

Ex-Service Allotment Information Sheet

An Ex-Service allotment is a lawn grave which comprises a marble headstone with plaque, installed on the concrete beam at the head of the grave.

The cost of the marble headstone and plaque are 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.

The first burial to occur in the grave must be for the person who was a serving member of the defence forces. The non-serving member burial must occur after the first burial. In the situation of the non-serving member requiring a burial first will mean that the allotment will have to be transferred to an allotment in a different area of the cemetery. Additional fees or a refund may be applicable.

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 on a white marble headstone. 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.

While fresh flowers are permitted in the vase 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.*

Office

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