

Headstone Allotment Information Sheet

A headstone allotment is a grave which has a monumental memorial covering the grave.

The cost of the monument is not included in the allotment purchase price. The purchase price includes the allotment, the first burial in the grave, a one off maintenance fee (in perpetuity) and the memorial permit application 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 (ERH)* of the Allotment a short time after the burial. This usually takes no more than 3 weeks and will include a covering letter, the memorial permit application form, a list of local stonemasons and information on the construction of monuments. A Certificate of Exclusive Right of Allotment may also be included if the allotment was purchased at the time of the burial.

To initiate the construction of the monument, the ERH will need to complete the memorial permit application form with the chosen stonemason, who will then return it to Canberra Cemeteries for processing. The memorial permit will be issued to the stonemason after the application has been approved. The approval process takes no more than 2 weeks. Canberra Cemeteries requires the monument to be erected within 2 years of the first burial occurring. Please note that in the interim period between the burial and the monument being installed, a temporary grave marker will be provided. A white cross is also permitted on the grave for this purpose.

Some minor sinkage of the grave can be expected after the burial and the sinkage is addressed as soon as possible by grounds staff with regular topping up where necessary. Significant rainfall can exacerbate the problem and also delay the ability of our staff to top up immediately. If families have arranged temporary coverings of the grave with borders and pebbles, these will need to be removed by the family before cemeteries staff can perform required maintenance or topping up of the grave in the event of subsequent sinkage. It is strongly recommended that a reasonable period of time be allowed for the grave to settle before placing such coverings.

At the time of the second burial occurring in the grave, in addition to the burial fee, there may a ledger removal fee payable if there is a monument erected on the grave. In the instance of the monument being erected prior to the first burial, a ledger removal fee will be payable at the time of the first burial.

Cleaning and maintenance of the monument is the responsibility of the family. Canberra Cemeteries is responsible for the maintenance of the grounds only.

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

Available at Gungahlin, Woden and Hall.

**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

Gungahlin Cemetery
Sandford Street
Mitchell ACT 2911

Postal Address

PO Box 37
Mitchell ACT 2911

Contact

T 02 6204 0200 **F** 02 6207 1624
E cemeteries@act.gov.au
W canberracemeteries.com.au