

Application for Exclusive Right of Allotment

A separate form must be used for each Allotment.

Complete **Part A** For Reservation only OR **Part A** and **Part B** For Burial

Part A: Application for Exclusive Right of Allotment / Reservation		
Applicant Surname(s)		
Other Name(s)		
Applicant Address		
Applicant Address		Postcode
Phone Number	Mobile Number	
Email		
Applicant to complete	<i>I/We the undersigned have been provided with (please tick);</i>	
	<input type="checkbox"/> A copy of the Terms & Conditions of Exclusive Right of Allotment. <input type="checkbox"/> An Information Sheet on the type of Allotment chosen.	
	Signature of the Applicant/Exclusive Right Holder(s)	

Part B For Burial - DECEASED Details			
Deceased Surname			
Other Name(s)			
Date of Death	Age	Date of Burial	Time of Burial
Last Address	Postcode		

Note The Applicant(s) above or the Exclusive Right Holder(s) must complete this form and the Application for Burial (back of this form)

Funeral Director to complete	<i>I,of(Company)</i>		Signature of Funeral Director
	<i>do verify that the remains submitted for burial are those of the above-mentioned deceased.</i>		

Post Service Survey Please tick if you **do not** wish to receive a post service survey from Canberra Cemeteries

Allotment Details		Burial Details	
Portion	Cemetery (e.g. Woden)	<input type="checkbox"/> Coffin <input type="checkbox"/> Casket	Depth
Section	Allotment Type (e.g. Lawn)	Length (mm)	<input type="checkbox"/> Single <input type="checkbox"/> Vault
Block/Row	Denomination (if any)	Width(mm)	<input type="checkbox"/> Double <input type="checkbox"/> Ashes
Allotment	<input type="checkbox"/> Reservation <input type="checkbox"/> New Grave <input type="checkbox"/> Re-open	Height (mm)	<input type="checkbox"/> Triple <input type="checkbox"/> Crypt

OFFICE USE ONLY					
Burial Reservation	Financials			Records	
Death/Cremation Certificate Number	Allotment	\$	Vault	\$	<input type="checkbox"/> SOS
Doctor/Coroner	Maintenance	\$	Sat/Sun	\$	<input type="checkbox"/> Maps
	Burial	\$	2 nd Burial	\$	<input type="checkbox"/> Other
Witness Signature	Plaque	\$	2 nd Plaque	\$	Documents sent date
	Memorial Permit	\$	Ledger Removal	\$	
Date	Extra Depth	\$	Photo	\$	Receipt No
Certificate Number	Block	\$	Other	\$	Interment No
Date	H-Stone/Vase	\$	GST	\$	Total \$



CEMETERIES AND CREMATORIA REGULATIONS 2003
SECTION 7

Application for Burial

NOTE: 1. Application must be lodged with a Cemetery before burial can take place.
2. Application is to be completed by the executor or nearest surviving relative of the deceased
3. All questions must be answered fully.

WARNING: Maximum penalty for furnishing a document which is false or misleading in a material

The particulars given herein will be regarded as strictly confidential

I hereby apply for the burial of the remains of the deceased described hereunder (**Please use block letters**)

Surname of deceased.....Other names.....

Address..... Occupation.....

Date of Birth (if known)..... Age (if date unknown give age as accurately as possible).....

Sex..... Marital status (eg. married, unmarried, widow, widower or defacto).....

Name of cemetery to whom application is made.....

Particulars of applicant (the applicant is the person who is to become the holder of the Right of Burial)

Surname.....Other names.....

Permanent Address.....Occupation.....

To the best of my knowledge the answers given to the questions set out below are true:

1. Are you an executor or nearest surviving relative of the deceased?..... *If the answer is 'No' please complete (a) and (b) below:*

(a) Relationship to the deceased:.....

(b) State why the application is made by you and not by an executor or nearest surviving relative.

.....

2. Did the deceased leave any written directions as to the mode of disposal of his/her remains?.....

If the answer is 'Yes' say what directions.....

3. Have the nearest relatives of the deceased been informed of the proposed burial?.....(NOTE: The term near relative here used includes widow, widower, parents, domestic partners, children above 16 years and any other relative residing with the deceased).

4. Has any near relative of the deceased expressed any objection to the proposed burial?.....If the answer is 'Yes' say on what grounds:.....

5. Date of Death...../...../..... Hour of Death.....am/pm.

6. Address where deceased died.....

Say whether own residence, lodgings, hotel, hospital, nursing home etc.....

Death Certificate

Has a death certificate been supplied?.....Doctor issuing certificate.....Date issued.....

SIGNATURE OF APPLICANT..... Date.....

WITNESS OF SIGNATURE..... Date.....

NAME OF WITNESS.....

Terms and Conditions of Exclusive Right of Allotment

Below is a summary of the pertinent areas of the *Cemeteries and Crematoria Act 2003 (ACT)*.

1. The Exclusive Right of Allotment Certificate grants to the person named in the Certificate, or any person to whom the Certificate is transferred in accordance with clauses 6 or 7 (“Exclusive Rights Holder”) a right of burial or interment of ashes, at the Exclusive Right Holder’s discretion, in the allotment specified on the Certificate (“Burial Place”).
2. The right granted by this Certificate lasts forever, provided that human remains (including foetal remains and cremated remains) are buried or interred in the burial place within 60 years after the date upon which the right is granted. If this does not occur, the ACT Public Cemeteries Authority (“Cemeteries Authority”) may revoke the right granted by this Certificate in accordance with the Code of Practice, referred to in clause 3.
3. The Minister responsible for administering the Cemeteries and Crematoria Act 2003 (ACT) (“Act”) or such other legislation as may supersede the Act, may approve a code of practice (“Code of Practice”) pursuant to section 6 of the Act from time to time. The Code of Practice is a disallowable instrument.
4. The Exclusive Right Holder must abide by the Code of Practice in respect of the use and maintenance of the Burial Place.
5. The Code of Practice may make provision in respect of the following matters:
 - I. design, construction and maintenance of buildings, monuments, memorials, tombstones, gravestones, tablets, monumental inscriptions, mausoleums, vaults and other structures and things within cemeteries and crematoria;
 - II. the responsibility for the maintenance of those things specified in clause 5(a);
 - III. the position, depth and maintenance of graves; and
 - IV. the construction of coffins to be placed in vaults.
6. The Exclusive Right Holder may at any time during his or her lifetime, transfer his or her right granted by this Certificate to another person. A transfer of the right granted by this Certificate during the lifetime of the Exclusive Right Holder will not be effective unless:
 - I. the Exclusive Right Holder (transferor) and the intended Exclusive Right Holder (transferee) complete and execute the “Transfer” section of the Certificate;
 - II. the transferor provides a copy of the executed “Transfer” section to the Cemeteries Authority; and
 - III. the transferor or transferee pays to the Cemeteries Authority any transfer fee the Cemeteries Authority may determine from time to time.
7. If the Exclusive Right Holder dies and does not exercise his or her right granted by this Certificate, an heir, successor or assign (“Successor”)[#] may take the benefit of the right granted by this Certificate by:
 - I. providing the Cemeteries Authority of his or her intention to take the benefit; and
 - II. paying to the Cemeteries Authority any transfer fee the Cemeteries Authority may determine from time to time.
8. For Mausoleum Crypts and Columbarium Niches, only one interment per allotment is permitted.

[#]In General, it is not the role of the Cemeteries Authority to act as arbiter for disputes within a family, in particular those relating to succession or Exclusive Right of Allotment. Instead the family or families are required to come to a decision amongst themselves and bring the decision to the Cemeteries Authority. In general, without knowledge of a dispute, the Cemeteries Authority cannot challenge the right of any person or persons to organize a burial. If, prior to a burial, the Cemeteries Authority is made aware of a dispute, it reserves the right to withhold the transfer of Exclusive Rights and or refuse to permit a burial taking place, until evidence is provided to the contrary.

Frequently asked questions about Cemeteries, Burial and Exclusive Rights

For more detailed information and downloadable documents please visit the Canberra Cemeteries web page at www.canberra.cemeteries.com.au

List What is exclusive right of burial?

A more complete explanation is contained in the “Terms and Conditions of Exclusive Right of Allotment”.

It is a common misconception that graves are “purchased” from the Cemetery. The land belongs to the ACT Government. What is purchased is Exclusive Right of Allotment to a designated grave, an allotment. The Exclusive Right of Allotment gives the purchaser the right to be buried in the grave or to say who is buried there.

The Exclusive Right Holder (ERH) also has the power to authorise the making of any inscription, plaque or construction of monuments for the grave. The ERH is also responsible for the upkeep of the monument. If the monument falls into disrepair the cemetery has the right to remove the monument if in its opinion it is dangerous to cemetery workers or visitors.

When are Canberra cemeteries open for visitors and burials?

Every day from 7:30am to dusk.

Funerals are generally conducted between 10:00am and 3:30pm weekdays or by special arrangement at other times.

Office Hours are weekdays 8:30 am to 4:30 pm.

How many burials can I have in a grave?

Graves are dug to double depth as standard.

It is possible to have up to three burials in a grave provided the first burial is prepared to the correct depth. It may also be possible to have shallow burials if there is a concrete slab placed over the top of the grave.

When will I receive paper work for monuments and plaques after a burial?

You can expect all paperwork required within three weeks of burial.

Can I place flowers and other artefacts on a grave?

Flowers may be placed on graves. Artificial flowers and artefacts, such as windmills, are strongly discouraged in lawn areas. Please note that no live plant material may be placed inside the Mausoleum at Woden.

Only one small pot (maximum 15cm diameter) plant, and total plant height of 50cm may be placed on an allotment. A “miniature” rose approved by Cemetery Management may be planted in the beam in place of the vase. Canberra Cemeteries reserves the right to remove any plant that it considers inappropriate for any reason.

Additional objects and containers, especially those made of glass, metals or crockery are not allowed and any such items placed on graves may be removed by Canberra Cemeteries staff.

No materials other than those approved by the Cemeteries Authority shall be attached by any means to a headstone, beam or Family Estate.

Have I paid all the costs of burial?

Generally, the answer is yes, although there may be additional charges for services such as extra depth graves, late or weekend burials and enhancements to plaques and blocks.

Do not forget that fees for Funeral Directors are not included.

Can I choose a grave site?

Yes, you can choose. Simply make an appointment through your funeral director or directly with the Cemetery office.