

# 278 Cemetery Plaque & Allotment Specifications

## General Policy

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### **PURPOSE**

The purpose of this policy is to provide guidance and direction to all stakeholders and residents on Council's specifications and requirements regarding plaque and allotment specifications at Council's lawn cemeteries and columbariums in the North Burnett region.

### **SCOPE**

The scope of this policy applies to all stakeholders and residents that wish to be interred in one of Council's lawn cemeteries and columbarium.

## POLICY STATEMENT

NBRC CEMETERY LAWN/COLUMBARIUM - PLAQUE & ALLOTMENT SPECIFICATIONS							
TOWN	SECTION	ALLOTMENT/NICHE DESCRIPTION	ALLOTMENT OR NICHE SIZE i.e. Actual size of slab/plaque area/niche	SUGGESTED PLAQUE SIZE	SUGGESTED DESIGN NUMBER Refer to Worssel & Co booklet or website	LINES AVAILABLE	STANDARD FONT, EDGE, BORDER, NICKS & FIXINGS
BIGGENDEN	<b>LAWN</b> - Degilbo <input checked="" type="checkbox"/> - Coalstoun Lakes <input checked="" type="checkbox"/> - Dallarnil <input checked="" type="checkbox"/> - Chowey <input type="checkbox"/>	Level non raised plinths in each Cemetery 2 x Vase Holes included per each Lawn slab <b>Degilbo</b> All rows facing the same direction Raised benches allowed Rows 1-2 NO RAISED BENCHES allowed Rows 3 thereafter, No more than a 50mm rise of granite and plaque from the plinth slab, including plaque <b>Dallarnil:</b> All rows facing the same direction Raised benches allowed Row 1 only NO RAISED BENCHES allowed from Row 2 thereafter, No more than a 50mm rise of granite and plaque from the plinth slab, including plaque <b>Coalstoun Lakes:</b> All rows facing the same direction NO RAISED BENCHES allowed, No more than a 50mm rise of granite and plaque from the plinth slab, including plaque	<b>Size of Slab</b> 1200mm X 600mm	<b>Commonly used</b> 380 x 280mm 4.5mm thick	<b>Single</b> 1, 2, 4 (rectangle) 25 (oval)  <b>Double</b> 3, 6, 7, 15 (rectangle) 26 (oval)	7-8 lines	- Roman - Raised Edge - Nicks on rectangle plaques - No Fixings
	<b>COLUMBARIUM</b> - Degilbo <input checked="" type="checkbox"/> - Coalstoun Lakes <input checked="" type="checkbox"/> - Dallarnil <input type="checkbox"/> - Chowey <input type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input type="checkbox"/>	<b>Standard brick size</b>	<b>Size restricted to</b> 200 x 150mm 3mm thick	<b>Single only</b> 33, 33a (rectangle only, no oval option available)	6-7 lines	- Helvetica - Raised Edge - Nicks - 4 Holes

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<b>EIDSVOLD</b>	<b>LAWN</b> - No. 2 (New) <input checked="" type="checkbox"/> - No.1 (Old) <input type="checkbox"/> - Grosvenor <input type="checkbox"/>	Raised bench style headstones on plinth Lawn rows are structured head to head 2 x Small Vase Holes included per Lawn slab	<b>Plaque area</b> 475 x 360mm  <b>Entire Slab</b> 1500 x 450mm	<b>Commonly used</b> 380 x 280mm 4.5mm thick	<b>Single</b> 1, 2, 4 (rectangle) 25 (oval) <b>Double</b> 3, 6, 7, 15 (rectangle) 26 (oval)	7-8 lines	- Roman - Raised Edge - Nicks on rectangle plaques - Lugs & Studs
	<b>COLUMBARIUM</b> - No. 2 (New) <input checked="" type="checkbox"/> - No.1 (Old) <input type="checkbox"/> - Grosvenor <input type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input type="checkbox"/>	<b>Brick size of</b> 220mm x 110mm x 90mm	<b>Size restricted to</b> 182mm x 129mm	33, 33a (rectangle only, no oval option available)	6-7 lines	- Helvetica - Raised Edge - Nicks - Brackets (130mm centres)

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<b>GAYNDAH</b>	<b>LAWN</b> - Gayndah <input checked="" type="checkbox"/> - Byrnestown <input type="checkbox"/>	Level non raised individual slabs laid on as needs basis. Rows A to K allow 2 slabs for additional placement of plaques Row L one slab only allowed, double style plaques must be used All rows facing the same direction NO RAISED BENCHES allowed in any Row No more than a 50mm rise of granite and plaque from the plinth slab, including plaque. 1 Vase Hole included per slab, additional vase hole attracts fee.	<b>Size of Slab</b> 450 x 720mm	<b>Commonly used</b> 380 x 280 mm 4.5mm thick	<b>Single Plaque</b> Design 1, 2, 4 (rectangle) <b>Double Plaque</b> Design 3, 6, 13, 16 (rectangle)	7 to 8 Lines	- Roman, - Raised edge - Nicks on rectangle plaques - 4 lugs
	<b>COLUMBARIUM</b> - Gayndah <input checked="" type="checkbox"/> - Byrnestown <input type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input checked="" type="checkbox"/>	<b>Single Niche</b> 135mm(W) x 90mm(H) x 235mm(D)  <b>Double Niche</b> 135mm(W) x 175mm(H) x 235mm(D)	<b>Single Size restricted to</b> 200 x 150 mm  <b>Double Size restricted to</b> 205 x 232 mm	<b>Single Plaque</b> Design 30, 31 & 31 (rectangle) <b>Double Plaque</b> Design 32, 35 & 37 (rectangle only, no oval option available)	6 to 7 Lines	- Helvetica - Raised Edge - Nicks - 4 (1x8g) holes and screws

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<b>MONTO</b>	<b>LAWN</b> - Monto No.2 <input checked="" type="checkbox"/> - Monto No.1 <input checked="" type="checkbox"/> - Mulgildie <input checked="" type="checkbox"/> - Rawbelle <input checked="" type="checkbox"/>	Raised bench style headstones on plinth Lawn rows are structured head to head 2 x Small Vase Holes included per Lawn slab	<b>Plaque area</b> 475 x 360mm  <b>Entire Slab</b> 1200 x 450mm	<b>Commonly used</b> 380 x 280mm 4.5mm thick	<b>Single</b> 1, 2, 4 (rectangle) 25 (oval) <b>Double</b> 3, 6, 7, 15 (rectangle) 26 (oval)	7-8 lines	- Roman - Raised Edge - Nicks on rectangle plaques - Lugs & Studs
	<b>COLUMBARIUM</b> - Monto No.2 <input checked="" type="checkbox"/> - Monto No.1 <input checked="" type="checkbox"/> - Mulgildie <input checked="" type="checkbox"/> - Rawbelle <input checked="" type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input checked="" type="checkbox"/>		<b>Single Size restricted to</b> 165x140mm 3mm thick <b>Double Size restricted to</b> 165x229mm 3mm thick	<b>Single</b> Design 33 (rectangle)  <b>Double</b> Design 34 (rectangle only, no oval option available)	7 lines	- Helvetica - Raised Edge - Nicks - 4 holes

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<b>MT PERRY</b>	<b>LAWN</b> - Mt Perry <input checked="" type="checkbox"/>	Level non raised plinth All rows facing the same direction Rows 1-2 allow for vertical raised headstone No Vase Holes included in Rows 1-3  <b>Headstone and Plaque Options</b> Option for Plaque only is allowed but customer must be made aware that a plaque only style on slab or flat marble will not be in line with the present amenity  Optional headstone may be available from Council	<b>Entire Slab</b> 1200 x 390mm	No standard plaque sizes  <b>Optional</b> Vertical polished black granite Headstone size of 450(width) x 70(deep) x 500(high) which fits into 50mm deep slot in plinth	<b>Single</b> 1, 2, 4 (rectangle) 25 (oval)  <b>Double</b> 3, 6, 7, 15 (rectangle) 26 (oval)	7-8 lines	- Roman - Raised Edge - Nicks on rectangle plaques - No Fixings
	<b>COLUMBARIUM</b> - Mt Perry <input checked="" type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input checked="" type="checkbox"/>	165W x 180H x 310D	<b>Size restricted to</b> 230 x 230mm	<b>Single</b> Design 30,31,34 <b>Double</b> <b>32,35,35A,37</b> (rectangle only, no oval option available)	6-7 lines	- Helvetica - Raised Edge - Nicks - 4 Holes
	<b>MEMORIAL GARDEN</b> - Mt Perry <input checked="" type="checkbox"/>	Open garden available for memorial plaques, no slab to affix plaque to  <b>Note: No plaque credit available to this section</b>	No specifications for these plaques, family to make an application for their preference. Consider on as needs basis.				

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<b>MUNDUBBERA</b>	<b>LAWN</b> - Mundubbera <input checked="" type="checkbox"/>	Rows A-B are facing the same direction Row C thereafter are structured head to head Row A-E raised bench style headstones on plinth Rows A – E – 2 Vase Holes Included Row G thereafter slightly raised style headstones on merged plinth Row G thereafter – 1 Vase Hole only included, no option for additional Vase Hole	Plaque sizes are restricted to keep a consistent standard throughout the lawn	<b>Size Restricted to</b> 380mm x 216mm	<b>Single</b> 1A, 5 , 16 , 17 (rectangle) 27 (oval)  <b>Double</b> 6A, 16 (rectangle) 28 (oval)	7 lines	- Universe (Arial) - Comscript (Lucida Calligraphy) - Glued on to hob/beam - Nicks on rectangle plaques
	<b>COLUMBARIUM</b> - Mundubbera <input checked="" type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input checked="" type="checkbox"/>	<b>New Section Niche Size –</b> 235mm(W) x 95mm(H) x 230mm(D) <b>Old Section Niche Size -</b> <b>Single</b> 120mm(W) x 90mm(H) x 240mm(D) <b>Double</b> 240mm(W) and as above	<b>Size Restricted New section</b> 279mm x 121mm <b>Old section</b> <b>Single</b> 165mm x 127mm <b>Double</b> 279mm x 121mm	<b>Old section</b> <b>Single</b> Design 33,33a <b>Double</b> <b>20,21</b> (rectangle only, no oval option available)	6-7 lines	- Universe (Arial) - Comscript (Lucida Calligraphy) - 4 screw holes - Nicks on rectangle plaques
	<b>WALL OF REMEMBRANCE</b> - Mundubbera <input checked="" type="checkbox"/>	- Single <input checked="" type="checkbox"/> - Double <input checked="" type="checkbox"/>  <b>Note: No plaque credit available to this section</b>	No niches	<b>Size Restricted to</b> 165mm x 127mm	<b>Single</b> Design 33,33a	6-7 lines	- Universe (Arial) - Comscript (Lucida Calligraphy) - 4 screw holes - Nicks on rectangle plaques

## RELEVANT LAW

Local Government Act 2009  
Local Law No.1 (Administration)  
Subordinate Local Law No.1 (Administration)

## RELATED POLICIES AND PROCEDURES

Not applicable

## RELATED FORMS

Application for Interment  
Application for Reservations  
Application to erect Monuments/Alterations

Doc ID 733171  
Doc ID 733451  
Doc ID 743523

## DEFINITIONS

Not applicable

## APPROVAL

Council approved this policy on 21 February 2018.

## REVIEW

This policy will be reviewed every two years by Community Connection Manager, Department of Corporate & Community and is due for review in February 2020.

## REVISION HISTORY

Approval Date	Reference
21 February 2018	862257 v1