



Cemeteries

Terms and Conditions

The purpose of this document is to provide information to the community on the terms and conditions for use of the following cemeteries within the Hawkesbury;

- Richmond Lawn Cemetery
- Pitt Town General Cemetery
- Wilberforce Cemetery

1. Management

Council approval is required for all works in the cemeteries, including monumental work. Council's contractors are responsible for preparing graves and Council staff are responsible for maintaining the cemeteries.

2. Reservation of a Burial Plot or Niche

Reservations grant exclusive right to use a particular burial plot or niche at a future date. Reservations can be made through the Customer Service team on the prescribed application form. A Burial Licence will then be issued for a burial plot or in the case of a niche, acknowledgement in writing from Council detailing the amount paid and location of the niche.

3. Transfer of Reservation to another person

Council may on application from a reservation holder transfer from one or more persons to one or more persons as joint holders. An application for transfer may only be made by the holder concerned or if held by joint holders, by all of the joint holders. If the original holder is deceased, the application may only be made by the Executor of the Estate of the deceased holder or their authorized legal representative. The application must include a copy of any relevant legal documents such as wills or letters of administration.

4. Surrender of Reservation to Council

A sole/joint holder of a reservation may surrender it to Council by applying in writing to the Manager Parks & Recreation. Council will refund the fee paid, less 10% to cover administrative costs. Once surrendered, the person has no further entitlements in relation to the plot/niche.

5. Burial Licence

A Burial Licence will be issued in the holder's name, stating details of the Cemetery, Section and Grave Number. The purchase of a burial licence entitles the owner exclusive right of burial in the nominated plot.

Permission to open a pre-reserved site or re-open a grave for a burial must be made in writing by the holder of the Burial Licence, or an agent nominated in writing by the holder. The Burial Licence must be produced to Council as proof of ownership.

If the holder is deceased, the holder's executor or heirs must provide proof of authority to request the opening of the grave, e.g. a copy of the deceased holder's Will, stating executors, or a Statutory Declaration may be acceptable.

6. Burial Times

Burials are to occur to allow sufficient time for the preparation of the plot and closure during normal business hours, unless alternate arrangements are made with Council. This will incur an additional charge for work performed outside normal business hours.

7. Cemetery Fees

All fees will be charged in accordance with the Council's adopted Fees and Charges schedule, reviewed on the 1 July each year.

Cemeteries

Richmond Lawn Cemetery consists of;

- Denominational Lawn Plots
- Rose Garden (closed) niches
- Magnolia Garden Niches
- Columbarium Walls

Lawn Plot Conditions

- You may place any combination of flowers, vases or figurines directly on the headstone, but no part of these ornaments is to extend over any edge of the headstone.

- NO GLASS OR CERAMIC is permitted at all. Acceptable materials include terracotta, plastic, timber, concrete and brick.
- NO SOLAR LIGHTS with spikes are permitted
- No plantings are permitted in or around the gravesite
- Any ornaments/plantings that do not comply with these conditions will be moved and placed at the work shed for collection. Please note the work shed will be cleared of all remaining items every six months.

Rose Garden Conditions

- You may place figurines and the like directly on the plaque/headstone. Dry/ cut flowers can also be placed directly behind the plaque/headstone in the provided vases.
- No ornament/flower arrangement is to impact on the adjoining plaque/headstone.
- NO GLASS OR CERAMIC is permitted at all. These will be removed due to Work Health and Safety concerns. Acceptable materials include terracotta, plastic, timber, concrete and brick.
- No plantings are permitted in or around the gardens
- Council staff will carry out additional clean ups and re-mulching where required in the first week of February, May, August and November. Please ensure objects of value are removed prior to these works being carried out.

Magnolia Garden Conditions

- Only fresh flowers are to be placed in the garden and will be removed once past their best
- Flowers can be placed directly behind the plaque/headstone in the provided vases (two per site only).
- No GLASS OR CERAMIC is permitted at all. These will be removed due to Work Health and Safety concerns. Acceptable materials include terracotta, plastic, timber, concrete and brick.
- No Plantings are permitted in or around the gardens
- Any ornaments/plantings that do not comply with these regulations will be removed and retained for a period of one month at the cemetery work shed for collection.
- Council staff will carry out additional clean ups and re-mulching where required in the first week of February, May, August and November. Please ensure objects of value are removed prior to these works being carried out.

Pitt Town Cemetery consists of;

- Non Denominational Plots
- Columbarium Wall

Wilberforce Cemetery consists of;

- Non Denominational Plots
- Columbarium Wall

Headstone/Plaque Arrangements

Application must be made to Council to erect a headstone, or carry out repairs/restoration work. All monumental work must be carried out by a qualified stone/monumental mason and be of a non-corrosive material, and comply with Council requirements.

For Richmond Lawn Cemetery and Pitt Town Cemetery the standard Council Headstone/Plaque arrangement can be provided or alternatively you may engage a stonemason or plaque supplier to erect an alternative. For Wilberforce Cemetery details of the Headstone to be erected must be provided to Council, where it will be forwarded to The Heritage Office for approval.

Approval must be sought and granted by the Manager Parks & Recreation before any works can be carried out in a Council Cemetery. The stonemason will need to complete the following before erecting the headstone at any Cemetery;

1. Notify Council of the date the work will be undertaken
2. Provide a copy of their Public Liability Insurance Policy
3. Provide a description of the wording on the plaque and the dimensions of the headstone and plaque.


Liability for Damage

Council shall not be held liable for any damage to headstones or monuments caused by normal wear and tear, ground maintenance or other parties.

Referring Documents

Please refer to the following documents found on Council's website and at the Customer Service desk at Council's Offices, 366 George Street Windsor.

- Cemeteries – Fees and Charges
- Burial Licence Application
- Purchase requirements for Ashes
- Arrangement for a Headstone/Plaque

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



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