

Repairs and Maintenance of Graves and Monuments

The Exclusive Right Holder must abide by Canberra Cemeteries rules and policies and by the *Code of Practice - Cemeteries and Crematoria Act 2003* (the Act) with respect to the use and maintenance of the Burial Place. Additionally there are minimum requirements that need to be met to ensure that burials and burial areas are safe.

Repairs are defined as any work on a monument that requires tradesman-like skills. e.g. Any work to the foundation or the removal and replacement of a plaque, ledger, kerb or headstone.

To carry out repairs or alterations to a monument requires a permit. The applicant must establish that they have the right or permission from the Exclusive Rights Holder (ERH) to carry out the work. There are additional restrictions and requirements relating to the safety of staff and visitors that must be met. In general this work must be carried out by an appropriately qualified tradesperson who has registered their details with Canberra Cemeteries. The ERH or appropriate relative must contact the Canberra Cemeteries office prior to the commencement of work.

Maintenance is regarded as superficial work such as cleaning polishing, replacement or retouching of lettering and does not require formal approval.

It is important for the longevity and appearance of a monument that the person carrying out the maintenance should not undertake any work until they have established that the method they propose to employ will add value to its appearance, extend its life and very importantly, will not cause any degradation to the monument. This particularly applies to chemical treatments. If unsure an expert such as a stone mason or a heritage specialist should be consulted.

Canberra Cemeteries staff are not able to provide expert advice on the restoration or maintenance of monuments.

Establishing the right to carry out repairs or alterations to a monument

This means providing to Canberra Cemeteries paperwork/proof to establish that the applicant:

- is the ERH or
- has approval from the ERH or
- in the absence of the ERH or when there is no clear ERH:
 - a clear family tie or
 - other justification/ mitigating circumstances

so that approval to carry out the works may be granted in line with the intent of the Act.

Related Canberra Cemeteries documents

Information Sheet - Ex-Service Allotment

Information Sheet - Headstone Allotment

Information Sheet - Monumental Masons

Application for a Memorial Permit - form

Plaque Application – form(s)

Questions Commonly Asked about Cemeteries (FAQ)

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