



Shire of Corrigin

Cemetery Guide

2026 Version

Contents

1.....	Gravesite Burial Information	4
1.1	Tenure of Reserved Graves	5
1.2	Grant of Right of Burial (GoRoB)	5
1.3	Transfer of Grant of Right of Burial	5
2.....	Monuments	6
2.1	Erecting a Monument.....	6
2.2	Monument Specifications	6
2.3	Monument Materials	7
2.4	Ornaments and Flowers.....	8
2.5	Maintenance of Monuments.....	8
3.....	Process for Burials	9
3.1	The Process for burial in the Corrigin Cemetery is as follows:.....	9
3.2	Process for Adding Ashes to a Grave	9
4.....	Niche Wall Information	10
4.1	Tenure of Memorials in Niche Walls	11
4.2	Urn Ash Container Size.....	11
4.3	Niche Wall Plaque Specifications – North & South Centre Walls	12
4.4	Niche Wall Plaque Specifications – Bottle Brush, Grevillea, Everlasting and Teatree.....	12
4.5	Interment of Ashes and Placement of Plaque in the Niche Wall	16
4.6	Scattering of Ashes on a Gravesite.....	17
4.7	Scattering of Ashes on a Gravesite.....	17
Appendix A – Burial Forms		18
Cemetery Grave Reservation & Application for GoRoB.....		18
Application for Renewal of GoRoB		19
Application for Transfer of GoRoB		21
Declaration of Ownership of Missing GoRoB.....		23
Assignment of GoRoB		24
Instruction of Placement of Ashes in Grave		25
Grant of Right of Burial Information		27
Appendix B - Funeral Director Forms.....		28

Notice of Death	28
Application for Burial and Instruction for Grave	29
Application for Funeral Directors Licence	30
Certificate of Identification	31
Certificate Dispensing with Identification	32
Appendix C - Monument Works Forms	33
Application for Monumental Work – Part 1	33
Application for Monumental Mason’s Licence.....	36
Appendix D - Niche Wall Forms	37
Niche Wall Reservation & Application for Grant of Right of Burial	37
Application for Renewal of Grant of Right of Burial Niche Wall.....	39
Declaration of Ownership of Missing ‘Grant of Right of Burial’	40
Assignment of Grant of Right of Burial.....	41
Niche Wall Plaque Order Booklet	42
Instructions for Placement of Ashes.....	43
Instruction for Removal of Ashes	44

1 Gravesite Burial Information

This guide has been designed to assist in the process of arranging a suitable grave or niche memorial at the Corrigin Cemetery.

This guide should be read in conjunction with:

- Shire of Corrigin Policy Manual
- *Cemeteries Act 1986*
- Australian Standard 4204 – 1994 Headstones and Cemetery Monuments.

The following options are available at the Corrigin Cemetery.

- Gravesite burials in either new or existing family grave.
- Placement of ashes in a memorial niche wall within the cemetery.
- Placement of ashes in a new or existing family grave.
- Scattering of ashes within the cemetery.

The Shire of Corrigin Permits full monuments and memorial plaques within its cemetery.

The Corrigin Cemetery contains areas for the following religious denominations:

- Uniting
- Methodist
- Roman Catholic
- Anglican
- Salvation Army
- Jehovah Witness
- Non-Denominational



1.1 Tenure of Reserved Graves

A gravesite may be reserved for a period of up to 25 years by completing a Cemetery Reservation **Form 1A.1** and paying the prescribed fee. Upon approval, the applicant will be issued with a Grant of Right of Burial.

The grant may be renewed for a further 25-year period either prior to, or upon expiry of the original term, subject to payment of the prescribed renewal fee.

If the reservation period expires and is not renewed by a living family member, the gravesite will revert to the ownership and control of the Shire of Corrigin.

1.2 Grant of Right of Burial (GoRoB)

In accordance with the *Cemeteries Act 1986*, the Grant initially entitles the holder the right of burial in a specified area of a cemetery and the right to place a memorial on that area for a term of 25 years.

To avoid confusion, it is important to keep the Grant of Right of Burial together with your Will and your keep your Next of Kin details up to date.

1.3 Transfer of Grant of Right of Burial

A Grant of Right of Burial may be transferred to another person upon application, completion of an Application for Transfer of Grant of Right of Burial **Form 1B.1**, and payment of the prescribed fee if the current Grantee no longer wishes to retain responsibility for the grant.

Where the Grantee is deceased, unknown, or unable to be located, the person seeking to become the new Grantee may be required to complete a Statutory Declaration and provide supporting documentation as determined by the Shire.

Under Section 26(1) of the Cemeteries Act 1986:

S26 (1) A right of burial granted to a person under the Cemeteries Act 1986 may be assigned by the holder in his lifetime or bequeathed by will.

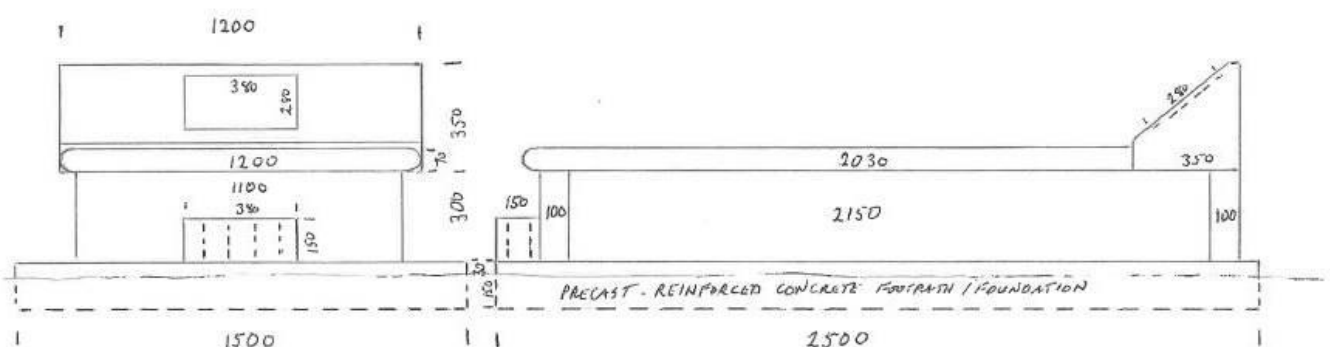
2 Monuments

2.1 Erecting a Monument

Anyone supplying or erecting a monument or memorial in the Corrigin Cemetery must first apply for and be granted a permit. An application for Monumental Work – **Form 3A** must be submitted and signed by the Grantee of the Grant of Right of Burial, or an authorised representative of the Grantee of Right of Burial, together with the chosen Monumental Mason. An authorised representative may include a person acting under a valid Power of Attorney, executor of the estate, administrator, or another person authorised in writing by the Grantee.

The application must contain all details of the monument including details drawings, placement of ornaments and inscription, that are required to assess an Application for Monumental Work. All dimensions are to be supplied in metric measurements.

Detailed Drawing Example:



2.2 Monument Specifications

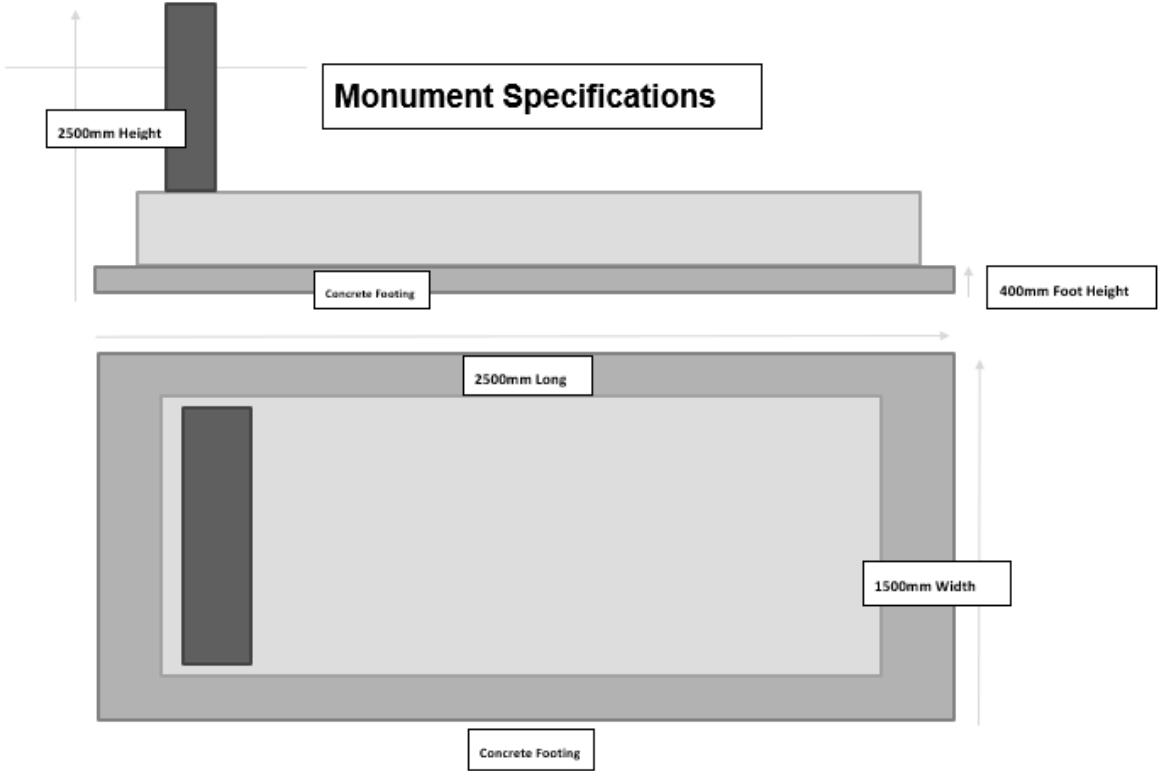
All monumental work placed on graves in the Shire of Corrigin cemetery shall comply with the following specifications:

- monument will not exceed the dimensions of 2500mm long and 1500mm wide (*Including Footings*)
- maximum height 2500mm high and
- maximum footings height of 400mm and width 200mm

Foundations are to be constructed to the Headstone and Cemetery Monument Australian Standard or to such other minimum requirements as provided by the Shire of Corrigin from time to time. The standard was written with the objective of enabling cemetery authorities and monumental masons to specific minimum structural criteria, performance, and installation and renovation requirements

for headstone and cemetery monuments, so that these may have a service life of 50+ years.

A monument weighing less than 500kg is required to have two concrete slabs placed under the monument. With one slab to be placed at the head of the grave and the second placed at the foot of the grave. A monument weighing more than 500kg, or more than 1800mm in height is required to have substantial foundations. All work is to be contained within the grave allocation specifications.



2.3 Monument Materials

Monuments are to be constructed of natural stone, cast concrete and metal plaques. Materials such as plastic, timber and fibreglass are not permitted.



2.4 Ornaments and Flowers

Visitors and family members may place fresh or artificial flowers on gravesites in non-breakable vases or containers. Glass vases and containers are not permitted, and plastic or other durable non-breakable materials should be used for floral and other tributes where possible.

Niche Wall vases are available to be ordered and fitted by Shire of Corrigin staff upon request, which can be easily attached to the chosen niche wall plaque.

To maintain a neat and tidy appearance within the Niche Wall area, no items are to be placed on the ground, including vases, ornaments, or memorial tributes. Any such items, along with aged flowers, may be removed by Shire of Corrigin staff without notice to ensure the cemetery is kept in a clean and orderly condition.

The following requirements are outlined in Shire of Corrigin Policy 8.2 – Cemetery Plantings:

Objective: To ensure the Corrigin Cemetery is maintained in an organised manner.

Policy: No planting of trees around the gravesites is permitted, any beautification of gravesites involving vegetation is to be submitted to the CEO for prior approval.



2.5 Maintenance of Monuments

The ownership of monuments is deemed to be with the person or persons (or their Heirs and Successors) that caused the monument or structure to be constructed.

The owner is responsible for the upkeep, maintenance, and repair of the monument and surrounds. Generally, monuments will only require cleaning with soapy water occasionally.

Shire of Corrigin staff may remove any structure that has become dilapidated or unsightly.

3 Process for Burials

3.1 The Process for burial in the Corrigin Cemetery is as follows:

1. The funeral director to complete Application for Burial & Instruction for Grave – **Form 2A**
2. Customer/ Funeral Director provide a copy of the Grant of Right of Burial (*If current reservation*) and Death Certificate.
3. Complete an application of Grant of Right of Burial – **Form 1B**, if there is no current reservation
4. A Certificate of Grant of Right of Burial will be issued by the Shire of Corrigin
5. For Application of Monument – It is recommended that vertical headstones should be placed no sooner than 6 months after the burial. This time will allow rain, gravity, and other elements to compact the soil. Some cemeteries may require a full year to pass, while others might only recommend 6 to 8 weeks.
6. The Grantee of the Grant of Right of Burial makes an application for Monumental Works – **Form 3A, Part 1**
7. Monumental Mason completes **Form 3A, Part 2** of the Application for Monumental Works outlining the details of the monument including: Design, Dimensions, Materials used and Inscription
8. Monument is approved by the Shire of Corrigin and manufactured and installed in accordance with the Australian Standard and Shire of Corrigin requirements.

3.2 Process for Adding Ashes to a Grave

1. The holder of the Grant of Right of Burial must complete and submit an Instruction for Placement of Ashes – **Form 4F**. Only the Grantee is authorised to apply for the placement of ashes within a grave.
2. The prescribed fee for the placement of ashes must be paid in full prior to any excavation works being undertaken.
3. Upon approval of the application and payment of the prescribed fee, the Shire of Corrigin will arrange for the ashes placement hole to be excavated at a mutually agreed time to accommodate the family's needs.
4. The ashes placement hole will be dug at the foot of the grave to a depth of approximately 1.2 metres.
5. Where multiple ashes placements are to occur within the same grave, placements will generally proceed in the following order:
 - left-hand side of the grave;
 - right-hand side of the grave; and
 - centre of the grave.
6. Following the placement of the ashes, it is the responsibility of the family or customer to refill the hole. The Shire will provide suitable tools on site to assist with this process.

4 Niche Wall Information

The Corrigin Cemetery gazebo has various niche walls for the placement of ashes or as a memorial.



Corrigin Centre Niche North & South Wall – Old Section

The centre wall was constructed in the early 1980's and has 24 single and 36 double memorials on each side.



The outer Niche Walls were constructed in 2020 and each wall consists of 14 single and 21 double plots.

Bottlebrush

Grevillea

Everlastings

Tea Tree



4.1 Tenure of Memorials in Niche Walls

It is possible to reserve a space in the Niche Wall for a period of 25 years by completing a Niche Wall Reservation **Form 4A** and paying the required fee.

An application for an extension of the reservation for an additional 25 years may be made following the expiry of the original reservation. Ownership of the niche wall space reverts to the Shire of Corrigin on expiry if it is not renewed.

4.2 Urn Ash Container Size

Ashes are to be contained in an ash container before placing in the niche wall space. Maximum ash container sizes are as follows:

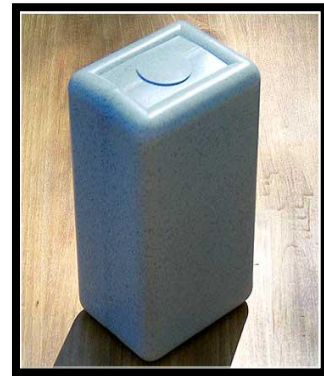
Centre Niche Wall North & South – Ash Containers

1 litre ash container 180mm W x 105mm H x 700mm D – Available at the Shire of Corrigin Administration Office (*ashes must be de-centered into the small ash canister by the family*).

Niche Wall Measurements – Centre Wall

Double: 250mm W x 90mm H x 230mm D

Single: 125mm W x 90mm H x 230mm D



Outer Niche Walls – Ash Containers

Bottlebrush, Grevillea, Everlastings & Teatree Walls

3 Litre ash container 280mm W x 110mm H x 100mm D

(*Accommodate for the larger ash containers*)

Niche Wall Measurements – Outside Walls

Bottlebrush, Grevillea, Everlastings & Teatree Walls

Double: 250mm W x 90mm H x 230mm D

Single: 125mm W x 90mm H x 230mm D



4.3 Niche Wall Plaque Specifications – North & South Centre Walls

Plaques may be ordered through the Shire of Corrigin to the following specifications.

Manufacturer: Arrow Bronze

Single 143mm H x 117mm W – Standard 5 lines/ Max 10 lines

Double 279mm H x 121mm W – Standard 5 lines/ Max 7 lines

Detachable plates for affixing to double backing plate 130mm x 85mm

Samples are available at the Shire of Corrigin Administration Office.



4.4 Niche Wall Plaque Specifications – Bottle Brush, Grevillea, Everlasting and Teatree

Plaques may be ordered through the Shire of Corrigin to the following specifications.

Manufacturer: Arrow Bronze

Single 190mm H x 220mm W – Standard 5 lines/ Max 10 lines

Double 320mm H x 220mm W – Standard 5 lines/ max 7 lines

Detachable plates for affixing to double backing plate 130mm x 85mm



Plaque Materials

All plaques must be made of cast bronze which has long lasting properties and generally ages well when exposed to full sun.

Plaque Colour

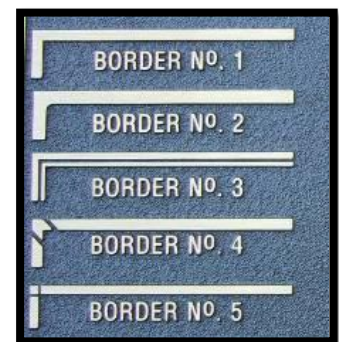
For aesthetic purposes, the accepted colour for Niche Wall plaques is dark brown cast bronze.

Lettering Colour and Style

Cast bronze (gold lettering) is generally the preferred colour for niche wall plaques with lettering in Times New Roman in capitals. Request for other colours may be considered by writing to the Shire of Corrigin CEO.

Boarders

The following boarders are permitted on plaques at the Corrigin Cemetery Niche Walls.

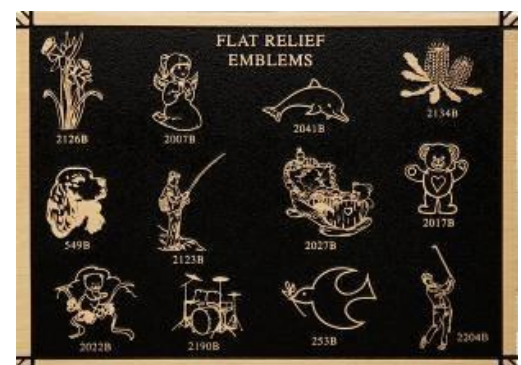


Emblems

Emblems that depict the character, interests, and lifestyle of a person is permitted on niche wall plaques to create a unique and special memorial for a loved one. Emblems can be in either flat relief (2D) or bas relief (3D).

Flat Relief Emblems

Flat Relief emblems are computer designed and can be sized to fit any plaque. The following are examples of flat relief emblems:



Bas Relief Emblems

Bas relief emblems are produced by sculptors using modelling clay. If bas relief emblems are not available or not in a suitable size, then it must be made by a sculptor and may incur additional cost.



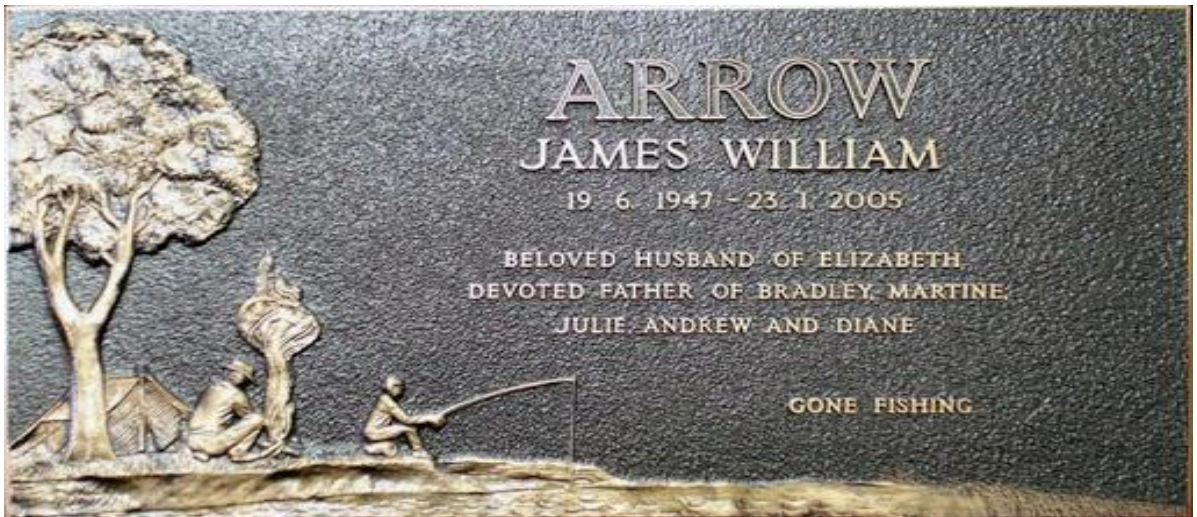
Perpetual flowers

Perpetual flowers are permitted on niche wall plaques to create a unique and special memorial for a loved one. Contact the Shire of Corrigin to discuss the range of perpetual flowers available to suit individual needs.



Design Series Plaques

Background pictures, limited options available (only available on the outer niche walls).



Double Plaque Designs

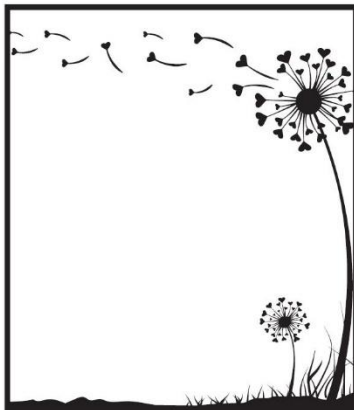


320 x 220
MAKE A WISH

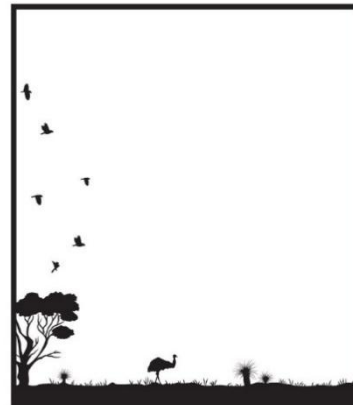


320 x 220
AUSSIE OUTBACK

Single Plaque Designs



190 x 220
MAKE A WISH



190 x 220
AUSSIE OUTBACK

Vases

Bronze vases are permitted to be attached to plaques to allow family members to place flowers on the plaques of their loved ones. Vases may be purchased through the Shire of Corrigin.



Cost

The cost of the plaque will be determined at the time of ordering and will depend on individual requirements.

Approval of Proofs

Family members will receive a copy of the proof of the plaque prior to confirming the order and will sign to confirm that the spelling, dates, and layout is all correct.

4.5 Interment of Ashes and Placement of Plaque in the Niche Wall

The process for the interment of ashes and installation of plaques in the Niche Wall at the Corrigin Cemetery is as follows:

1. Customer to complete Niche Wall Reservation and Grant of Right of Burial Niche Wall – **Form 4A.1**
2. A Certificate of Grant of Right of Burial will be issued by the Shire of Corrigin
3. Plaques for the Niche Wall are ordered by the Shire of Corrigin through Arrow Bronze. Customers are to complete Niche Wall Plaque – **Form 4E**.
The form will be forwarded to the manufacturer on behalf of the next of kin. A proposed layout of the memorial plaque will be returned to the Shire of Corrigin and the next of kin will be contacted to view the proof and authorise the manufacturer to commence work on the plaque.
4. The next of kin will be notified of the cost of the plaque including freight. Full payment of the cost of the plaque including freight must be received prior to ordering the memorial plaque.
5. On completion and once the plaque is received from the manufacturer, the next of kin will be contacted to arrange the cremated remains to be dropped off to the Shire Office ready for interment into the Niche Wall.
6. The interment of ashes in the Niche Wall can only take place once the plaque has been received from the manufacturer as the plaque is required to be sealed to the niche wall over the ash container. The Shire of Corrigin Staff will be responsible for the interment of ashes and the fixing of the plaque.
7. Complete Instructions for Placement of Ashes – **Form 4F**
8. Family members will be notified once the plaque has been installed.
9. Family may be present at the interment and plaque installation, this will incur a fee.

4.6 Process for Removal of Ashes/Plaque in the Niche Wall

1. Complete Instruction for Removal of Ashes – **Form 4G**
2. Customer is to provide a copy of the Certificate of Grant of Right of Burial as issued by the Shire of Corrigin.
3. Shire of Corrigin staff will be responsible for the removal of the plaque and ashes.
4. Where the Shire of Corrigin staff have removed the plaque and ashes, the holder of the Grant of Right of Burial will be contacted to arrange collection.

4.7 Scattering of Ashes on a Gravesite

The Shire of Corrigin permits the scattering of ashes within an existing gravesite under specific conditions to ensure respect, clarity of authority, and the ongoing care of the cemetery.

Family members may choose to scatter ashes on a loved one's grave as an alternative to interment in the niche wall or grave. As noted earlier in the guide, to maintain consistency with the *Cemeteries Act 1986* and the Shire's management responsibilities, the following requirements apply for eligibility to scatter ashes:

- You are the Grantee of the Grant of Right of Burial for that grave, Executor, Direct family member, or;
- You have written permission from the Grantee, provided through Statutory Declaration authorising the scattering of ashes.

This ensures that only the lawful holder of the burial rights, or something they formally approve, can make decisions regarding the use of the grave. This aligns with the guide's existing principle that "the Grant initially entitles the holder the right of burial in a specified area of a cemetery and the right to place a memorial on that area."

Location and method:

Ashes must only be scattered within the boundaries of the grave itself

- Ashes cannot be scattered into the air or outside the grave area
- Families are encouraged to scatter ashes gently as close to the ground to prevent drift onto neighbouring gravesites.

Application Process:

Before ashes can be scattered, the following steps must be complete:

1. Submit a request to the Shire of Corrigin advising of your intention to scatter ashes. This ensures that the activity is recorded against the grave and avoids future confusion for family members or administrators.
2. Provide proof of authority:
 - A copy of the Grant of Right of Burial
 - A Statutory Declaration signed by the Grantee authorising the scattering of ashes.
3. Await confirmation from the Shire that the request has been approved.
4. There is no fee for scattering ashes on a grave.

Appendix A – Burial Forms

Cemetery Grave Reservation & Application for GoRoB



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 1A.1

CEMETERY GRAVE RESERVATION & Application for Grant of Right of Burial

Name/Grantee	
Reservation for	
Address	
Phone Contact	
Grave location	BLOCK:
	ROW:
	GRAVE:
Type of Interment	Double Interment <input type="checkbox"/> Single Interment <input type="checkbox"/>
Next of Kin Contact	Name:
	Address:

I understand that this agreement is subject to 25-year tenure

Signature

Date

OFFICE USE ONLY

Grave Number Issued	
Date Received	
Amount	
Receipt Number	
Issuing Officer	

Application for Renewal of GoRoB



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 1B CEMETERIES ACT 1986 APPLICATION FOR RENEWAL OF GRANT OF RIGHT OF BURIAL

APPLICATION

Name of Grantee.....

RENEWAL

Name of New Grantee: (if renewing under different name – please fill out Stat Dec on reverse side)

.....

Grant Number: Application Number: (office use only)

PERSONAL DETAILS

Address:

.....

Phone:

.....

Email:

.....

Next of Kin:

.....

GRAVE LOCATION SOUGHT – CORRIGIN CEMETERY

Block No:	Row No:	Grave No:	Denomination

I hereby apply for the issue/renewal of the Grant of Right of Burial for the above grave location and attach Payment of \$ _____ in support of this application.

Signature of Applicant

Date

THE EVIDENCE ACT, 1906
STATUTORY DECLARATION

I, _____ (full name)
of, _____ (address) do solemnly
declare that:

I am applying to the Shire of Corrigin for a renewal of the Grant of Right of Burial for the grave numbered
_____ in the _____ Section of the Corrigin Cemetery.

I am the _____ of the original grantee _____, who is
deceased.

I certify that there is no other person with equal or greater interest in this grave that will object to the
renewal this Grant in my name.

I indemnify the Corrigin Shire Council against litigation resulting in the renewal of this Grant.

I make this solemn declaration by virtue of the section one hundred and six of the Evidence Act, 1906.

Signature of Applicant _____

Declared at _____ This _____ day of _____

20 _____ before me _____ (Justice of the Peace or
Commissioner for Declarations)

Application for Transfer of GoRoB



Shire of Corrigin

PO Box 221, Corrigin WA 6375
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au

Form 1B.1 CEMETERIES ACT 1986

APPLICATION FOR TRANSFER OF GRANT OF RIGHT OF BURIAL

APPLICATION

Name of Grantee:

.....

TRANSFER

Name of New Grantee: (if renewing under different name – please fill out Stat Dec on reverse side)

.....

Grant Number:

Application Number: (office use only)

PERSONAL DETAILS

Address:

.....

Phone:

.....

Email:

.....

Next of Kin:

.....

GRAVE LOCATION SOUGHT – CORRIGIN CEMETERY

Block No:	Row No:	Grave No:	Denomination

I hereby apply for the transfer of the Grant of Right of Burial for the above grave location and attach
Payment of \$_____ in support of this application.

Signature of Applicant

Date

THE EVIDENCE ACT, 1906
STATUTORY DECLARATION

I, _____ (full name)
of, _____ (address)
do solemnly declare that:

I am applying to the Shire of Corrigin for a transfer of the Grant of Right of Burial for the grave numbered _____ in the _____ Section of the Corrigin Cemetery.

I am the _____ of the original grantee _____, who is deceased.

I certify that there is no other person with equal or greater interest in this grave that will object to the transfer of the Grant in my name.

I indemnify the Corrigin Shire Council against litigation resulting in the transfer of this Grant.

I make this solemn declaration by virtue of the section one hundred and six of the Evidence Act, 1906.

Signature of Applicant _____

Declared at _____ This _____ day of _____
20 _____ before me _____ (Justice of the Peace or
Commissioner for Declarations)

Declaration of Ownership of Missing GoRoB



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 1C

CEMETERIES ACT 1986

DECLARATION OF OWNERSHIP OF MISSING 'GRANT OF RIGHT OF BURIAL

I,

_____ (Full name)

of,

_____ (address)

do solemnly and sincerely declare as follows –

- That I am the person described as the Grantee/Assignee of the Grant of Right of Burial numbered _____ issued by the Shire of Corrigin on the _____ day of _____ two thousand and _____.
- That said Grant has been destroyed/lost in the following circumstances _____

- That I have not transferred any of my rights under the said Grant to any person.

And I make this solemn declaration by virtue of Section 106 of the Evidence Act 1906.

Declared at _____ in the State of Western Australia this _____ day of _____ 20 ____ before me -

Signature of Declarant

Witnessed By (print name)

Signature of Witness

Address of Witness

Assignment of GoRoB



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 1D
CEMETERIES ACT 1986
ASSIGNMENT OF GRANT OF RIGHT OF BURIAL

To the Shire of Corrigin,

I,

(full name)

of,

(address)

being the holder of a Grant of Right of Burial numbered _____ and issued by the Shire of Corrigin on the _____ in respect of the Corrigin Cemetery for good and valuable consideration assign all my rights under that Grant

to

(full name)

of

(address)

Dated this _____ day of _____ 20 _____.

Signature of person assigning grant

Signature of person to whom grant is assigned

Signature of Witness

Registered by the Shire of Corrigin on the _____ day of _____ 20 _____.

Authorised Officer _____

Instruction of Placement of Ashes in Grave



Shire of Corrigin

PO Box 221, Corrigin WA 6375
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au

Form 4F CEMETERIES ACT 1986 INSTRUCTION FOR PLACEMENT OF ASHES

Deceased Details

Name of Deceased: _____

Date of Death: _____ Age: _____

Applicant Details

Name of Applicant: _____

Address: _____

Phone Number: _____

Relationship to Deceased: _____

INTERMENT INTO NICHE WALL

- Single
- Double

Centre Wall

North: No: _____

South No: _____

Boundary Walls

Bottlebrush Column: _____ No: _____

Grevillea Column: _____ No: _____

Everlasting Column: _____ No: _____

Tea Tree Column: _____ No: _____

PLACEMENT INTO EXISTING / FAMILY GRAVE

Grave Location:

Block Number: _____ Row: _____ Grave No: _____

Previous Internments: _____

Headstone Works

- Yes (please complete following information on proposed headstone work)
- No

New monument Altering existing monument

Monumental Mason: _____

Material of Monument: _____

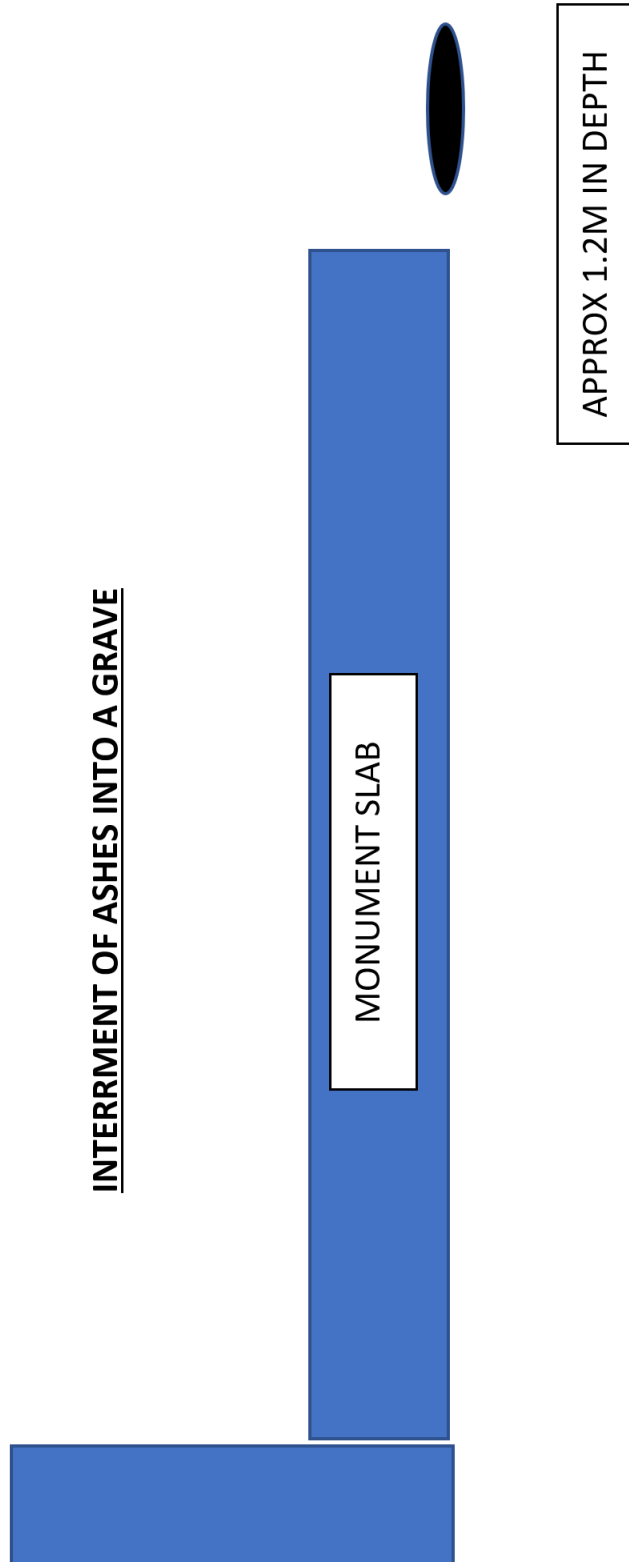
Dimensions: _____

I hereby make application to the Shire of Corrigin for the burial of ashes of the above deceased person in the space designated and understand I am liable for fees associated with placement of ashes for work completed by Shire of Corrigin staff.

Signature: _____

Date: _____

INTERRMENT OF ASHES INTO A GRAVE



Please note: It's the responsibility of the customer to backfill the hole. Equipment is provided on site.

Grant of Right of Burial Information

In 1986 the Cemeteries Act was reviewed and on 1 July 1987, a new Cemeteries Act came into effect. It was the first review of the Act since 1897 and, accordingly, there were some significant changes. The biggest change was the legislation regarding the length of the Grant of Right of Burial.

The Grant of Right of Burial

In simple terms, a Grant of Right of Burial, or, Grant, is the tenure agreement over a stated burial plot which confers upon the holder of the Grant, known as the Grantee, the right to conduct burials, inter ashes and erect a monument within the burial plot.

Whether it be the first or a subsequent burial, the Grant held over a nominated burial plot must be current at the time of burial. Once a Grant expires, official ownership of the plot reverts to the Shire of Corrigin as Trustees of the Corrigin Cemetery.

The 1986 Review – Changes to Tenure

Under the 1897 Cemeteries Act, Cemetery authorities were able to issue Grants with a tenure period of 25, 50 or 99 years.

Whilst some cemetery authorities issued 99 year Grants, others issued either 25 or 50 year Grants. There was little consistency either throughout the State or within individual cemeteries.

Whilst the decision to modify the tenure of existing Grants was made by Parliament over 25 years ago, the logic of the decision is still pertinent. Of particular concern, many of the longer tenure Grants (50-99 years) were sold at nominal rates. As most cemetery authorities operate upon user pays principles with the revenue raised utilised to fund both maintenance and the development of new burial land, the levying of a nominal fee for such lengthy periods was, quite simple, not sustainable.

Under the revised 1986 Cemeteries Act, the new stipulated tenure of Grants was 25 years with an automatic option for Grant holders to purchase an additional 25 years with initially or at any time during the first 25 years. The discretion of all cemetery authorities in Western Australia to issue 50 or 99 year Grants was revoked.

Under the 1986 Act, the maximum guaranteed tenure on any given plot is 50 years although this is able to be extended for further 25 year periods at the discretion of the managing cemetery authority.

Extensions can only be in 25 year increments.

So as to set a uniform expiry date for all Grants issued under the 1897 Act and provide Cemetery authorities with the ability to both manage their land holdings and have a known consistency of Grant expiry dates across their cemeteries, Parliament endorsed legislation stipulating that Grants of Rights of Burial issued prior to July 1, 1987, that had not expired by July 2 2012 would, collectively, expire on July 2 2012.

Which cemeteries are affected?

The Cemeteries Act 1986 provides the legislative framework of all cemeteries in Western Australia.

Some cemeteries are administered by dedicated cemetery administration authorities, with the remainder of cemeteries in Western Australia generally being administered by the local Shire.

Is my Grant affected?

If you have purchased a Grant of Right of Burial from July 2, 1987, onwards you are not affected. Your Grant remains valid for the period shown.

Only Grants purchased prior to July 1 1987 are affected.

Given that 25 years have passed since the changes to the Act were implemented, most Grants issued prior to 1986 have not expired of their own accord (i.e., the full tenure has already been served) those that haven't expired will expire on July 2, 2012.

To find out if your Grant is affected, please contact the Shire of Corrigin.

Are refunds being offered for tenure that is being reduced?

Given that many of the original 99 and 50 year Grants were sold for nominal sums, no refunds will be issued for tenure that is to be reduced. In practical terms, many of the Grants were issued prior to the Australian adoption of decimal currency in 1966 making of monies almost impossible to process.

If I can purchase additional tenure, do I need to do so?

A Grant must be current if additional interments in the form of burials or ashes placements are to take place at the plot. If monumental work on plot is to be modified, the Grant also needs to be current.

Some families prefer to purchase additional tenure for peace of mind even if they aren't anticipating additional interments or the modification of monumental work.

If your family wishes to secure additional tenure, then please contact the Shire of Corrigin to discuss the options available to you. Grants can generally only be renewed by the original Grantee.

This Grantee is traditionally the family member who organised the first interment.

Appendix B - Funeral Director Forms

Notice of Death



NOTICE OF DEATH

This is to notify that:

Died on:

Funeral is to be held:

Application for Funeral Directors Licence



Shire of Corrigin

PO Box 221, Corrigin WA 6375
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au

Form 2B.1

CEMETERIES ACT 1986

APPLICATION FOR FUNERAL DIRECTORS LICENCE

I, _____ hereby apply for the issue of a (single/annual) licence for the period beginning on the _____ day of _____ 20 ____ and ending on the _____ day of _____ 20 ____ (ii) to undertake funerals within the Cemetery and in support of such application supplies the following particulars:

1. To be completed by all Applicants -

(a) Trading name of business _____

(b) Address from which business will be carried out _____

Ph No. _____

(c) Number of years which Application has previously held a Funeral Directors Licence _____

(d) Details of offences under the Cemeteries Act, Cremation Act or the Local Law of any Cemetery for which the Applicant or persons employed by the applicant have been convicted _____

(e) Full name, address and capacity of person completing this application _____

(iii) _____

2. To be completed if Applicant is a Company -

(a) Full names and address of -

Director/s _____

Manager/s _____

Secretary _____

(b) Registered Office _____

3. To be completed if Applicant is neither Company nor Partnership:

Full name (iv) _____

Address _____

Signature

(i) Name of Applicant or Company or business name

(ii) The maximum period is one year

(iii) State whether applying in person or own behalf, or as a partner of a firm or a manager of a company

(iv) If this information has already been given under item 1(e) write 'as in item 1(e)'

OFFICE USE ONLY

Received	Referred to Council	Approved	Licence issued
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Certificate of Identification



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 2C
CEMETERIES ACT 1986
CERTIFICATE OF IDENTIFICATION

I,

(name)

of,

.....

(address)

hereby certify that on the day of 20 at

(place).....

I identified the body of a deceased person as that of:

.....

The body was in a coffin bearing the name plate/inscription marked:

.....

.....

Signed

.....

Witness

Received at the Shire of Corrigin by:

.....

Date:

Certificate Dispensing with Identification



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 2D

CEMETERIES ACT 1986

CERTIFICATE DISPENSING WITH IDENTIFICATION

I, _____
(name)

of,

(address)

the funeral director engaged to arrange the funeral of the body of

certify that –

- (a) the body has not been identified because:
- In my opinion, the body is not a fit state to be viewed
 - After reasonable effort I have been unable to have an identification made

And

- (b) the body is in a coffin bearing the name plate/inscription marked:

Dated this _____ day of _____ 20 _____.

Signature (Funeral Director)

Endorsed by the applicant for the funeral

Full Name

Signature

Appendix C - Monument Works Forms

Application for Monumental Work – Part 1



Shire of Corrigin

PO Box 221, Corrigin WA 6375
 Phone: 08 9063 2203 Fax: 08 9063 2005
 Email: shire@corrigin.wa.gov.au

Form 3A CEMETERIES ACT 1986 APPLICATION FOR MONUMENTAL WORK – Part 1

This section to be completed by the holder of the Grant of Right of Burial

Name of Deceased:		Grant No:	Applic. No:
Denomination:	Grave No:	Section/Row No:	
Name of Applicant/Holder of Grant of Right of Burial:			
Address of Applicant:			Telephone No:

I hereby certify that I am authorised as/by the HOLDER OF THE GRANT OF RIGHT OF BURIAL for the abovementioned grave to approve the erection of the memorial detailed herein and I accept that the approval issued will be subject to conditions stipulated in the Cemeteries Act, the Grant of Right of Burial and the Local Law and Regulations now or hereinafter in force.

 Signed

 Date

NOTE: The Shire of Corrigin is indemnified against any liability attributed to any incorrect statements or information contained in this form.

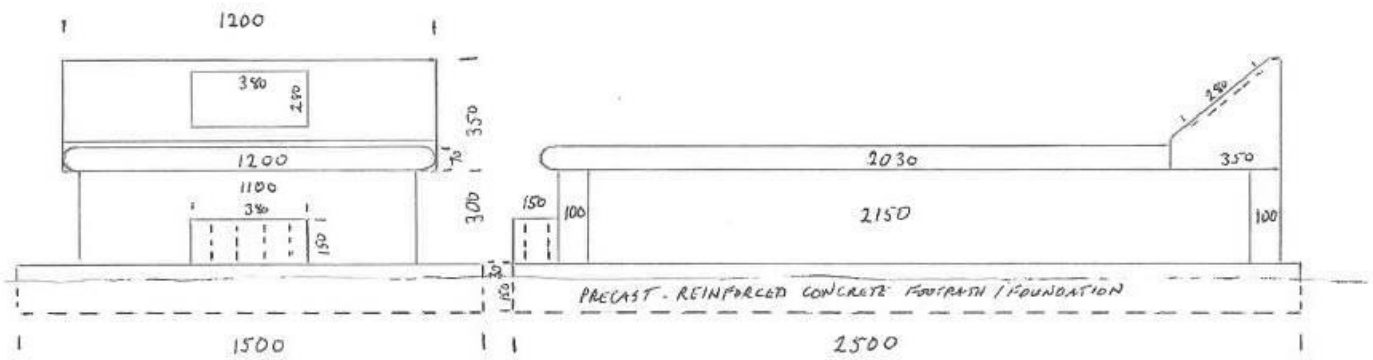
DETAILS OF MASON – Part 2

This section to be completed by the monumental mason.

Name of Firm and Contact Person:		Quoted Cost: \$	Date:
Address:		Signature of Mason	
Do you wish to – (☑)			
Add Further Inscription	<input type="checkbox"/>	Install a new Memorial	<input type="checkbox"/>
		Renovate or add further Monumental work	<input type="checkbox"/>

Plans and Specifications

All plans and specifications of memorials submitted must be carefully drawn and fully dimensioned and all materials specified. All descriptions to be in block letters, all ornaments etc, to be shown and dimensioned. Size of dowels and dowel holes to be specified. Please attach a copy of the plans and specifications



MONUMENTS

Erecting a Monument

Anyone supplying or erecting a monument or memorial must first apply for and be granted a permit. An application for Monumental Work must be submitted with the appropriate fee, detailed drawings, and measurements

Monument Specifications

All monumental work placed on graves in the Shire of Corrigin cemetery shall comply with the following specifications:

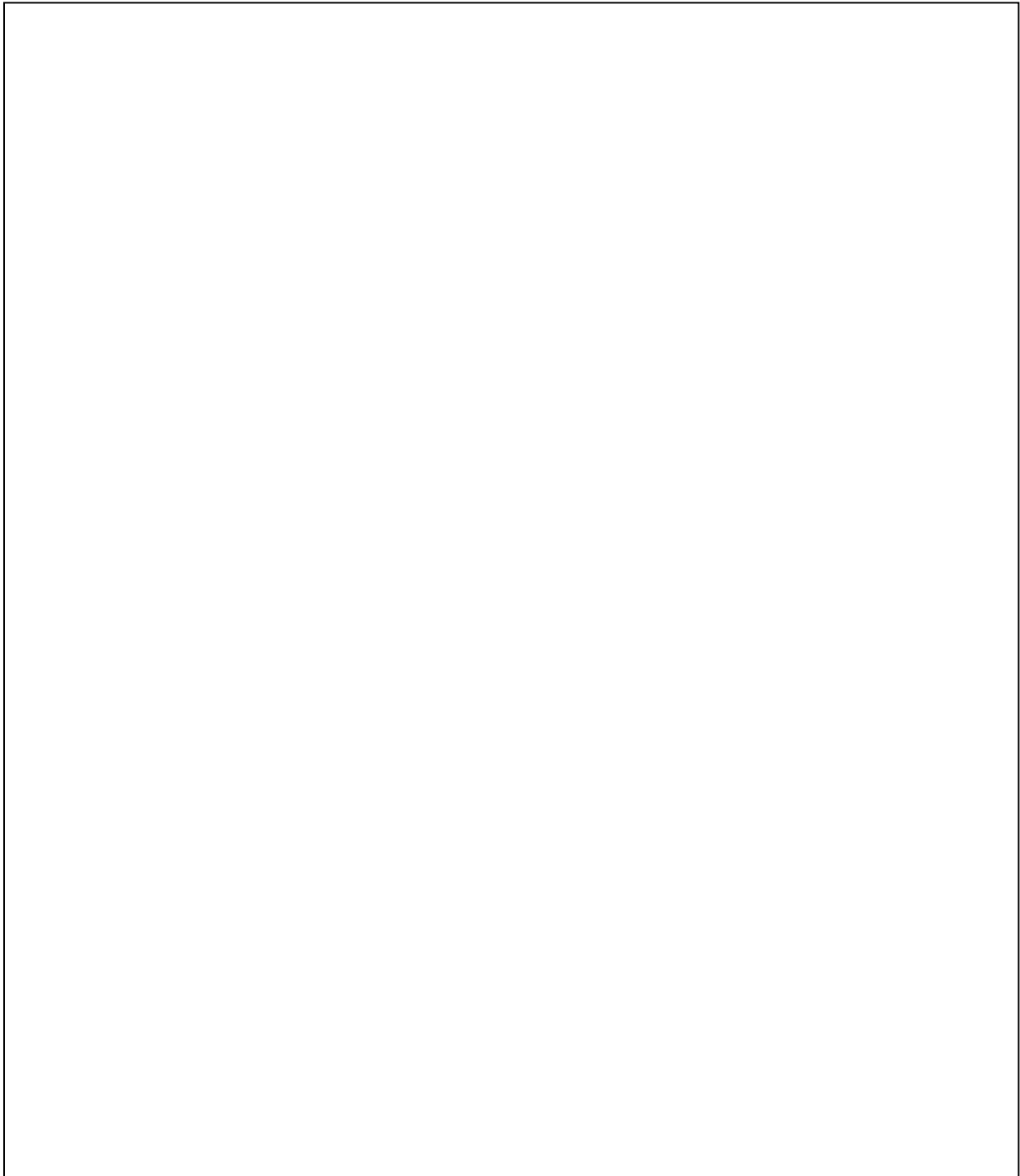
Monument will not exceed the dimensions of 2500mm long and 1500mm wide which includes the footings

Maximum height 2500mm high and maximum foot height of 400mm

Foundations are to be constructed to the Headstone and Cemetery Monument Australian Standard or to such other minimum requirements as provided by the Shire of Corrigin from time to time. The standard was written with the objective of enabling cemetery authorities and monumental masons to specify minimum structural criteria, performance, and installation and renovation requirements for headstone and cemetery monuments, so that these may have a service life of 50+ years.

A monument weighing less than 500kg is required to have two concrete slabs placed under the monument. With one slab to be placed at the head of the grave and the second placed at the foot of the grave. A monument weighing more than 500kg, or more than 1800mm in height is required to have substantial foundations. All work is to be contained within the grave allocated.

DETAILED DRAWING ON MONUMENT (Include all measurements – attach separate sheet if required)



Approved []	Approved with Conditions []
Signed: _____ Natalie Manton, Chief Executive Officer	Conditions:
Date: _____	

Application for Monumental Mason's Licence



Shire of Corrigin

PO Box 221, Corrigin WA 6375
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au

Form 3B CEMETERIES ACT 1986 APPLICATION FOR MONUMENTAL MASON'S LICENCE

I / We the undersigned hereby apply for the issue of a licence for the period beginning on the _____ day of _____ 20____ and ending on the ____ day of _____ 20____ to undertake and complete monumental work within the cemetery and in support of this application enclose a fee of \$_____ and provide the following particulars –

1. To be completed by all Applicants -

(a) Trading name of business

(b) Address from which business will be carried out

_____ Ph No. _____

(c) Full name, address and capacity of person completing this application

Signature

Date

OFFICE USE ONLY

Received:	Referred to Council:	Approved:	Licence issued:
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Appendix D - Niche Wall Forms

Niche Wall Reservation & Application for Grant of Right of Burial



Shire of Corrigin

PO Box 221, Corrigin WA 6375
 Phone: 08 9063 2203 Fax: 08 9063 2005
 Email: shire@corrigin.wa.gov.au

Form 4A.1 CEMETERIES ACT 1986 NICHE WALL RESERVATION & Application for Grant of Right of Burial

Name/Grantee	
Address	
Phone Contact	
Niche Wall Plot to Reserve	<u>Centre Niche Wall</u> North Wall <input type="checkbox"/> South Wall <input type="checkbox"/> No: _____ No: _____
	<u>Bottlebrush Wall</u> <input type="checkbox"/> <u>Grevillea Wall</u> <input type="checkbox"/> Column: _____ No: _____ Column: _____ No: _____
	<u>Everlasting Wall</u> <input type="checkbox"/> <u>Tea Tree Wall</u> <input type="checkbox"/> Column: _____ No: _____ Column: _____ No: _____
	Double Interment <input type="checkbox"/> Single Interment <input type="checkbox"/>
Type of Interment	
Next of Kin Contact	Name:
	Address:

I understand that this agreement is subject to 25-year tenure

Signature

Date

OFFICE USE ONLY

Niche Wall Number issued		
Date Received		Amount
Issuing Officer		Receipt No

Important Information relating to a Grant of Right of Burial

Rights of a Holder

A Grant of Right of Burial confers upon the holder, during the term of the grant, an exclusive right to arrange interment (of cremated ashes or personal items) in the niche wall as specified on the grant and the right to place a niche wall plaque in accordance with the Councils Local Laws.

Renewal of Grant

During the term of the grant, the holder may, by written application (Form 4B), and payment of the set fee, renew the grant for a further term of twenty-five (25) years, commencing on the expiry date of the initial grant.

Expiration of Grant

When a grant expires, and a renewal has not been sought control of the grave reverts to the Corrigin Shire Council.

Replacement of Grant

If a grant is lost or has been destroyed, the holder is required to declare same by written application (Form 4C) by which, if satisfactory, Council will issue a new grant.

Transfer of Grant

A holder who wishes to assign a grant may do so by written application (Form 4D).

Taxes & Levies

I acknowledge that any statutory increase or impositions of fees levied, except for those levied under the *Cemeteries Act 1986* and amendments thereto, which are outside the direct control of the Shire of Corrigin, after the date of this agreement and relating to the burial or conduct of funerals charged to and payable to my estate.

I will be responsible for the payment of all present and future taxes, duties, assessments and outgoings whatsoever including a goods and services, value added or similar broad based consumption tax, whether statutory or local or of any other description which may be assessed, charged or imposed on or in connection with the provision of the Service, and after the date of my death, my estate will be liable for the payment of such taxes, duty, charge, assessment and outgoing.

If I make a payment for future tax including a goods and services, value added or similar broad based consumption tax, in connection with the provision of the Service, and that tax is not imposed, the Shire of Corrigin will refund the value of any such payment to me or my estate.

Application for Renewal of Grant of Right of Burial Niche Wall



Shire of Corrigin

PO Box 221, Corrigin WA 6375
 Phone: 08 9063 2203 Fax: 08 9063 2005
 Email: shire@corrigin.wa.gov.au

Form 4A
CEMETERIES ACT 1986
APPLICATION FOR RENEWAL OF GRANT OF RIGHT OF BURIAL
NICHE WALL

APPLICATION

Name of Grantee.....

RENEWAL

Name of New Grantee: (if renewing under different name – please fill out Stat Dec on reverse side)

.....

Grant Number: Application Number: (office use only)

PERSONAL DETAILS

Address:

Phone:

Email:

Next of Kin:

NICHE WALL LOCATION – CORRIGIN CEMETERY

South Centre		North Centre	
No:		No:	
Bottlebrush	Grevillea	Everlasting	Tea Tree
Column: No:	Column: No:	Column: No:	Column: No:

I hereby apply for the issue/renewal of the Grant of Right of Burial for the above niche wall location and attach

Payment of \$ _____ in support of this application.

 Signature of Applicant

 Date

Declaration of Ownership of Missing 'Grant of Right of Burial'



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 4C

CEMETERIES ACT 1986

DECLARATION OF OWNERSHIP OF MISSING 'GRANT OF RIGHT OF BURIAL'

I,

(full name)

of,

(address)

do solemnly and sincerely declare as follows –

1. That I am the person described as the Grantee/Assignee of the Grant of Right of Burial numbered _____ issued by the Shire of Corrigin on the _____ day of _____ two thousand and _____.
2. That said Grant has been destroyed/lost in the following circumstances

3. That I have not transferred any of my rights under the said Grant to any person.

And I make this solemn declaration by virtue of Section 106 of the Evidence Act 1906.

Declared at _____ in the State of Western Australia this _____ day of _____ 20 ____ before me –

Signature of Declarant

Witnessed By (print name)

Signature of Witness

Address of Witness

Assignment of Grant of Right of Burial



Shire of Corrigin

PO Box 221, Corrigin WA 6375

Phone: 08 9063 2203 Fax: 08 9063 2005

Email: shire@corrigin.wa.gov.au

Form 4D CEMETERIES ACT 1986 ASSIGNMENT OF GRANT OF RIGHT OF BURIAL

To the Shire of Corrigin,

I,

(full name)

of,

(address)

being the holder of a Grant of Right of Burial numbered _____ and issued by the Shire of Corrigin on the _____ in respect of the Corrigin Cemetery for good and valuable consideration assign all my rights under that Grant

to

(full name)

of

(address)

Dated this _____ day of _____ 20 _____.

Signature of person assigning grant

Signature of person to whom grant is assigned

Signature of Witness

Registered by the Shire of Corrigin on the _____ day of _____ 20 _____.

Authorised Officer

Niche Wall Plaque Order Booklet

Form 4E

*Request copy from Shire Office Reception

Instructions for Placement of Ashes



Shire of Corrigin

PO Box 221, Corrigin WA 6375
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au

Form 4F INSTRUCTION FOR PLACEMENT OF ASHES

Deceased Details

Name of Deceased: _____

Date of Death: _____ Age: _____

Applicant Details

Name of Applicant: _____

Address: _____

Phone Number: _____

Relationship to Deceased: _____

INTERMENT INTO NICHE WALL

- Single
- Double

Centre Wall

North: No: _____ South No: _____

Boundary Walls

Bottlebrush Column: _____ No: _____ Grevillea Column: _____ No: _____

Everlasting Column: _____ No: _____ Tea Tree Column: _____ No: _____

PLACEMENT INTO EXISTING / FAMILY GRAVE

Grave Location:

Block Number: _____ Row: _____ Grave No: _____

Previous Internments: _____

Headstone Works

- Yes (please complete following information on proposed headstone work)
- No

New monument Altering existing monument

Monumental Mason: _____

Material of Monument: _____

Dimensions: _____

I hereby make application to the Shire of Corrigin for the burial of ashes of the above deceased person in the space designated and understand I am liable for fees associated with placement of ashes for work completed by Shire of Corrigin staff.

Signature: _____

Date: _____

Instruction for Removal of Ashes



Shire of Corrigin

PO Box 221, Corrigin WA 6375
Phone: 08 9063 2203 Fax: 08 9063 2005
Email: shire@corrigin.wa.gov.au

INSTRUCTION FOR REMOVAL OF ASHES **Form 4G**

Name of Deceased: _____

Date of Death: _____ Age: _____

Applicant Details

Name of Applicant: _____

Address: _____

Phone Number: _____

Relationship to Deceased: _____

REMOVAL OF ASHES FROM NICHE WALL

- Single
 Double

Centre Wall

North: No: _____ South No: _____

Boundary Walls

Bottlebrush Column: _____ No: _____ Grevillea Column: _____ No: _____
Everlasting Column: _____ No: _____ Tea Tree Column: _____ No: _____

REMOVAL FROM EXISTING / FAMILY GRAVE

Grave Location:
Block Number: _____ Row: _____ Grave No: _____

Previous Internments: _____

Headstone Works

- Yes (please complete following information on proposed headstone work)
 No

New monument Alt Existing monument

Monumental Mason: _____

Material of Monument: _____

Dimensions: _____

I hereby make application to the Shire of Corrigin for the **removal of ashes** of the above deceased person from the space designated and understand I am liable for fees associated with **removal of ashes** for work completed by Shire of Corrigin staff.

Signature: _____