

# Application for memorial lawn plaque (cast bronze) and associated accessories

**Caboolture district office**  
2 Hasking Street  
Caboolture QLD 4510

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**Fees listed are applicable 1 July 2024 – 30 June 2025**

**ABN: 92 967 232 136**

**Note: Only one plaque can be placed per grave site. This form is to be signed by the holder of the burial rights for the grave. Persons desiring a Commonwealth War Graves Memorial Plaque for ex-serviceman should NOT complete this form. Please contact the Council as referenced above for further information.**

## 1. Applicant/Burial Rights Holder:

Given name/s:	<input type="text"/>	Surname:	<input type="text"/>
Postal address:	<input type="text"/>		
Home phone:	<input type="text"/>	Mobile:	<input type="text"/>
Work phone:	<input type="text"/>		
Email address:	<input type="text"/>		
Relationship to deceased:	<input type="text"/>		

## 2. Lawn plaque and Accessory fees

Application for Placement of a plaque (a) fee **PLUS** relevant Lawn Plaque fee (either, column A & B below) apply to ALL applications. **PLUS** if required, any selected Accessory fee/s (b)



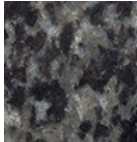


Application for Placement of a plaque (a) \$147.00

Site	Lawn plaque fees	
	New Plaque (Column A)	Plaque for subsequent placement (detachable) (Column B)
<input type="checkbox"/> Grave - Lawn	<input type="checkbox"/> \$682.00	<input type="checkbox"/> \$178.00
<input type="checkbox"/> Grave - Monumental	<input type="checkbox"/> \$682.00	<input type="checkbox"/> \$178.00

Please nominate any additional requirements you have:

Accessory fees (b)	Fee
Ceramic photo (5cm x 7cm)	<input type="checkbox"/> \$174.00
Ceramic photo (6cm x 8cm)	<input type="checkbox"/> \$178.50
Ceramic photo (7cm x 9cm)	<input type="checkbox"/> \$189.50
Sculpture Plaque	<input type="checkbox"/> \$121.50
Emblems                  Emblem:	<input type="checkbox"/> \$88.50
Badges                    Badge:	
Granite base - Flat (refer to colour selection below)	<input type="checkbox"/> \$POA
<input type="checkbox"/> Black <input type="checkbox"/> Blue Pearl <input type="checkbox"/> Aus Grandee <input type="checkbox"/> Steel Grey <input type="checkbox"/> Snow White	
Granite base - Desk (refer to colour selection below)	<input type="checkbox"/> \$POA
<input type="checkbox"/> Black <input type="checkbox"/> Blue Pearl <input type="checkbox"/> Aus Grandee <input type="checkbox"/> Steel Grey <input type="checkbox"/> Snow White	

## Granite Colour Selection

Black	Blue Pearl	Aus Grandee	Steel Grey	Snow White
				

### 3. Grave details:

Cemetery:  Grave Number:

Name of deceased:

Was the deceased an ex-serviceperson?  Yes  No

### 4. Plaque details - Please complete relevant section as per Column A or B above:

#### New Plaque (Column A fee)

Please review the Cemetery Plaques Fact Sheet to select from available options.

Design number:  Background colour:  Brown (default), OR  Other:

No Cross  Plain Cross  Roman Catholic Cross

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Line 6:

Line 7:

Extra lines:

#### Plaque for subsequent placement (detachable) (Column B fee)

Plate position:  Left  Centre  Right

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Line 6:

**Where additional inscription, emblems or design features are required, please contact Council.**

### 5. Application checklist

Please complete the following checklist and ensure required documentation is attached. Failure to provide required information will result in delays to the processing of the application.

- Declaration (Section 6) completed and signed
- Photo (if applicable)
- Fees calculated to include the relevant Application, Plaque and if applicable Accessories fees from section 2. The total of the applicable fees will need to be paid at the time of lodgement.

### 6. Declaration:

I hereby acknowledge that I am the burial rights holder for the below described grave and have read, understood and agree to the management guidelines for Moreton Bay City Council cemeteries (refer page 3) and authorise the placement of a memorial plaque, inscribed as detailed above.

Signature:  Date:

Grave number:  Cemetery:

#### Office use only

Cemetery: \_\_\_\_\_ Grave number: \_\_\_\_\_

Receipt no: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Date: \_\_\_\_\_ CSO: \_\_\_\_\_

#### Privacy statement

Moreton Bay City Council is collecting your personal information for the purpose of establishing criteria for interment in a cemetery. Council will use your personal information to update council's customer information records and to contact you about other functions and services of council.

## **Management guidelines for City of Moreton Bay Council Cemeteries**

Council endeavours to provide a high standard of cemetery presentation. In order to ensure that maintenance can occur unimpeded, council has adopted the following management guidelines.

### **Council provides**

Plastic vases for placement of flowers. Two spiked vases may be installed on either side at the top of the headstone. Plastic and or silk flowers may be placed on graves at any time in lieu of fresh cut flowers.

Standard headstones and bronze plaques may be purchased through Council, however Council will consider requests for similar headstones of granite, sandstone or marble.

### **Placement of Items**

A person must not place any item likely to cause a risk to health or safety on a memorial or gravesite. Please refer to prohibited items below.

A person placing an item on a gravesite must ensure that the item does not extend beyond the boundaries of the gravesite.

Items of sentimental nature may be placed on gravesites in the following locations at one's own risk, conditional upon them not being prohibited:

- Lawn grave – on the headstone;
- Lawn beam grave – on the lawn beam;
- Monumental grave – on the monument.

The responsibility for care, maintenance and security of items placed on gravesites rests with the family of the deceased.

### **Prohibited items**

The following items are prohibited within Council's cemeteries:

- In-ground planting of trees, shrubs, flowers or any type of plant;
- Installation of fences, trellises, signs and nameplates;
- Placement of solar lights;
- Placement of glass, ceramic or other items which may cause a safety hazard;
- Placement of rocks or pebbles;
- Placement of pot plants, unless the plant is located in accordance with the above;
- Placement of items which are hazardous or not in keeping with other graves in the cemetery;
- Painting of headstones, without prior written permission from Council;
- Placement of any items which could be deemed to be unsightly, deteriorated, inappropriate or offensive; and
- Placement of artificial turf.

Cemetery staff may, at any time, remove and dispose of any items that are considered offensive, unsightly, aged, weathered, posing a hazard; or otherwise, contrary to these Guidelines.

### **Grass turfing**

Natural grass coverage will naturally re-establish in the months following a burial; however, families of the deceased may lay grass turf if they wish to do so. Placement of grass turf is at your own risk and you should be aware that grass turf may be unintentionally damaged in the process of routine cemetery maintenance. Grass turf must be laid so that it is level with the surrounding ground surface. The responsibility for care, maintenance and security of grass turf placed on gravesites rests with the family of the deceased.

### **Monuments and Headstones**

Maintenance of monuments and headstones are the responsibility of the burial rights holder and may be a prescribed activity under the Local Law requiring an approval from Council prior to undertaking the activity, depending on the nature of the maintenance.