

Plaque Beam Allotment Information Sheet

A plaque beam allotment is a lawn grave which comprises a memorial by way of a large plaque installed on the concrete beam at the head of the grave.

The cost of the memorial plaque is included in the allotment purchase price, as is the first burial in the grave, a one off maintenance fee (in perpetuity) and the allotment fee. In accordance with Canberra Cemeteries policy, all graves are dug to double depth at the time of the first burial. This provides the opportunity for a future burial to occur in the grave. Most graves can be dug to triple depth at the time of the first burial if required. There is an additional fee to have triple depth.

Post burial documentation will be sent to the Exclusive Rights Holder of the Allotment (ERH)* a short time after the burial. This usually takes no more than 3 weeks and will include a covering letter, the plaque application form and plaque motif examples and may include a Certificate of Exclusive Right of Allotment if the allotment was purchased at the time of the burial.

Upon receiving the post burial documentation, the ERH will need to complete the plaque application form and return it to Canberra Cemeteries for processing. This can be done via the post, an email or a fax. Please note that in the interim period between the burial and the plaque being installed, a temporary grave marker will be provided.

A plaque proof will be produced and sent to the ERH for review. The plaque proof will need to be approved and returned to Canberra Cemeteries before the plaque can be ordered. The approximate timeframe for delivery and installation is 4-6 weeks from the day the plaque is ordered. The ERH will be notified after the plaque has been installed. Please note that the plaque will be installed flush to the concrete beam and that no raised blocks of any type are permitted on the grave. A ceramic photo can be placed on the plaque and it is preferable to organize a ceramic photo at the time of the plaque proof so that provision is made in the plaque text to fit the ceramic photo. There is an additional cost for a ceramic photo.

At the time of the second burial occurring in the grave, the ERH is given the choice of having a new plaque made and installed adjacent to the existing plaque or they can incorporate two people in one new dual format plaque.

While a small planting or fresh and or artificial flowers are permitted in the vase opening at the grave, white crosses are not permitted on the grave.

Canberra Cemeteries will not be responsible for any personal, valuable or sentimental items that are placed on the grave.

Available at Gungahlin and Woden.

**The Exclusive Rights Holder of the Allotment is the person who completes the Application for Exclusive Right of Allotment form prior to the burial occurring or at the time of the allotment purchase. They become the sole authority on any future matters regarding the allotment, including burials and memorialization.*

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