



## **MEMORIAL DESIGN POLICY**

### **Procedure**

Memorials and surrounds may not be erected over any grave in which the Exclusive Right of Burial has not been purchased.

Applications will not be considered until a minimum of 4 months have elapsed after interment except for Cremated Remains which may be considered after 2 weeks. This is to allow the ground to settle.

Applications for memorial work must be submitted to the Council Administration Staff for approval under delegated powers or go before the Cemeteries Committee for acceptance/non-acceptance. This application must be made in the form recognized by the Cemeteries Committee and must include the name and address of the monumental mason (***who must be NAMM/BRAMM qualified and registered with the Council***) who will carry out the work according to NAMM Working Practices, the material and measurements of the memorial, the wording of the inscription and a diagram of the proposed memorial.

The application form must contain the full names of the registered grave owner/s and their signature(s) to give permission for the work to be done.

**No** memorial may be fixed **until** formal written approval is given by the Council and a Permit issued. **Memorials must be placed on a solid foundation and a 'Certificate of Compliance' issued. Insurance of the memorial is recommended.**

### **Memorial Design**

#### **Material**

All memorials must be solid stone, marble or granite.

Crosses made of wood, bell glasses, shells, glass jars or vases, grass wreaths or other movable or fragile items are not allowed in the cemetery.

(This is to comply with Health and Safety Regulations.)

#### **Size**

The lawn grave memorial must measure no more than three feet six inches high, three feet wide and a maximum of six inches thick (1065mm x 910mm x 150mm).

Children's section- no more than 3 feet high, two feet wide and six inches thick (910mm x 610mm x 150mm)

The cremated section memorials must measure no more than two feet six inches high, two foot wide and six inches thick (760mm x 610mm x 150mm).

[Clients wishing to erect a memorial on a Public Grave may do so if they can produce evidence of a relationship; however these must be no larger than 18 inches high, 15 inches wide and 2 inches thick (or metric equivalent).]

Unusual shapes will be individually looked at by the Committee to determine suitability.

#### **Inscription**

The wording must be appropriate and unlikely to cause offence to others.

Photographic Images must be in subdued pastels or black and white.

#### **Position**

Memorials should be placed at the head of the grave space unless instructed otherwise by the Clerk or the Committee.

**No memorial, vase or other object will be allowed on the length of the grave space.**

Date of policy:  
Policy effective:

April 2024  
Immediate

Approving:  
Date for next review:

Full Council  
May 2026