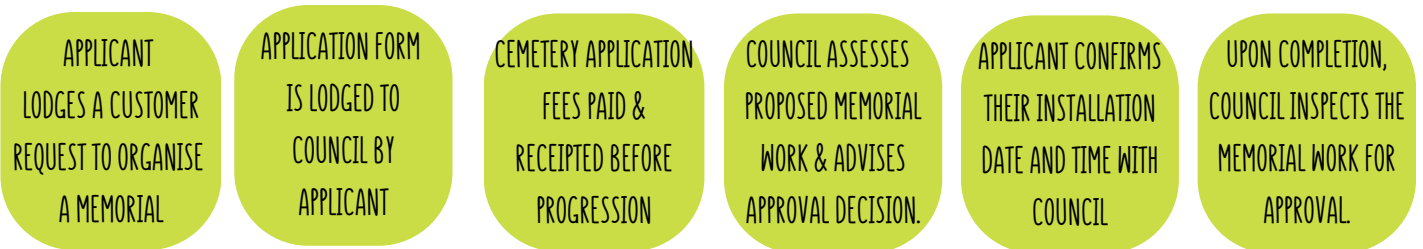
Fact Sheet

Memorial Work & Installation



MEMORIAL WORK – PLAQUES, HEADSTONES & MEMORABILIA

Approval must be obtained from council before any memorial work is undertaken in a cemetery maintained by Central Highlands Regional Council. Installations, modifications and repairs are generally performed by a monumental stonemason.



COUNCIL REQUESTS APPLICATIONS RECEIVED AT LEAST 5 WORKING DAYS PRIOR TO WORKS COMMENCED

FREQUENTLY ASKED QUESTIONS

Who needs to complete the application for memorial works?

The applicant must be the Burial Rights Holder, or have permission to act on behalf of the Burial Rights Holder. This may be next of kin, friend, power of attorney or stonemason.

If the Burial Rights Holder is deceased, the next of kin should complete the [Burial Rights Transfer Declaration](#) to include with the [Memorial Installation Permit Application](#).

Does council order the memorials for installation?

The applicant is responsible for the organising with their supplier, the payment and delivery of memorials. Standard brass plaques may be sent directly to council if agreed to install.

Why do I have to obtain approval for memorial works?

The approval process is in place to ensure all plaques and headstones are in accordance with the nature of the cemetery and the requirements of each section. It also ensures the memorials are placed in the correct location.

Where can I locate the application form?

All cemetery-related forms are available under the [Forms A to Z](#) page on council's website, and once completed, email to enquires@chrc.qld.gov.au.

What is the applicable cemetery fee?

Please see council's website [fees and charges](#) page for current cemetery-related fees. Fees are due upon lodgement of an application before it can be processed.

FORMS REQUIRED

- Memorial Installation Permit Application
- Also required;
- Burial consent or declaration
 - A diagram of proposed work
 - Proposed date/time to complete works
 - Public Liability Insurance for the person/company carrying out the work

Written council approval must be obtained before any memorial work is undertaken.

FREQUENTLY ASKED QUESTIONS CONTINUED...

Can I do the work myself or do I have to engage the services of a monumental stonemason?

The work should be completed by a suitably qualified person or company. The person completing the work must supply Certificate of Currency Public Liability Insurance which can be expensive for an individual to arrange for a short period of cover.

What memorials are allowed?

Lawn plots are restricted to standard brass plaques on plinths, installed by our council teams. Alternative plaque materials may be requested for approval and installation arranged by the applicant. Or, upon approval, a small desk style headstone within specifications,

Headstone plots have no strict guidelines, and all proposed work requires approval. A request to purchase a plinth for installation with a plaque may be made.

Columbarium walls allow installation of standard brass plaques and alternative plaque materials within specifications. And upon approval, a small vase secured to the wall.

For further clarification on permitted specifications or allowed memorabilia for each cemetery location, please lodge a [customer request](#) within the category of [cemetery enquiry](#).

Will council maintain the memorial?

The burial rights holder is responsible for maintaining the area within the plot dimensions, including the memorial/headstone.

What are the allowed memorabilia that may be left within a plot/cemetery?

To keep the cemetery neat and tidy, the memorabilia is only allowed to be placed on the concrete plinth in lawn sections, within the plot area in headstone sections, and not within the areas surrounding.

Lawn sections are intended to have minimal flowers and memorabilia. The council installed concrete plinths and beams include receptacles for flowers.

The following items are prohibited and any items deemed non-compliant, maybe removed by council without notice, including items placed in nearby available niches or areas of columbarium walls.

- Glass or metal containers.
- Solar lights.
- Temporary fencing.
- Sharp objects or glass.
- Potted and prohibited plants.
- Any type of planting within soil
- Damaged or broken items.
- Publicly offensive items.
- Statues are not permitted on lawn plots.
- Perished/damaged items, including artificial flowers.
- Alcohol is not permitted within our cemeteries.

Council understands that pets form emotional bonds with their humans and may also wish to visit their resting place. We ask that dogs always remain on a leash, the responsible persons show courtesy to others, and leave the cemetery in the same condition as they arrived.

HOW TO LODGE A REQUEST

Online customer service request

Visit our website

www.chrc.qld.gov.au/about-council/contact-council/request-a-service/

Or scan the QR code here

In person

Customer Service Centres



Email

enquiries@chrc.qld.gov.au

Phone

1300 242 686

By post

PO Box 21

EMERALD QLD 4720