

# Application for Plaque Order or Refurbishment of Plaque

**PURPOSE OF FORM:** The information in this form will be used to process your application to install/ refurbish a plaque.

**PRIVACY NOTICE:** Whitsunday Regional Council is collecting your personal information (name, address, phone number, email, relationship to deceased) for identity verification and the purpose outlined on this form. This information will only be accessed by authorised Council employees and handled in accordance with the 'Information Privacy Act 2009'.

**APPLICATION PROCESS:** For a plaque order to occur, the completed application must be lodged with Council. All fields listed on the application form are required to be completed in full. Council reserves the right to return the application form and request for further information if items have been left blank.

**TERMS AND CONDITIONS:** The placing of a plaque on an empty gravesite shall only be approved where the burial plot was reserved prior to the death occurring, exceptional circumstances have arisen which prevent the family from burying the deceased or memorial only. The types of plaques permitted at the Whitsunday Regional Council cemeteries are as follows:

- Bronze plated plaque and/or
- Granite/Stone – Supplied directly through a Stonemason. Please contact Stonemason to order.

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'n/a'.

## Section 1 – Applicant (Must be Next of Kin, Burial Right Holder, or Legal Representative/ Beneficiary).

<b>Applicants Full Name</b>					
<b>Address</b>					
<b>Contact Phone</b>	B		H		M
<b>Email Address</b>					
<b>Relationship to the Deceased</b>					
<b>Signature</b>				<b>Date</b>	
<p><b>Note: Council acts in good faith when it relies on advice provided by applicants and does not accept any responsibility for allowing a plaque/monument that might be the subject of a later dispute between family members, Executors and/or assigns.</b></p> <p>I declare that the information I have provided in this application is complete, true, and correct. I agree to abide by the Cemeteries Council Policy - <a href="https://www.whitsundayrc.qld.gov.au/downloads/file/703/cemeteries-policy">https://www.whitsundayrc.qld.gov.au/downloads/file/703/cemeteries-policy</a></p>					

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## Section 2 – Cemetery & Grave Description

<b>Name of Deceased</b>					
<b>Burial Date</b>					
<b>Plot details</b>					
<b>Proserpine</b>	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery	
<b>Collinsville</b>	<input type="checkbox"/> Lawn Cemetery	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery	
<b>Bowen</b>	<input type="checkbox"/> Lawn/Beam	<input type="checkbox"/> New Monumental	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> Columbarium Wall	<input type="checkbox"/> Old Cemetery

## Section 3 – Plaque details

*\*Please note that all emblems, borders and writing are in gold\**

<b>Type of Work</b>	<input type="checkbox"/> New Plaque	<input type="checkbox"/> Refurbishment <i>*Please refer to section 4*</i>
<b>Plaque Type</b>	<input type="checkbox"/> Single	<input type="checkbox"/> Double
	<input type="checkbox"/> Book of life option - Please refer to plaque guide for these options available	
<b>Desk Required If yes, please advise source</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Standard Concrete Council Supplied (Included in Administration Fee)	<input type="checkbox"/> Stonemason/Contractor Supplied (This will have to be organised with supplier)

## Section 4 – Refurbishment Works

*\*Please note if there are no changes to the plaque, please still specify the colour of the plaque\**

<b>Changes to plaque</b>	<input type="checkbox"/> Yes (Please attach the required changes)	<input type="checkbox"/> No
<b>Plaque Features</b>	<input type="checkbox"/> Colour of Emblems (If applicable):	<input type="checkbox"/> Colour of plaque:
<b>Office use only</b>		
<b>Original plaque supplier</b>	<input type="checkbox"/> Arrow Bronze	<input type="checkbox"/> Worsell & Co
	<input type="checkbox"/> Other:	

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## Section 5 – Plaque Features

<b>Colour</b>	<input type="checkbox"/> Standard Brown <input type="checkbox"/> Different Colour: Please refer to plaque guide for options available			
<b>Border Type</b>	<input type="checkbox"/> Standard #1 <input type="checkbox"/> Different Border: Please refer to plaque guide for options available			
<b>Font Type</b>	<input type="checkbox"/> Please Specify: Please refer to plaque guide for options available			
<b>Emblem</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please specify (refer to plaque guide):		
<b>Perpetual Bronze Emblem</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please specify (refer to plaque guide):		
<b>Emblem Fill</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes, please specify areas of the emblem to be filled in which colour (Please attach if required):		
<b>Position Of Emblem</b>	<input type="checkbox"/> Top-Left Corner	<input type="checkbox"/> Top-Right Corner	<input type="checkbox"/> Top Centred	<input type="checkbox"/> Bottom Centred
	<input type="checkbox"/> Bottom-Left Corner	<input type="checkbox"/> Bottom-Right Corner	<input type="checkbox"/> Middle-Left Side	<input type="checkbox"/> Middle-Right Side
	<input type="checkbox"/> Middle-Centred	<input type="checkbox"/> If more than 1x Emblem, please specify location:		

## Section 6 – Photo Features

### Please Note:

- To facilitate a photo on the plaque, Council requires a copy of the image to be sent electronically
- Size and number of photos, decreases the amount of wording you can place on the plaque

<input type="checkbox"/> No – Please refer to section 7		<input type="checkbox"/> Yes – please refer to the below		
<b>Number of Photos</b>	<input type="checkbox"/> 1x	<input type="checkbox"/> 2x	<input type="checkbox"/> Please specify if more than 2x:	
<b>Type</b> (Please request from officer a viewing of types)	<input type="checkbox"/> Ceramic Oval (Standard)	<input type="checkbox"/> True to life	<input type="checkbox"/> Ultra Image	<input type="checkbox"/> Square
<b>Position</b>	<input type="checkbox"/> Top-left corner	<input type="checkbox"/> Top-right corner	<input type="checkbox"/> Top Centred	<input type="checkbox"/> Bottom Centred

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	<input type="checkbox"/> Bottom-Left Corner	<input type="checkbox"/> Bottom-Right Corner	<input type="checkbox"/> Middle-Left side	<input type="checkbox"/> Middle-right side	
	<input type="checkbox"/> Middle Centred	<input type="checkbox"/> If more than 1x photo, please specify each location:			
Size (mm)	<input type="checkbox"/> Standard (40x60)	<input type="checkbox"/> Standard (50x70)	<input type="checkbox"/> 30x40	<input type="checkbox"/> 60x80	<input type="checkbox"/> 70x90
	<input type="checkbox"/> 80x100	<input type="checkbox"/> 90x120	<input type="checkbox"/> 100x130	<input type="checkbox"/> 110x150	<input type="checkbox"/> 130x180 (Maximum)

## Section 7 – Purchase Vase Options:

*\*Please note a vase is optional and can be purchased at any time with or without the purchase of a plaque\**

Vase	<input type="checkbox"/> No – Please refer to section 8	<input type="checkbox"/> Yes – please refer to the below		
If yes, Placement date and time		Placement with plaque	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Columbarium Wall Section:

Type	<input type="checkbox"/> Bronze Flower Vase		
Position	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<input type="checkbox"/> Both Sides
Numbers required	<input type="checkbox"/> 1x vase	<input type="checkbox"/> 2x vase	

## Memorial Rose Garden / Lawn / Beam / New Monumental / Old Cemetery Section:

Type	<input type="checkbox"/> Granite Vase		
Position	<input type="checkbox"/> Left	<input type="checkbox"/> Right	<input type="checkbox"/> Both Sides
Numbers required	<input type="checkbox"/> 1x vase	<input type="checkbox"/> 2x vase	

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## Section 8 – Plaque Inscription

*Diagram of proposed plaque – including dimensions, text/wording, colour, border type, any emblems or photos and size of photo. If having a photo, please provide an electronic copy via PDF or JPEG to Council. If you have a plaque that you are wanting similar or to match, please attach.*

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## Section 9 – Placement of ashes

*\*Please note if placement of ashes is to take place, a notification of cremation and request for placement of ashes application form requires to be completed\**

<b>Placement of ashes required</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please refer to the below		
<b>If yes, Proposed date and time</b>		<b>Placement with plaque</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Section 10 – Special Requirements

*\*Please specify any special requirements that you may wish or anything Council needs to be made aware of\**


### For Funeral Director Use Only (If required)

<b>Funeral Director</b>		<b>Phone#</b>
<b>Address</b>		<b>Post Code</b>
<b>Signature</b>		<b>Date</b>
<b>Additional Notes</b>		

### Department Use Only

<b>Fee Paid</b>	\$	<b>Receipt #</b>
<b>Date Paid</b>		<b>Application #</b>
<b>Receiving Officer</b>		<b>Date</b>
<b>Additional Notes</b>		

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## TERMS AND CONDITIONS

- 1.1. The placing of a plaque on an empty gravesite shall only be approved where the burial plot was reserved prior to the death occurring and exceptional circumstances have arisen which prevent the family from burying the deceased.
- 1.2. Council will take all care when maintaining the cemetery but will not accept any responsibility for cleaning plaques, adornments, or headstones and will not be liable for damage as a result of vandalism, weather, or the operation of the irrigation system.
- 1.3. Council shall not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on the grave, site or niche. The responsibility for the costs of repairs and maintenance to plaques, monumental and historical graves, site or niche and headstone lies with the family of the deceased.
- 1.4. The type of plaques permitted in lawn cemeteries are:
  - i. Bronze
  - ii. Granite/stone
- 1.5. Plaques with photographs are acceptable.
- 1.6. One plaque per gravesite is permitted.
- 1.7. Updating and replacement of an existing plaque will be at the family's expense.
- 1.8. Bronze Plaques for the lawn and columbarium shall be approved by Council.
- 1.9. Where the Public Trustee has organised the burial of a deceased person, only the plaque supplied/paid for by the Public Trustee shall be placed on the grave site.

Please see allowable sizing for plaques:

### **Proserpine Cemetery is limited to;**

1. Lawn Section - An inscribed plaque mounted on a cement slope and base having dimensions of 280mm high and 380mm wide and a maximum depth of 20mm.
2. Columbarium Wall - An inscribed bronze plaque having dimensions of 210mm high and 300mm wide and a maximum depth of 20mm.
3. Memorial Rose Garden - An inscribed plaque with dimensions of 180mm high and 230mm wide with a depth of 20mm for a single placement and 180mm high and 460mm wide with a depth of 20mm for double placements.

### **Bowen Cemetery is limited to;**

1. Old Lawn Section - An inscribed plaque placed on a concrete slab having dimensions of 280mm high and 380mm wide and a maximum depth of 20mm.
2. New Lawn Section - An inscribed plaque mounted on an angled beam having dimensions of 280mm high and 380mm wide and a maximum depth of 20mm.
3. Beam Section - A granite headstone having dimensions of 900mm wide and 600mm high with a depth of 130mm in a granite or marble composition (bronze/granite/marble plaques to standard size of 320mm x 280mm can be affixed to a headstone)

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4. Columbarium Wall - An inscribed bronze plaque having dimensions of 165mm wide and 230mm high and a depth of 20mm for a double plaque and dimensions of 150mm wide and 130mm high with a depth of 20mm for a single plaque.
5. Memorial Garden - An inscribed plaque with dimensions of 280mm high and 380mm wide with a depth of 20mm for a single placement, 280mm high and 740mm wide with a depth of 20mm for a double placement

## **Collinsville Cemetery is limited to;**

1. Beam Cemetery - An inscribed plaque with dimensions of 280mm high and 380mm wide with a depth of 20mm.
2. Lawn Cemetery - An inscribed plaque with the dimensions of 280mm high and 380mm wide with a depth of 20mm.
3. New Columbarium Wall - An inscribed plaque with the dimensions of 300mm high and 210mm wide with a depth of 20mm.
4. Old Columbarium Wall - An inscribed plaque that is made to measure.

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