

## BURIAL AND MEMORIAL SITES

### LICENCE RIGHTS & RESPONSIBILITIES

The following Plain English Statement is required by law (*Local Government Cemetery Regulations 2010*). It is an important document. Please keep it with the original licence.

This statement describes the terms and conditions for buying grave and memorial (ashes site) rights at the Cemetery noted below. This form must be completed and a signed copy of this document must be received by the cemetery before a grave or memorial can be used.

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*Name of the Licence Holder(s): (Up to two people **may** be named as the Licence Holders)*

The person/people named above has/have the sole right (licence) to decide and advise the cemetery about who may be buried, have ashes placed or be memorialised in the following site.

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*Name of Cemetery*

Please tick selection:

- I/We will accept the next available grave or memorial position in our preferred section.
- I/We or our funeral director will contact the cemetery to select a grave or memorial position.

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*Section (ie., Catholic, Orthodox, General. This may be known at the time of arranging a funeral))*

The path & site number will be confirmed by the cemetery on the licence.

A licence will be issued for this site. The licence does not mean that the buyer owns the land.

The cost of the licence is \$..... (incl. GST)

The licence is issued for ..... years.

The licences starts on ..... The licence expires on .....  
(Date) (Date)

The licence will be issued to the Licence Holder(s) by the cemetery after payment of the relevant fees. The licence may be sent via your funeral director who will pass it on to the licence holder.

The licence cost does not cover other services such as grave digging, burial, chapel, funeral director, headstone or memorial expenses.

Burial and memorial licences are subject to the conditions noted in this statement, the cemetery's Operating Policy and any cemetery rules or laws in force during the term of the licence.

Please note that the cemetery's *Operating Policy*, licence conditions, policies and rules may change over time. Updated versions of the cemetery's *Operating Policy* are available from the cemetery or on their website.

**Please turn over**

# LICENCE CONDITIONS

The following points are part of the Licence Conditions.

1. Options for periodic payments (cash, credit card, and lay-by options) may be available for the purchase of a burial or memorial licence. Please check with the cemetery.
2. A licence may **only** be cancelled or transferred as per the cemetery's *Operating Policy*.
3. A licence may be renewed, transferred, extended or cancelled upon application to the cemetery, in accordance with the cemetery's *Operating Policy*.
4. The rights granted to the licensee may be exercised upon the death or legal incapacity of the Licence Holder by any one of the following people in descending order of entitlement:
  - 1st. the executor or administrator of the Licensee
  - 2nd. a joint executor or administrator (with permission from all others) of the Licensee
  - 3rd. the legally married spouse of the Licensee
  - 4th. the domestic partner of the Licensee
  - 5th. the eldest living and legally capable child of the Licensee
  - 6th. the eldest living and legally capable grandchild of the Licensee
  - 7th. the eldest living and legally capable sibling of the Licensee
  - 8th. the eldest living and legally capable blood relative of the Licensee
5. A licence may be extended by anyone anytime in accordance with the cemetery's *Operating Policy* or any rules the cemetery in force from time to time.
6. The licence holder is responsible for maintaining headstones and memorials in a safe and proper condition. This is not the cemetery's responsibility.
7. Under the *Cemetery Regulations 2010*, if it has been two years or more since the licence for a site has expired, the cemetery may dispose of unclaimed headstones or memorials. **Before disposing of a monument, the cemetery will attempt to contact the licence holder for the site.**
8. At the end of the licence period, if the licence is not renewed or extended, the cemetery may reuse the grave or memorial site.
9. Cemeteries have specific requirements regarding the design of headstones and memorials which will require authorisation prior to installation. Some cemeteries are listed on the State Heritage Register and require headstones and monuments and alteration work to be approved by an appointed Heritage Advisor. This approval process will take time.

**Please let the cemetery know if you change your address or contact details.**

**I have read & understand this form.**

Signature/s \_\_\_\_\_

Witness signature \_\_\_\_\_

Name in full \_\_\_\_\_

Name in full \_\_\_\_\_

Date / /20

Date / /20

**END OF STATEMENT**