Procedure  Cemetery Management

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Preface

Bega Valley Shire Council (Council) manages fourteen cemeteries in the Shire. The operations of Council cemeteries are governed by a range of legislative, policy and procedural requirements. These cemetery procedures have been developed by Council in consultation with the Cemetery Advisory Committee and various external stakeholders to ensure the optimal management, maintenance and planning of cemeteries in the Shire.

Implementation and Review of Procedures

Council will provide copies of these procedures to all funeral directors, monumental masons, contractors and volunteers, who undertake work in Council cemeteries. These procedures are also available on request or by visiting www.begavalley.nsw.gov.au.

These cemetery procedures will be reviewed biennially and amended by Council as required. All suggestions and feedback should be forwarded to Council to ensure consideration in the review process.

If a conflict arises between these procedures and other direction provided by Council, written confirmation of advice from Council should be sought.

Liaison with Council

The central point of liaison in relation to cemeteries will be with Council’s Cemetery Team. Please contact by phone 6499 2222 or email cemeteries@begavalley.nsw.gov.au.

Introduction

Cemeteries are important places where the community can lay to rest and memorialise those who have passed away. Council cemeteries offer numerous options for remembering loved ones including conventional cemeteries, lawn cemeteries, niche walls and memorial gardens. Council works closely with funeral directors to ensure grieving family and friends are not additionally burdened at this difficult time.

The Bega Valley Shire Council manages fourteen cemeteries including:

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Council Policies & Procedures

Policies and procedures are essential to ensure that legal, fair and consistent decisions are made across Council operations. Policies and procedures support Council in achieving its corporate objectives and provide crucial guidelines for Councillors, staff and other stakeholders.

Purpose of these Procedures

Council controls the administration, management and maintenance of all public cemeteries in the Bega Valley Shire. The cemetery procedures aim to provide details of the steps funeral directors, monumental masons, contractors and volunteers undertake in Council cemeteries.
masons, contractors, volunteers and members of the public need to follow to meet Council requirements and ensure the safe and efficient operation of cemeteries in the Shire.

**Related Council Policies and Procedures**

Other Council documents relevant to cemeteries include:

- Cemetery Advisory Committee Guidelines
- Fees and Charges
- Volunteer Management
- Work Health & Safety Policy

All of Council’s policies and procedures are available from Council or online at [http://www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au).

**Other Relevant Legislation**

Council cemeteries must be managed in accordance with relevant legislation and Government policies, these include:

- *Crown Lands Act 2016*
- *Crown Lands (General Reserves) By Law 2006*
- *Crown Lands (General Reserves) Amendment (Sustainable Burials) By-law 2011*
- *Cemetery & Crematoria Act 2013*
- *NSW Local Government Act 1993*
- *NSW Heritage Act 1977*
- *Public Health Act 2010 and Public Health Regulation 2012*
- *Work Health and Safety Act 2011*
- *Native Title Act 1993*


All of Bega Valley Shire Council’s cemeteries are located on Council managed Crown Land and as such these parcels of land may be subject to a Native Title claim. As these cemeteries were established before the 1994 court ruling the use and purpose of these parcels should not be affected by any claims. The full effect of Native Title is yet to be finalised; however Council needs to be mindful of its work on Crown Lands.

Title is yet to be finalised; however Council needs to be mindful of its work on Crown Lands.
Management of Cemeteries

Cemetery Committees appointed by Council managed Bega Valley Shire Council Cemeteries up until 2010 when Council took over many of the operational roles. Council’s cemetery operations are now managed directly by staff with the assistance of volunteers and contractors.

Planning, conduct and Maintenance of Cemeteries

Council will make provisions for the planning, conduct and maintenance of cemeteries under its control. This includes setting aside sections of the cemetery for different types of burials. Council will make determinations on the size, multiple use and location of burial plots and interments. Council will also make decisions as it considers necessary for the conduct of religious or other ceremonies of burial, disposition or commemoration.

Council has procedures in place for maintaining standards of construction, design and installation of monuments, structures and the making of inscriptions. Council makes decisions on matters such as conditions of entry and the carrying out of work by funeral directors, monumental masons, contractors and volunteers.

Cemetery Rules

The following is a list of general rules that apply to both members of the public and people undertaking work in cemeteries. A person must not do any of the following within a cemetery:

- Damage, deface or interfere with burial plots and monuments.
- Bury, inter or exhume any human remains, whether cremated or not without written consent from Council.
- Carry out any works, including erection or repair of monuments without written consent from Council. Alterations, restorations or maintenance must be approved by Council staff.
- Place glass in the cemetery, including glass ornaments or vases.
- Enter or remain in a cemetery between sunset and sunrise.
- Drive a vehicle at a speed of more than 8 kilometers per hour.
- Drive a vehicle or a vehicle and trailer having an un-laden weight of more than 3t without consent from council, excluding emergency services vehicles.
- Park a vehicle on any known burial plot, verge or plantation, or in a manner that is likely to impede traffic.
- Plant any tree, shrub, herbage or other plant without prior consent.

Council policies regarding plants and floral tributes are outlined in section 3 of these procedures.

Funeral directors, monumental masons, contractors and volunteers are expected to abide by these rules where applicable.

Interment

All interments must be approved by Council’s Cemetery Team. For people wishing to reserve plots for future burials, a ‘burial licence’ can be arranged directly with Council. All burial arrangements, including plot allocations for non-reserved plots, after the passing of a loved one, must be made by families through a funeral director who will in turn liaise with Council on their behalf.
Interment of cremated remains (ashes) is preferred in the Niche Wall or the Memorial Gardens. If interment of ashes is requested within lawn cemeteries or conventional sections, full plot fees will apply. Generally there is no specific limit; however the size of the memorial will be important to consider so everyone can be remembered with an inscription.

Interment of cremated remains is permissible within an existing grave; however authority must be given by the individual who holds the rights over that plot i.e. original applicant for burial, next of kin or executor.

**Conventional and Lawn Cemetery**

Council offers several options for remembering the deceased, including interment in the conventional section or the lawn sections of Council’s cemeteries.

All burials in the conventional or lawn cemeteries must be conducted by a Council approved grave digger and funeral director upon instruction from the next of kin or executor of the estate of the deceased and Council. The dimension of a burial plot is generally 1200mm wide x 2400mm long.

There are also restrictions on the type, size and location of monuments placed. Please refer to section 4 for more details.

All burials result in a mound which may take up to a year to subside to ground level depending on weather conditions and soil types. It is preferred that burial mounds have subsided before erecting a monument; however flattening of burial mounds prior to full subsidence is allowed but, may incur a fee and additional costs may be charged if maintenance is required to repair possible slumping as a result.

After 18 months, all burials must have a permanent marker or monument put in place, if this does not occur Council will place a small marker on the grave.

**Niche Wall and Memorial Garden**

Ashes may be interred into a niche wall or a memorial garden at Council cemeteries. Interment of ashes must be carried out by Council staff or a Council authorised contractor.

Ashes for interment in a niche wall or Memorial Garden will be interred once the plaque or permanent marker has been received. Plaques for the niche wall and memorial gardens must meet Council’s specific requirements and can be arranged through Council’s Cemetery Team.

**Allocation of Burial Plots**

Burial plots are allocated once Council receives an Application for Burial or Burial Licence Application.

Council offers reservation services for people to choose their place of rest. This can be arranged by purchasing a ‘burial licence’.

Purchasing a burial licence is highly recommended as the most effective way of securing a preferred burial place.

In the case of a death and subsequent funeral arrangements where a burial licence has not been previously arranged, the person making the funeral arrangements may request preferred burial options (via a funeral director), however Council will allocate these burial plots at its discretion.

New reservations cannot be made in lawn sections due to maintenance issues; however all graves are dug to double or triple depth to allow a second or third interment in the same plot.
Burial Licences (Formerly known as Right of Burial)

A ‘burial licence’ is arranged by completing an application form and submitting it to Council accompanied by the appropriate application fee. A separate application form must be completed for each applicant. Please note – upon death there are additional fees and charges that will be payable at the time funeral arrangements are being made.

A burial licence may be issued to one person or two people as joint holders. Council will not issue a burial licence to a person if it results in that person holding burial licences for more than two burial plots in cemeteries managed by Council.

While a burial licence gives the holder entitlement, upon death, for their remains to be buried in the plot allocated on the burial licence certificate, it does not represent ownership of that plot. There may be circumstances where the burial licence may need to be revoked.

Council may refuse to grant a burial licence to any person.

Burial Licence Certificate

Upon approval of an application for burial licence the applicant will be provided with a certificate to confirm the arrangements. The certificate will include the following:

- Certificate holder’s name
- Amount paid
- Certificate date of issue
- Location of the burial plot

Where families wish to reserve the second interment in double depth plots, an application for burial licence must be made at the time of the first interment to receive a single fee.

Plots can be reserved in all sections except for the lawn section where burials will be allocated to the next available plot.

Transfer of Burial Licence

A holder of a burial licence may be able to transfer the burial licence to Council; however acceptance of the transfer is at Council’s discretion. If Council agrees to accept a transfer of a burial licence, Council will refund the original fee paid.

A burial licence certificate must be presented in order to be refunded and must be no more than twenty (20) years old. Burial licenses greater than twenty (20) years may be transferred, but the application fee will be retained.

Rights of burial may only be transferred from an individual to Council and not from one individual to another.

Disputes over Burial Licence

In the case of a dispute or doubt regarding the legitimate holder of a particular burial licence, Council will make a determination over the ownership of a burial licence.

Revoking of Burial Licence and Interments

There may be unforeseen circumstances in which Council may be required to revoke a burial licence. In this case it is at Council’s discretion to revoke a burial licence.
If Council revokes a burial licence, the former holder of the certificate will be granted a replacement burial licence for another burial plot. If the former holder does not wish to accept a replacement burial licence, Council will refund the original fee charged for a burial licence.

Register of Burial and Interments

Council will maintain registers to record all burial licences issued by Council.

Authority over Burial Plots

A burial licence does not represent ownership of a plot, as discussed in Burial Licences section above.

Upon burial, the person named on the original Application for Burial becomes the primary authority for the burial plot - proposed monuments and works still require Council approval.

Where the person named on the Application for Burial has passed away, this decision making right passes to the executor. This may be multiple persons (such as the surviving grandchildren). In these circumstances, Council will not approve any works, to be undertaken at a burial plot (including the erection of a headstone or interment of ashes), without written approval from the executor, next of kin or a statutory declaration stating the details for why they have authority for decision making at the burial plot. All approvals to undertake works at a burial plot will be made at Council’s discretion.

Record Keeping and Public Access to Information

Council is required and committed to maintaining certain records in order to comply with relevant legislation. Council will maintain registers of all burials, interments, burial licences and exhumations to provide information for historical research references for the public.

Cemeteries in the Bega Valley Shire have been established for many years and there have been various forms of management over a long period of time. Whilst Council seeks to maintain current and historical records it should be noted that some historical records were not transferred to Council due to deterioration or misplacement, therefore some records are no longer available.

Plants and Floral Tributes

The planting of trees, shrubs and flowers in Council cemeteries is generally not permitted. Any such plantings MUST have written consent via the Cemetery Team prior to any plantings taking place; any unauthorised plantings may be removed.

Aged flowers, wreaths, artificial flowers or beer bottles may be removed from gravesites by Council staff or other authorised persons, if it is deemed they have deteriorated to such a state that they detract from the general appearance of the cemetery.

There are some restrictions on the use of containers, vases and the like at burial plots. In particular no glass jars, containers or any other vessel that can be broken or detracts from the general appearance of the cemetery are to be used.

Council is able to supply vases at a fee, and may be of assistance in selecting and ordering other ornaments. Please contact the Cemetery Team on 02 6499 2222 for further information.

Council Fees and Charges

All burials will incur fees for Burial licence, Cemetery Maintenance, Grave Marking /Monumental Application and any excavation costs. There may also be additional charges for the maintenance of long standing reserved plots (20 year maintenance fee). For further information on these fees, please contact Council’s Cemetery Team or refer to Council’s Fees & Charges document available on request or Council’s website.
Fee and Charges are reviewed every financial year and are subject to change.

**Exhumations**

In line with document PD2013_046, clauses 69-72 of the Public Health Regulation 2012, exhumations will not take place unless prior written consent has been obtained from the Director General of the NSW Department of Health and an Order for Exhumation has been issued by Council. However, an exhumation may take place if it has been ordered by a Court. All costs incurred in carrying out an exhumation will be paid by the applicant.

A person must not proceed with an exhumation unless an authorised officer or a member of staff of the Ministry of Health is present at the exhumation.

Other acts to adhere to in relation to exhuming human remains –

- *Work Health and Safety Act 2011*
- *Heritage Act 1977*
- *Coroner’s Act 2009*
- *Births, Deaths and Marriages Registration Act 1995*

**Work Undertaken in Cemeteries**

Unless engaged directly by Council as a contractor or volunteer, a person may not undertake work of any type in a cemetery unless that person, and those engaged or employed by that person hold a valid Council ‘permit to undertake work’ for the specific type of work to be undertaken.

A permit to undertake work does not authorise any interment or exhumation at any burial site, erection of any monument or works in any part of a cemetery. This authorisation will be provided separately upon receipt of relevant application forms.

A permit to undertake work is valid for 12 months or part thereof and must be renewed each financial year.

In order to be granted with a permit to undertake works, the following documentation is required:

- Details of the registered Company or ABN for sole traders
- Public Liability Insurance of $20 million
  
  Workers Compensation Insurance (companies) or Accident/Income Protection Insurance (ABN holders)
- Relevant Safe Work Method Statements
- Compliance with the necessary company, business and/or employee registrations, licenses, permits to operate and accreditations

**Funeral Directors**

In order to undertake work in a Council cemetery, funeral directors are required to obtain a ‘permit to undertake work’ and provide the documents listed above. Funeral directors are required to liaise with Council on relevant matters pertaining to funeral arrangements at Council cemeteries.

It is the responsibility of funeral directors to provide advice to grieving families on funeral arrangements and burial options; this is not Council’s role. Funeral directors are also expected to advise families of the full costs of the funerals they are arranging, this includes costs that Council will invoice directly to the families along with restrictions on future monuments for certain sections. Council will provide funeral
directors with details of the appropriate fees and charges and restrictions when the application for burial form is returned to them confirming approval of the application.

Funeral Arrangements

All funerals must be arranged through a funeral director and may not take place unless an ‘Application for Burial’ has been approved. A funeral booking will be arranged in the following manner:

- Funeral directors will contact Council’s Cemetery Team and make an initial inquiry regarding grave digger availability. At this time, funeral directors will advise Council on the choice of cemetery, the date and time, whether it is to be a single or double depth interment and the burial licence certificate details where applicable.
- Council will check booking calendar for availability and confirm with the Funeral Director straight away, booking will be forwarded to the grave digger.
- Funeral directors will submit an application for burial form via email to cemeteries@begavalley.nsw.gov.au a minimum of 48 hours prior to the scheduled service. Forms will not be accepted unless all details are provided (coffin size is essential).
  - In the case where an application for burial must be submitted on the weekend to meet this timeframe, and confirmation of grave digger availability has not been made, funeral directors must contact the Cemetery & Hall Officer directly via message or phone call to confirm availability. Note: Funeral directors may be charged an after hour’s fee for this contact.
- Council will complete the application for burial by allocating a burial plot and outlining appropriate fees & charges. Approval for a burial has been granted when this form is returned to funeral director by email.
- In the case of death where a burial licence (reservation) has not been pre-arranged, Council will provide funeral directors with a choice of two suitable burial plots in the cemetery of choice. Funeral directors may express preferences on behalf of the applicant for particular plots and Council will take this request into consideration and endeavour to accommodate this where possible; however Council will ultimately allocate these burial plots at its discretion.

Under certain circumstances, Council may contact a funeral director and revoke the approval for burial.

A flow chart of the process for funeral directors is at Appendix 1.

Monumental Masons

In order to undertake work in a Council cemetery, monumental masons are required to obtain a ‘permit to undertake work’, and provide the documents outlined at the beginning of Section 4. This permit will remain valid for 12months or part thereof and must be renewed each financial year.

Approval to carry out specific work will be provided after a monumental mason application form has been submitted to Council. An application must be submitted prior to the erection of any monuments or headstones.

Applications must be received a minimum of 5 business days prior to the required day of access to allow adequate time for approval. Date of works must be provided in the application to ensure works do not coincide with a funeral or other authorised activities taking place at the cemetery. If, due to unforeseen circumstances, the date or time of work needs to be changed, this can be arranged by calling Council’s Cemetery Team (no additional charge will apply).

Council staff will attend the proposed gravesite and peg out the plot to ensure monuments are placed within the allocated area. At this time staff will inspect the area to identify any potential issues as part of a condition report to accompany approvals.
Photo progress of the monumental works must be provided to Council within 48hrs of work being completed, photos must be forwarded via txt or email to 0437 048 634 or cemeteries@begavalley.nsw.gov.au. These will include photos of concrete foundation works, including pier work and the final monument.

Monumental mason applications will also include the following:

- Plan of the proposed monument including dimensions, footings, inscription details, materials and colour scheme.
- Risk assessment.
- Job specific Safe Work Method Statements.

Applications will be posted or emailed along with payment (where applicable) to cemeteries@begavalley.nsw.gov.au. Council will approve the application and provide written confirmation (via email) of approval. No work should be undertaken in Council’s cemeteries without written approval for the specific work being undertaken. Council may contact a contractor with a minimum of 24 hours’ notice and revoke approval.

Monumental masons must ensure works:

- conform to AS4204 ‘Headstones & Cemetery Monuments’
- are carried out in a tradesman like manner
- Include materials that are of a permanent nature – timber, ferrous metals etc. are not considered permanent or appropriate for monuments.
- do not interfere with the rights of visitors to the cemetery or gardens
- do not encroach onto adjoining sites and is limited and contained within the site or allotment described in the permit
- are undertaken on a worksite that is kept neat, tidy and safe at all times. All debris, rubbish, materials, tools etc. must be removed from the site and the cemetery or memorial gardens at the end of each working shift
- do not obstruct access ways with materials, tools, plant, etc.
- do not damage surrounding monuments and/or Council property

NOTE – Failure to comply with any of the above may result in a stop work notice being issued to the contractor for a period 7 days or Council may order the removal any monument that does not meet the standards outlined.

The person named as the applicant on the Monumental Mason Application Form must be the same as the person named as the applicant on the Application for Burial for the same plot, or written authority from the person named as the applicant on the Application for Burial. Where the person named as the applicant on the Application for Burial is incapacitated or has passed away, this decision making right passes to the next of kin or executor. This may be multiple persons (such as the surviving grandchildren). In these circumstances, Council will not approve any works to be undertaken at a burial plot (including erection of headstone or interment of ashes), without written approval from all next of kin, executor or a statutory declaration stating the details for why they have authority for decision making at the burial plot. All approvals to undertake works at a burial plot will be made at Council’s discretion.

Where a grave has been left unmarked for at least 30 years and no applicant for burial can be found, it is permitted that other persons may erect a monument for the interred at their own expense.
A flow chart of the process for monumental masons is at Appendix 2.

**Monuments**

A monument is any structure, plaque, headstone, masonry, metal work, casting or item placed over, in, or around a burial plot. All headstones must meet the Australian Standard 4204-1994. Only a Council approved headstone is permitted to be erected by a monumental mason or other suitably qualified person.

Monuments will be a maximum of 1200mm wide x 2400mm long. Monuments that measure 1100mm wide with 100mm between each burial plot must have concrete poured in the 100mm space when a monument is placed next to an existing monument. Double burial plots may have monuments that adjoin the burial plot beside it. Monuments over a height of 1100mm will require an engineer’s certificate and will incur additional costs.

New Conventional Sections – these new sections as they open may have certain restrictions on the type and size of headstones or monuments. Full monuments may not be permitted, headstones on concrete strips (already in place) at ground level or just above with a pedestal or sub base and a granite/rock headstone placed on top will be the main option for memorialisation.

Monumental Masons will be given guidelines on these new sections.

Funeral Directors will be advised at the time application for burial of these restrictions to inform families prior to burial.

**Removal, Replacement and Maintenance of Structures**

Council is not responsible for the ongoing maintenance of monuments. Council will actively promote the repair of monuments within cemeteries by contacting families where possible and assisting local groups to facilitate repair of historic features.

Council will not repair monuments, but reserves the right to remove any dilapidated monuments to ensure public and employee safety. Council may remove, demolish, alter or require the removal, demolition or alteration of any structure or adornment.

**Contractors**

Contractors working in Council cemeteries must either be accredited through Council’s accreditation process, be a registered sub-contractor under a Council accredited contractor, or be a holder of a current ‘permit to undertake works’ or a sub-contractor of a holder of a permit to undertake works – in this situation the person holding the permit to undertake works must be present on the worksite at all times.

The requirements for Council accreditation are that the contractor must be registered by BNG Contractor Services Pty Ltd. BNG pre-qualifies, accredits and includes contractors on Bega Valley Shire Council’s approved contractor list.

To become an accredited contractor with Bega Valley Shire Council, the following is required:

- Details of the registered Company or ABN for sole traders
- Public Liability insurance of $20 million
- Workers Compensation Insurance (Companies) or Accident/Income Protection Insurance (ABN holders)
- Have in place the necessary WH&S Safe Operating Procedures and Safe Work Method Statements
- Have all the necessary Company, Business and/or employee registrations,
licenses, permits to operate etc. for the services being undertaken

- Undertake the required online WH&S induction with BNG and site induction

The contractor accreditation process may be undertaken online or by mail/fax. The online WH&S induction program can only be undertaken online.

Prospective contractors are welcome to contact BNG directly by phone on (02) 8883 1501.

**Grave Diggers**

Digging of graves will only be undertaken by Council staff or specifically authorised contractors. Council has a contractual agreement with a recognised grave digger. Specific requirements for the role and responsibilities of the grave digger are outlined in this agreement.

To assist funeral directors in their role, copies of Council’s contracted grave diggers licence, insurance and Safe Work Method Statements can be obtained from Council.

**Cleaning and Maintenance**

All maintenance and cleaning in and around Council cemeteries must only be undertaken by Council staff, registered council volunteers, or authorised contractors. Council will maintain the lawn areas, roadways and paths, and toilets to an appropriate standard and in accordance with Council’s budget allocation for maintenance of Council cemeteries.

Families wishing to clean or repair loved ones monuments must seek advice from Council staff prior to commencing any works.

**Volunteers**

Council recognises, supports and values the important role of volunteers in the Bega Valley Shire community. One of the key roles that community members play in Council operations is their involvement in maintaining the 14 Council cemeteries across the Shire.

Volunteers wishing to access Council cemeteries are required to seek approval prior to undertaking any activities. Council also requires that volunteers work in a team of at least two people to help ensure their safety.

Each volunteer is to complete a Volunteer Application Form. These are available from Council or from our website [www.begavalley.nsw.gov.au](http://www.begavalley.nsw.gov.au). Volunteers must be registered by and undertake a Council induction before they will be permitted to engage in authorised activities at the cemetery.

Council values the contribution of volunteers and will ensure that a safe work environment, necessary protective equipment and comprehensive volunteer management systems are provided at all times. Regular volunteer induction sessions will be conducted. All volunteers must be inducted in their positions so that various risks can be identified and measures put in place to reduce or remove risks.

**Risk Management and Work Health & Safety**

Risk management and Workplace Health & Safety (WHS) are a priority for Council. Contractors, service providers and volunteers are regularly involved in various maintenance activities, physical labour and operation of equipment. Council, along with contractors, service providers and volunteers are obliged to identify and minimise any risk associated with work undertaken at the cemeteries.
Conservation and Heritage Issues

Council recognises that cemeteries are places of significance to the community due to their architectural, botanical, social or genealogical significance and will provide advice to community members when requested.

Graves and monuments older than 50 years are subject to the Heritage Act 1977. It is the responsibility of the contractors and surviving family members of the burial plot to ensure that the proposed work is consistent with the requirements of this Act.
Appendix 1 – Funeral Booking

In order to undertake work in a BVSC cemetery, funeral directors are required to obtain a ‘permit to undertake works’. This permit will remain valid until the following July.

A funeral director is engaged to undertake the funeral. The funeral director contacts Council and advises Council of the name of deceased, cemetery, date and time, depth and type of service i.e.: graveside or church.

Has a burial licence been pre-arranged?

YES

NO

Funeral director provides Council with Burial Licence details.

Council will contact the grave digger to confirm availability and notify funerals directors that an application for burial can proceed.

Burial plots will be allocated at Council’s discretion.

Funeral directors may express preferences on behalf of the applicant for particular plots.

Council will provide funeral directors with a choice of two suitable burial plots in the cemetery of choice as close as possible to the requested plot.

Funeral directors will submit an application for burial to cemeteries@begavalley.nsw.gov.au a minimum of 48 hours prior to the scheduled service.

Council will complete the application for burial by allocating a burial plot and outlining appropriate fees and restrictions.

Approval for a burial has been granted when this form is returned to funeral director.
Appendix 2 – Erect a monument process

In order to undertake work in a BVSC cemetery, monumental masons are required to obtain a ‘permit to undertake works’. This permit will remain valid until the following July.

An application must be submitted prior to the erection of any monuments, headstones or plaques.

No work should be undertaken in Council’s cemeteries without written approval for the specific work being undertaken.

Applications must be received a minimum of 5 business days prior to the required day of access to allow adequate time for approval.

Date of works must be provided in the application to ensure works do not coincide with a funeral or other authorised activities taking place at the cemetery.

Monumental mason application will also include a plan of the proposed monument, a risk assessment and a safe work method statement.

Applications can be emailed to cemeteries@begavalley.nsw.gov.au

Council will assess the application and provide written confirmation (via email) of approval.

Works may commence upon receipt of written approval from Council.

Council Staff to peg out plot prior to commencement of works.

Contractor to forward photos.