

Shire of *Brookton*



Brookton Cemetery Guide



SHIRE OF BROOKTON

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ABOUT THIS GUIDE

This guide has been designed to help in the process of arranging a suitable grave or niche memorial at the Brookton Cemetery.

The Shire of Brookton administers the Brookton Cemetery and Shire officers are available to assist in completing the forms included in this package. The Shire office is located at 14 White Street Brookton and is open between 8.00am to 4.30pm Monday to Friday.

WHAT OPTIONS ARE AVAILABLE FOR A FUNERAL AT BROOKTON CEMETERY?

The Following options are available:

- Gravesite burials in either a new or existing family grave
- Placement of ashes in a memorial within the Cemetery
- Scattering of ashes within the Cemetery
- Placement of ashes in a new or existing family grave.

It is possible to have more than one option for instance, you may prefer to take the ashes home with you or arrange for a scattering in a location of your choice and also have a memorial in a Cemetery.

WHO MAY CONDUCT THE FUNERAL?

Generally, a licensed funeral director will conduct the funeral.

Local Funeral Directors:

Dawson's Funeral Home: 120 Federal St Narrogin PH:08 98811161

Purslowe Tinetti Funerals: 264 Fitzgerald St Northam PH:08 96221411

Thompson's Funeral & Monumental Services: 378 Fitzgerald St Northam PH:08 9622517

Season's Funerals: Cnr Albany Hwy & Armitage Rd Kelmscott: PH:08 94952400

However, a personal representative of the deceased may apply to the Shire for a permit to conduct the funeral.

CAN I PURCHASE A NICHE WALL MEMORIAL BEFORE IT IS NEEDED?

Yes, Niche Wall Memorial locations can be purchased in advance. Plaques are purchased at the time of need for those families wanting to ensure that they are able to memorialize adjacent to an existing family memorial, it is advisable to purchase the desired position concurrently with the first position.

HOW LONG DOES A GRAVESITE OR MEMORIAL REMAIN IN THE CEMETERY?

Currently the tenure for a gravesite or niche wall memorial is 25 years. A holder of a right of burial may apply to the Shire to renew for a further term of 25 years. When tenure expires and is not renewed control of the Gravesite or memorial reverts to the Shire of Brookton.

CAN I PLACE FLOWERS ON A MEMORIAL?

In the interests of safety and the environment, we ask that visitors to Brookton Cemetery observe some basic guidelines.

- Visitors may place fresh or artificial flowers at memorials in non breakable vases.
- Glass vases, receptacles or figurines are not permitted in any areas of the Brookton Cemetery as these items can cause a safety hazard.

GRAVESITE BURIAL INFORMATION

Brookton Cemetery has areas allocated for gravesite burials. Gravesites may be marked with a headstone or memorial and may be single or double depth. Applicants for a gravesite burial must complete:

- Application for Grant of Right of Burial; and,
- Application for Monument or Headstone for Gravesite Burial {if applicable}

All monuments, headstones and inscriptions must be approved by the CEO of the Shire of Brookton

NICHE WALL MEMORIAL INFORMATION

Brookton Cemetery has a Niche wall for the placement of ashes as a memorial. It is possible to purchase multiple Niche memorials to allow for consecutive placement of family Niches.

URN SIZE: Please ensure the ashes are contained in an urn and not placed in a plastic bag by your preferred Crematorium. The size of the Urn **MUST BE** 110mm wide x 76mm high x 185mm long.

PLAQUES:

Plaques are not supplied by the Shire of Brookton however for convenience we have included a few establishments you can contact to help you make your choice and purchase.

Phoenix Foundry - Ph: 1800806064 Website: www.phoenixfoundry.com.au

Sheridans - Ph: (08)93286855 Website: www.sheridans.com.au

SIZE OF PLAQUES:

Please refer to the details below outlining size requirements of the plaques at the Brookton Cemetery Niche Wall. One plaque is necessary for every Niche placement.

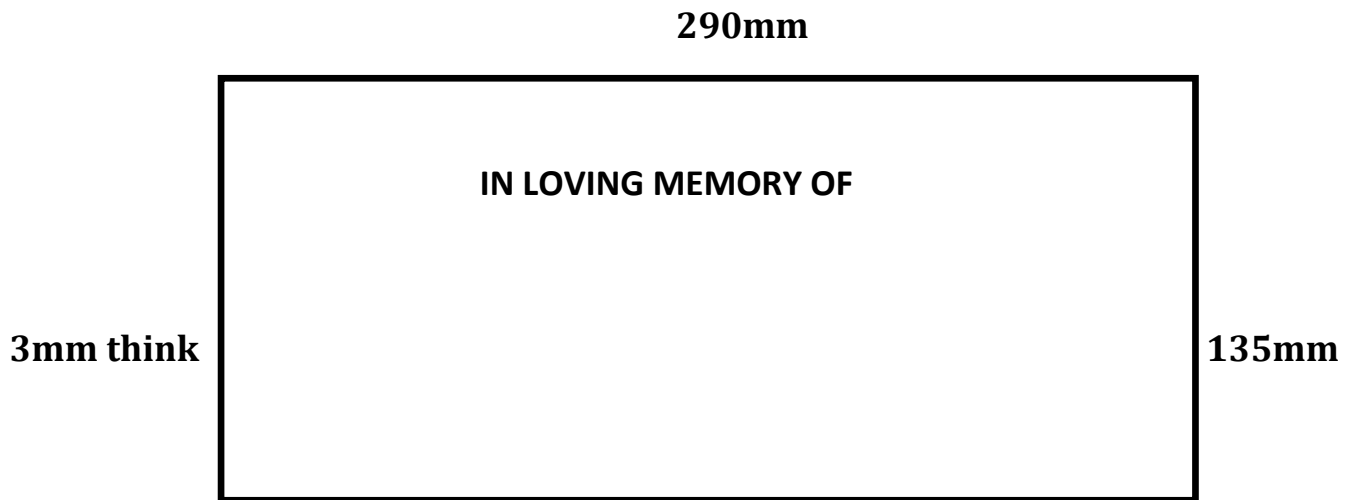
Single Size Niche Plaque

3mm Thick	IN LOVING MEMORY OF	125mm
	Name: -----	
	DIED: -----	
	AGED: -----	
	160mm	

Double Size Niche Plaque

290mm		135mm
NAME: -----	NAME: -----	
DIED: -----	DIED: -----	
AGED: -----	AGED: -----	

Double Backing Plate Only



MATERIAL & COLOUR OF PLAQUES:

For aesthetic purposes the accepted colour for Niche Wall plaques is black with gold/bronze lettering (font). All plaques must be made of the material cast bronze which has long lasting properties and is suitable to full sun. All other plaque preferences are dependant of the individual; however, inscriptions must receive approval by the Shire of Brookton prior to consigning the plaque to be constructed. Please refer to the Memorial Request Form outlining the procedures.

INSCRIPTIONS:

Number of lines: Approximately 5, changeable (please speak to your supplier.)

Number of letters/line (including spaces): Please speak to your supplier.

Plaque Material: Cast Bronze

Plaque Colour: Black

Font Colour: Gold

Cost: To be obtained from your supplier.

Each inscription must be approved by the CEO of the Shire.

Fees and Charges 2023-24

Cemetery

Funeral Director's licence (Annual)	\$ 113.00 GST Exempt	<input type="checkbox"/>
Single Funeral permit	\$ 81.00 GST Exempt	<input type="checkbox"/>
Application for Monumental Mason's Licence	\$ 81.00 GST Exempt	<input type="checkbox"/>
Interment Monday to Friday	\$ 877.00 GST Included	<input type="checkbox"/>
Weekend/Public Holidays/ RDO's	\$1319.00 GST Included	<input type="checkbox"/>
Re-opening Grave with Headstone	\$ 549.00 GST Included	<input type="checkbox"/>
Interment of Ashes in Grave (over and above re-opening grave)	\$ 177.00 GST Included	<input type="checkbox"/>
Purchase of Grants of Right of Burial (Valid for 25 years)	\$ 177.00 GST Included	<input type="checkbox"/>
Permission to erect headstone	\$ 99.00 GST Included	<input type="checkbox"/>
Exhumation Fee	\$ 549.00 GST Included	<input type="checkbox"/>
Application for Pre-Need Grant Right of Burial	\$ 177.00 GST Included	<input type="checkbox"/>

NICHE Wall

Interment – Single compartment	\$ 176.00 GST Included	<input type="checkbox"/>
Interment - Double Compartment (1 st Interment)	\$ 341.00 GST Included	<input type="checkbox"/>
Interment - Double Compartment (2 nd Interment)	\$ 174.00 GST Included	<input type="checkbox"/>
Ashes removal – exhumation	\$ 174.00 GST Included	<input type="checkbox"/>
Reservation of NICHE Valid for 25 years	\$ 174.00 GST Included	<input type="checkbox"/>

TOTAL \$ _____

Payment is to be made with the Application, prior to the Funeral taking place.

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PUBLIC CEMETERY ORDER OF BURIAL

PLEASE COMPLETE ALL OF THE FOLLOWING QUESTIONS AT THE TIME OF APPLICATION FOR A GRAVE OR BURIAL SITE.

BROOKTON CEMETERY REGISTER APPLICATION NUMBER:					
REGISTER PAGE NUMBER OF APPLICATION:					
Deceased Details					
Surname:					
Given Name/s:					
Age at Time of Death:				Gender:	
Date of Death:					
Place where Death Occurred:					
Last Place of Residence of Deceased:					
Birthplace of the Deceased:					
Next of Kin Details					
Full Name:					
Relationship Details:					
Contact Number:					
Email:					
Grant of Right Holder Details					
Full Name:					
Contact Number:					
Email:					
Coffin/Grave Details					
Religious Denomination:				Plot Number:	
Coffin Dimensions:		Length:		Width:	
				Height:	
Grave Size Required:		Length:		Width:	
				Depth:	
(Standard Grave is 2.30m Length x 0.9m Width x 1.80m Depth)					
Type of Plot:		Single		Double	
				Re-opening	
If a re-opening is required please provide previous site details:					

Service Details			
Name of minister/priest to officiate:			
Date of Burial:		Time of Burial	
Backfill instructions:			
Other requirements (number of shovels, chairs etc.):			

NOTE: If family request plot/site reservations, please provide numbers & name details below:
(maximum of 2 allowed only) (fees apply)

THIS SECTION TO BE COMPLETED IN FULL BY THE FUNERAL DIRECTOR	
Business:	
Name of Undertaker:	
Contact Number:	
Name of the person giving the order for the grave:	
Signature of person making the application:	

Certificate of Undertaker
<p><i>I, the undersigned, certify that a coffin reported to contain the remains of the above mentioned, was interred in the ground on the ____ day of _____ 20__</i></p> <p><i>Signed (by the undertaker): _____</i></p>

Shire of Brookton Office Use Only		
<i>This burial order was received on:</i>		
Signature of person receiving this order on behalf of the Brookton Public Cemetery:		
Recorded in cemetery register	/ /	Initials:
Cemetery site plan updated	/ /	Initials:
Reservations update (if required)	/ /	Initials:

Shire of Brookton receipt to be attached

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PUBLIC CEMETERY

Application for Right of Burial/Internment



1. New Grave

☐ Single depth required

☐ Double depth required

Standard Grave (2.30m Length x 0.9m Width x 1.80 Depth)

2. Opening or Extinguishing

☐ Open an existing Grave

☐ Extinguish a burial right

☐ Niche Wall

If yes to either option in #2, please complete the following details:

Full Name: _____

Cemetery: _____ Denomination: _____

☐ Row Number: _____

☐ Plot Number: _____

☐ Wall Number: _____

Are there existing monumental works: ☐ Yes

☐ No

3. Deceased Details

Surname: _____

Given Names: _____

Deceased last place of residence: _____

_____ Post Code: _____

Date of Birth: ____/____/____ Date of Death: ____/____/____ Age: _____

4. Executor/Family Details

Name of Executor: _____

Relationship to Deceased: _____

Postal Address: _____

_____ Post Code: _____

Signature: _____ Date: ____/____/____

Name of Direct Family Member(s):

5. Funeral Director's Details

Company Name: _____

Contract Person: _____

Postal Address: _____

_____ Post Code: _____

Contact Number: _____

I certify that details contained in this form are correct and correspond with the details included on the Medical Certificate of Cause of Death/ Death Certificate.

Signature: _____ Date: ____ / ____ / ____

6. Details of Burial

Proposed Date: ____ / ____ / ____

Proposed Time: _____ am/pm

Religious Denomination: _____

Name of Minister/Priest Officiating: _____

7. Casket / Coffin Type / Size

☐ Standard Grave (2.30 Length x 0.9m Width x 1.80m Depth)

☐ Other, please give dimensions in centimetres

_____ Type _____ cm Length _____ cm Width _____ cm Depth

OFFICE USE ONLY

Location details confirmed: ☐ Yes ☐ No

Time confirmed: _____

Religious Denomination: _____

☐ Plot Number: _____

Administrative Details:

☐ Onsite meeting to ensure plot available

☐ Details confirmed with Funeral Director

☐ Customer contacted to confirm Reservation chosen

☐ Filling grave by hand

☐ Entered on Complete Cemetery Record

☐ Entered on Map

☐ Costs paid/invoices

Fees Paid

Interment of Ashes/Burial Fee: _____

Total Paid: _____

Receipt No: _____

Date: ____ / ____ / ____

PUBLIC CEMETERY

Application to Reserve a Plot/Burial right

PLEASE COMPLETE ALL OF THE FOLLOWING QUESTIONS AT THE TIME OF APPLICATION TO RESERVE A GRAVE / BURIAL SITE.

Applicant

Contact Name: _____

Postal Address: _____

_____ Post Code: _____

Contact No.: _____ Mobile: _____

Signature: _____ Date: ____/____/____

Type of Reservation

☐

Grave Plot **Single**

☐

Grave Plot **Double**

☐

Niche Wall

Number of reservations Required

Name/s on reservation/s

1. _____

Row No.

Plot No.

2. _____

Row No.

Plot No.

3. _____

Row No.

Plot No.

Special Request -If you wish to be in a specific area or a family member

Please complete the following:

Details of Preferred Location: _____

Office Use ONLY

Location details Confirmed

Religious Denomination: _____

Plot No.

Plot No.

Plot No.

Plot No.

Row No.

Row No.

Row No.

Row No.

Administrative details

☐

On-site Meeting had to ensure Plot Available/Adequate

☐

Customer Contacted to confirm Reservation chosen

☐

Enter on computer

☐

Entered on Maps

☐

Any Additional Costs Invoiced _____

☐

Fees paid

Interment of Ashes/Burial Reservation Fee: _____

Total Paid: _____

Receipt No: _____

Date: ____/____/____

ABN 74 164 408 055

14 White Street Brookton WA 6306

Phone: (08) 9642 1106 Email: mail@brookton.wa.gov.au



SHIRE OF BROOKTON PUBLIC CEMETERY MONUMENT APPLICATION

Applicant

(Works cannot commence until approval is issued. Any authorisation will be subject to conditions.)

Company Name: _____

Contact Person: _____ Telephone: _____

Postal Address: _____

Post Code: _____

Is the work being undertaken by a monument mason? Yes ☐ No ☐

Has the grave been in place over 6 months? Yes ☐ No ☐

(An appropriately trained monumental mason shall do all monumental works. Consideration will be given to applications made by non-masons if the work is minor.)

TYPE OF WORK

☐ New monumental works ☐ Restoration works ☐ Memorial Plaque (Niche)

☐ **Kerbing**

Height out of ground to top end _____

Material to be used _____

☐ **Memorial stone/plaque**

Height from level of kerbing _____

Width: _____ Thickness: _____

Material to be used: _____

☐ **Monuments**

Height from level of kerbing: _____

Width: _____ Thickness: _____

Material to be used: _____

☐ **Niche Plaque**

Width: _____ Thickness: _____

Material to be used: _____

Sketch of proposed works *(Attach any additional pages if further space is required)*

To reduce the incidence of structural cracking and breaking of monument works from subsidence, monumental works must not commence on a grave less than six months old.

Deceased Details

Surname: _____

Given Names: _____

Date of Birth: _____ Date of Death: _____ Age: _____

Religious Denomination: _____ Row No. _____ Plot No. _____

Proposed Inscription

Proposed time of work

Proposed Date: _____ Proposed time: _____ AM/PM

Note: Commencement of works is not permitted in Council managed Cemetery without approval.

The design and construction of monumental works must have sound engineering principles to provide a stable, durable and serviceable monument. All structural materials, like treated pine, wire, shade cloth etc, are not permitted.

A minimum of 790mm width and 2160mm length is to be provided between the face of kerbs for adult graves unless site conditions prevent this.

No structures are to exceed 900mm in height above ground level.

Vaults, crypts, tombs and mausoleums are not permitted.

Office Use ONLY

Location details Confirmed Time confirmed: _____

Religious Denomination: _____ Plot No. _____ Row No. _____

Date of Proposed works: ____/____/____

☐ Certificate of currency: _____ (Insurer)

☐ For \$ _____ (amount) ____/____/____ (expiry date) OR

Approval Issued

☐ Location has been pegged

Fees paid.

Monumental Fee: _____

Total Paid: _____ Receipt No: _____ Date: ____/____/____



PO Box 42, 14 White Street, Brookton WA 6306



9642 1106



mail@brookton.wa.gov.au



www.brookton.wa.gov.au



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