



Richmond Lawn Cemetery

Headstone/Plaque Arrangements

Magnolia Garden Niche

Item	Measurements
The standard sandstone council headstone is:	Length 300mm Width 155mm Height 50mm
The dimensions of the stainless steel or bronze plaque are:	Length 135mm Width 135mm
The dimensions for a double niche plaque are:	Length 270mm Width 135mm

The headstone will be placed by Council staff as soon as possible after delivery.

To make arrangements for the placement of a headstone and plaque the nominated person or the nominated next of kin to the deceased, will be required to complete the '*Arrangement for a plaque on a sandstone base - Magnolia Garden*' form found on Council's website.

Plaque Wording

You may choose the suggested wording on the form or write your own, but the plaque must identify the full name, age and date of death of the deceased along with the niche number in the top left hand corner of the plaque.

Rose Garden and Columbarium Wall Niches

Council offers an engraved stainless steel plaque which is affixed to the Columbarium Wall or in the Rose Garden to a paver.

Further information on the arrangement of plaques in these locations can be given by contacting Council's Customer Service Staff on (02) 4560 4444.

Note: All headstone and plaques must be in place before an interment of ashes may take place.

Burials

The standard Council headstone/plaque is a concrete headstone and an engraved stainless steel plaque.

Item	Measurements
The dimension of the paver headstone is:	Length 600mm Width 300mm Height 50mm
The dimensions of the plaque are:	Length 320mm Width 275mm

To make arrangements for the placement of a headstone and plaque the nominated person on the Burial Licence or the nominated next of kin to the deceased, will be required to complete the 'Arrangement for a headstone/plaque' form found on Council's website.

Plaque Wording

You may choose the suggested wording on the form or write your own, but the plaque must identify the full name, age and date of death of the deceased.

Arrangement of Own Headstone/Plaque

If you wish to arrange a headstone and plaque other than that outlined above you will need to engage a stonemason or plaque supplier to do so. The following dimensions are applicable:

The headstone **must not** be larger than the following:

- Length: 900mm
- Width: 330mm
- Height: 220mm.

Any combination of vases and decorative features can be utilised within these dimensions. The stonemason will need to complete the following before erecting the headstone at the Cemetery:

- Notify Council of the date the work will be undertaken.
- Provide a copy of their Public Liability Insurance Policy.
- Provide a description of the wording on the plaque that will be attached to the headstone.
- Plot number shown on top left hand corner.

Note: If you arrange for the standard headstone and plaque, you will need to allow approximately three weeks after the return of the form for the headstone and plaque to be placed at the Cemetery.

No refund will be given if you choose to arrange an alternative plaque.



This document contains important information.
If you do not understand it, contact the
Telephone Interpreter Service on 131 450.



Hawkesbury City Council

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Office Hours: Monday to Friday 8:30am-5pm

May 2016