

# Regulations for memorial/monumental plots

Cemetery trust (hereafter referred to as 'the trust'):	Kangaroo Ground Public Cemetery
Date regulations adopted (trust meeting date):	18 March 2024

## Introduction

The purpose of these regulations is to ensure a consistent approach to memorialisation that complies with the requirements of the *Cemeteries and Crematoria Act 2003* (the Act), the *Cemeteries and Crematoria Regulations 2015* (the Regulations) and the Trust's Memorialisation Policy 2023.

## 1. Plot Dimensions and Number of Interments

- 1.1 A Monumental Plot ("plot") is 1200mm wide and 2400mm in length.
- 1.2 A plot may be used for up to two coffin or casket burials/interments.
- 1.3 In addition to two burials/interments, ashes may also be interred. The number permitted will be determined by the Trust but generally a maximum of three ashes interments will be permitted. The determining factor will be the ability to memorialise all interments without creating clutter on the headstone or the ledger stone if applicable.
- 1.4 Purchasers of a Right of Interment ("Right Holders") should at the time of plot selection, consider the type of memorial they intend to install, as plots located on sloping ground often require additional stone kerbing/ashlars, which can add to the cost of the memorial.
- 1.5 Right Holders may choose to inter ashes only in monumental plots. The number permitted will be determined by the Trust but generally a maximum of four ashes interments will be permitted. The determining factor will be the ability to memorialise all interments without creating clutter on the headstone or the ledger stone if applicable.

## 2. Regulations for Memorials

- 2.1 Memorials are permitted above ground level and may cover the entire area of the plot. Ground level refers to the naturally occurring slopes and contours and does not include man-made raised areas.
- 2.2 No memorial including any plantings or other adornments, shall exceed the plot dimensions.
- 2.3 Headstones, monuments or memorials shall not exceed a total height (at any point) of 1200mm above ground level, 1150mm width or exceed a depth of 600mm. The height shall be measured from the highest point of the plot. Foundations if not completely buried, must be clad with ashlars or kerbing.
- 2.4 Where a Ledger stone or other surface material is installed, it shall not exceed a height of 500mm measured from the surface of a fully buried foundation.
- 2.5 Where a headstone is installed with kerbing, the headstone depth shall not exceed 500mm without written approval.

- 2.6 Double width memorials where two monumental plots are adjoining, are allowed and must comply to all regulations. Memorials wider than two plots are not permitted.
- 2.7 Memorials must be orientated consistent with the row the memorial is installed.
- 2.8 Mausoleums, canopies or canopy styled constructions are not permitted.
- 2.9 The use of domestic window glasses up to a nominal 5mm in thickness on any surface area of a memorial is not permitted.
- 2.10 Glass of any thickness, which is not mounted on an opaque backing, is not permitted under any circumstances.
- 2.11 If a second burial is planned, the headstone foundation should not exceed 400mm in depth measured from the head of the plot toward the foot. Any headstone foundation that exceeds 400mm in depth may prevent a second burial.
- 2.10 Right Holders may choose to place a plaque only on a monumental plot. The placement of multiple plaques must be approved by the Trust. The determining factor will be the ability to memorialise all interments without creating clutter on the plot.

### 3. Permitted Materials

- 3.1 The Kangaroo Ground Public Cemetery has been developed as a bush cemetery. In keeping with this theme, the Trust's preference is for sawn and polished natural stonework e.g. granites. The Trust will consider applications for constructions from other than natural stone, e.g. free form rocks and stones however any application must demonstrate appropriate foundation and kerb fixing work to ensure the longevity and stability of the construction.
- 3.2 Glass which is known generally as safety glass, toughened glass, or bullet proof glass, is permitted for incorporation in headstone constructions. Glass thickness must be a minimum of 10mm and can include two (2) double glazed panes of 5mm.
- 3.3 Mud brick, plastic, (or composite materials), artificial grass, wood, unclad or unpolished concrete, steel kerbings or headstones are not permitted.
- 3.4 Any shrubs or plants must be planted within the plot and when fully grown must not exceed the height regulations and remain within the plot boundaries. If the shrubs or plants exceed the height regulations or grow outside the plot boundaries, they must be kept pruned or the Trust may remove them without notice. Tree or plant guards including nets, cages and surrounds of any type are not permitted without written approval.
- 3.5 Shrubs or plants appearing on the Nillumbik Shire Council environmental weeds list are not permitted and will be removed by the Trust. The list can be found at [https://www.nillumbik.vic.gov.au/files/assets/public/environment/natural-environment/environmental\\_weeds\\_list.pdf](https://www.nillumbik.vic.gov.au/files/assets/public/environment/natural-environment/environmental_weeds_list.pdf)
- 3.6 Permanent candle boxes integrated into a memorial with window grade glass are permitted. ONLY battery or solar powered lights/flames are permitted. Candles, oil lamps or any apparatus designed to provide a naked flame are strictly forbidden. Candle boxes shall not exceed 380mm width, 380mm depth (edge to edge base included) and 430mm height from base to apex. Candle boxes must not have lockable access doors.
- 3.7 Ceramic and glass containers for placement on top of ledger stones or any other area of a memorial are not permitted. Memorials which have adornments other than those approved by the Trust at the time application was made for the memorial may be removed or modified by the Trust without notice.
- 3.8 The Trust may at its sole discretion, consider applications for memorials using alternative materials or designs. The determining factors will be the safety, longevity and integrity of proposed materials, cemetery maintenance implications and designs inconsistent with the bush cemetery theme.

## 4. General

- 4.1 The Trust must approve all interments in writing.
- 4.2 All plans and specifications for memorials must be submitted together with the Memorial Permit Fee to the Trust for approval prior to construction. After confirming the memorial adheres to the Trust's regulations, the Trust will issue a written approval which permits Right Holder to proceed with construction.
- 4.3 Under no circumstances is the installation of a memorial of any kind permitted without the written approval of the Trust. Any memorial installed without a permit will be immediately removed by the Trust. Any costs incurred by the Trust to remove an unauthorized memorial will be passed onto the Right Holder for payment within 30 days from the date of invoice.
- 4.4. There is no obligation on a Right Holder to construct a memorial.
- 4.5 All memorial plot maintenance, repair and upkeep is the responsibility of the Right Holder. Any additional works, including inscriptions, which are required by the Right Holder must be approved by the Trust.
- 4.6 If a memorial in the Trust's opinion has become dangerous, impacts on general cemetery maintenance, is visually not in keeping with the bush cemetery theme or does not comply with the written approval provided by the Trust, the Trust at its absolute discretion will:
- 4.6.1 Inform the Right Holder in writing of the memorials condition or unauthorized alterations and request that within 90 days, it is rectified or removed.
- 4.6.2 In the event the memorial is not rectified or removed within 90 days from the date of written notice, the Trust may remove or alter the memorial. Any costs incurred by the Trust required to remove or alter any memorial will be passed onto the Right Holder for payment within 30 days from the date of invoice.
- 4.7 Temporary memorials must comply with all regulations with the following exception.
- 4.7.1 Crosses (or similar) installed at the time of burial are permitted but must be removed within 1 year from the date of burial or upon installation of a permanent approved memorial, whichever is sooner.
- 4.7.2 Metal candle boxes, with battery or solar powered lights, installed at the time of burial are permitted but must be removed within 1 year from the date of burial or upon installation of a permanent approved memorial, whichever is sooner.
- 4.8 The Trust advises Right Holders deciding about any memorialisation, to ensure consideration be given to the complexity of any surface adornment especially if a second or subsequent interments are contemplated. In the context of reopening grave sites for subsequent interments the Trust makes every endeavour to safeguard the integrity of existing stonework but in no circumstances indemnifies plot owners against damage which may occur as a result of reopening.
- 4,9 Loose stones, plants, and any unsecured items will be removed up to 7 days prior to the subsequent interment and may not be available for replacement or collection.
- 4.10 The Kangaroo Ground Public Cemetery has been developed as a bush cemetery. In this context, the planting of any shrubbery or grave site adornments must be consistent with this theme.
- 4.11 The Trust:
- 4.11.1 is unable to accept any responsibility for the theft of any item of memorialisation.
  - 4.11.2 is unable to accept any responsibility for damage to any item of memorialisation unless it can be shown that such damage was caused by tasks carried out by cemetery staff.

- 4.11.3 Will assist memorial owners in making claims for theft or damage under the Victorian Managed Insurance Authority Cemetery Trusts Insurance Program where the memorial has been approved by the Trust and a permit issued.
- 4.12 Whilst the Trust takes no responsibility for the care and maintenance of any memorial, it reserves the right to undertake any maintenance it deems necessary to maintain the plot and surrounds in a clean, tidy, and safe state.
- 4.13 At anytime without notice, the Trust may alter the configuration or layout of the cemetery. This could include, the removal or addition of paths, garden beds, aisles.
- 4.14 While the Trust makes every effort to preserve the mature trees scattered throughout the cemetery, trees that die may be removed and not replaced in the same location.
- 4.15 The Trust may amend these regulations at any time and updates will be published at [www.kangaroo-ground-cemetery.com.au](http://www.kangaroo-ground-cemetery.com.au).

## 5. Special Conditions

- 5.1 The Trust has defined Rows 11 – 14 as the historic precinct of the cemetery where the intention is to preserve the areas unique character and aesthetic. Therefore, the Trust in its absolute discretion may allow variations to these regulations to ensure any new or renovated memorial is consistent with the style and character of this section of the cemetery.
- 5.2 Due to grave digging access requirements, the Trust has allocated sections of the cemetery as Headstone Only rows or plots. All the above regulations apply to these plots, however kerbing or garden borders are not permitted. The planting of gardens or the placement of pots outside the headstone base is strictly prohibited.

**Note: BOOKINGS FOR INTERMENTS, VISITORS, AND WORKS AT THE CEMETERY WILL BE DEFERRED ON CATASTROPHIC FIRE RATING DAYS AS THE CEMETERY WILL BE CLOSED ON THESE DAYS.**

**BOOKINGS FOR INTERMENTS, VISITORS AND WORKS AT THE CEMETERY MAY, AT THE DISCRETION OF THE TRUST BE DEFERRED ON EXTREME FIRE RATING AND DAYS OF TOTAL FIRE BAN.**

## Relevant documents

*Cemeteries and Crematoria Act 2003*

Cemeteries and Crematoria Regulations 2015

Australian Standard AS 4204-1994 Headstones and Cemetery Monuments

Kangaroo Ground Cemetery Trust – Memorialisation Policy 2023

### VERSION CONTROL

No.	Date	Comments	Next review
1.2	18 March 2024		31 March 2025

# Regulations for grass and ashes plots

Cemetery trust (hereafter referred to as 'the trust'):	Kangaroo Ground Public Cemetery
Date regulations adopted:	18 March 2024

## Introduction

The purpose of these regulations is to ensure a consistent approach to memorialisation that complies with the requirements of the *Cemeteries and Crematoria Act 2003* (the Act), the Cemeteries and Crematoria Regulations 2015 (the Regulations) and the Trust's Memorialisation Policy 2023.

## 1. Plot Dimensions and Number of Interments for Grass Plots

- 1.1 A Grass plot ("plot") is 1200mm wide and 2400mm in length.
- 1.2 A Grass plot may be used for up to two coffin or casket burials/interments.
- 1.3 In addition to two burials, ashes may also be interred. The number permitted will be determined by the Trust but generally a maximum of three (3) ashes interments will be permitted. The determining factors will be the ability for plaque memorialisation to be contained within an area 640mm width x 780mm length or the equivalent of less than 20% of the total plot size. The sequence of interments will also impact the number of interments in a Grass plot. See Appendix 1 – Combination and Sequence of Interments for Grass Plots.
- 1.4 Purchasers of a Right of Interment ("Right Holders") should at the time of plot selection, consider the type of memorial they intend to install, as no other memorials other than ground level plaques are permitted on Grass plots.
- 1.5 Right Holders may choose to inter ashes only in Grass plots. The number permitted will be determined by the Trust but generally a maximum of four ashes interments will be permitted. The determining factor will be the ability for plaque memorialisation to be contained within an area of 640mm width x 780mm length or the equivalent of less than 20% of the total plot size.
- 1.6 Any proposal for a variation to the memorialisation conditions (640mm width x 780mm length or the equivalent of less than 20% of the total plot size) must be submitted in writing to the Trust for consideration. The Trust in its absolute discretion will determine if a proposal is approved and will advise the applicant in writing.

## 2. Regulations for Grass Memorials

- 2.1 Grass plots must be maintained at ground level. Apart from fresh flowers, no above ground adornments such as vases, jars, crosses, stones, permanent flags, candle boxes or plants are permitted. The Trust in its absolute discretion may remove any objects not in accordance with this regulation without prior notice or consent.
- 2.2 Heavy cast bronze plaques set on concrete or granite, or granite plaques may be installed on Grass plots and must be installed at or below ground level. Concrete or granite bases must be a minimum 50mm thickness.

- 2.3 Plaques made of other materials may be considered on a case-by-case basis and must be approved by the Trust in writing prior to installation.
- 2.4 Plaques are the property of the Right Holders who are responsible for their upkeep. The Trust is not responsible for any damage to plaques, irrespective of how this damage occurred.
- 2.5 Where there is more than one plaque installed, the second and subsequent plaques must be mounted immediately below the preceding plaque.
- 2.6 All plaques must be orientated consistent with the row the plaque is installed in.
- 2.7 Vase holders are permitted within the confines of granite masonry mounts. Vase holders are not permitted in concrete mounts. Separate vase holders must be located immediately above the first plaque on the plot. Only Trust supplied vase holders are permitted. Jars, bottles, glasses, and ceramic pots are not permitted.
- 2.8 Where the plaque is the standard 640mm width, the plaque must be positioned at the head of the plot so that two grass borders measuring 280mm will be located either side of the plaque installation. Therefore, the two x 280 mm grass borders plus 640mm maximum plaque width equates to 1200mm, which is the full width of a plot. If plaques are smaller than the standard 640mm, the same principle of central location at the head applies.
- 2.9 Bronze plaques must be installed by the Trust following payment of the installation fee or persons authorised by the Trust.

### 3. Double Ashes Plots

- 3.1 Double Ashes plots are 600mm x 600mm and two sets of ashes may be interred in each plot.
- 3.2 The plaque placement area shall be centrally located on the 600mm x 600mm plot. The maximum granite or concrete mounting size is 480mm x 380mm.

### 4. Ashes Rock Gardens

- 4.1 There are several rock gardens in the cemetery which are exclusively for single ashes interments.
- 4.2 Right Holders can purchase a position on a rock and memorialisation will involve the placement of a standardized bronze plaque, 150mm x 150mm affixed to a rock face.
- 4.3 The Trust will position together as closely as practical both the plaque and burial position as best fits the rock being memorialised.
- 4.4 Where a rock contains more than one position, the Right Holder will have the right to place one plaque on a specified rock in a specified position.
- 4.5 The Right Holder will not have exclusive rights to a rock where there is more than one position unless all positions on the rock are purchased at the same time.

### 5. General

- 5.1 The Trust must approve all interments in writing.
- 5.2 All plans and specifications for plaques must be submitted to the Secretary, Kangaroo Ground Public Cemetery Trust (Secretary) for approval prior to installation. After confirming the plaque adheres to the Trust's regulations, the Trust will issue a written approval which permits the Right Holder to proceed with installation.
- 5.3 Under no circumstances is the installation of a plaque of any kind permitted without the written approval of the Trust. Any plaque installed without written approval will be removed by the Trust. Any costs incurred by the Trust to remove an unauthorized memorial will be passed onto the Right Holder for payment within 30 days from the date of invoice.

- 5.4 There is no obligation on a Right Holder to install a plaque.
- 5.5 Maintenance of the surrounds of grass plots is the responsibility of the Trust. All plaque maintenance, repair and upkeep is the responsibility of the Right Holder. Any additional works which are required by the Right Holder must be approved by the Trust.
- 5.6 If in the Trust's opinion a plaque is dangerous, impacts on general cemetery maintenance, contains offensive language, or does not comply with the written approval provided by the Trust, the Trust at its absolute discretion will:
- 5.6.1 Inform the Right Holder in writing of the plaques condition or unauthorized alterations and request that within 30 days, it is rectified or removed.
- 5.6.2 In the event the plaque is not rectified or removed within 30 days from the date of written notice, the Trust may remove the plaque. Any costs incurred by the Trust required to remove or alter any plaque will be passed onto the Right Holder for payment within 30 days from the date of invoice.
- 5.7 Whilst the Trust takes no responsibility for the care and maintenance of any plaque, it reserves the right to undertake any maintenance it deems necessary to maintain the plot and surrounds in a clean, tidy, and safe state.
- 5.8 The Trust may amend these regulations at any time and updates will be published at [www.kangarogroundcemetery.com.au](http://www.kangarogroundcemetery.com.au)

**Note: BOOKINGS FOR INTERMENTS, VISITORS AND WORKS AT THE CEMETERY WILL BE DEFERRED ON CATASTROPHIC FIRE RATING DAYS AS THE CEMETERY WILL BE CLOSED ON THESE DAYS.**

**BOOKINGS FOR INTERMENTS, VISITORS AND WORKS AT THE CEMETERY MAY, AT THE DISCRETION OF THE TRUST BE DEFERRED ON EXTREME FIRE RATING AND DAYS OF TOTAL FIRE BAN.**

## APPENDIX 1 – Combination and Sequence of Interments for Grass Plots.

1. To plan how you are going to use your plot, it is recommended you first speak with the Secretary to discuss your specific requirements.
2. Right Holders may seek to inter ashes before interring coffins/caskets. In these cases, a single Ashes interment will be permitted to be buried at the head of the plot where the headstone would be installed.
3. As per Section 1.3 of these Regulations, Grass plots nominally allow for two coffin burials and three (3) ashes interments, but this maximum allowance depends upon a strict sequence of interments.
  - 3.1 This could be two (2) coffins/caskets and three ashes interments (surface interred following the burial of two coffins/caskets) at a later stage. The plot is then considered to have been used to its maximum capacity.
  - 3.2 If the first interment is an ashes interment, it must be located at the head of the plot then two coffins/caskets are still permitted, with a second and third ashes surface interment at a later stage.
  - 3.3 The Trust has determined once ashes have been interred, they should not be disturbed as would be the case if coffin burials were to be allowed following ashes interments. Therefore, if an ashes interment occurs (SURFACE ONLY) as a first interment, no coffin burials will be permitted, and the maximum utilization of the plot will end after the remaining two ashes interment are made.

The purpose of these regulations is to ensure a consistent approach to memorialisation that complies with the requirements of the *Cemeteries and Crematoria Act 2003* (the Act), the *Cemeteries and Crematoria Regulations 2015* (the Regulations) and the Trust's *Memorialisation Policy 2023*.

## Relevant documents

*Cemeteries and Crematoria Act 2003*

*Cemeteries and Crematoria Regulations 2015*

Australian Standard AS 4204-1994 Headstones and Cemetery Monuments

Kangaroo Ground Cemetery Trust – *Memorialisation Policy 2023*

### VERSION CONTROL

No.	Date	Comments	Next review
1.2	18 March 2024		18 March 2025