

# Plaque/Memorial Request Form

**Privacy Notice:** Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when a customer wishes to purchase a plaque, photo or grave marker for use at one of Rockhampton's cemetery locations. The memorial will be processed within four to six weeks of submitting a request. Before installing a memorial, signed authority from the Burial Rights Holder must be provided. Contact Cemeteries on 4936 8374 or via [MemorialGardens@rrc.qld.gov.au](mailto:MemorialGardens@rrc.qld.gov.au) for further information.



P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

## Applicant Details

Contact name:

Postal address:

Preferred contact number:

Email:

**Right of Burial Holder Details** (if not applicant) (please note a Right of Burial Holder is the lawful holder of the burial right. A burial right is the exclusive rights to a burial site, which is granted by Council)

Contact name:

Same as applicant (details above)

Postal address:

Preferred contact number:

Email:

Relationship to deceased person:

**Proof of ID** (please supply proof of ID for the Right of Burial Holder. a photocopy must be provided at the time of lodgement)

ID type:

ID number:

Expiry date:

**Declaration** (to be completed by the Right of Burial Holder or the applicant if permission from the Right of Burial Holder has been received. For existing or reserved sites only)

I \_\_\_\_\_ declare that I am the legitimate holder of the Right of Burial for the site recorded on this form, or I have obtained and attached permission from the legitimate Right of Burial Holder to install this memorial. I agree to the requirements stipulated in the [Cemetery Memorial Guide Fact Sheet](#).

Name:

Signature:

Date:

Witness:

Signature:

Date:

**Deceased Person Details** (please leave the 'Section', 'Row' and 'Grave no' fields blank if you are unsure of these details)

Full name:

Date of interment:

Cemetery:  Memorial Gardens  North Rockhampton  Mount Morgan  
 Gracemere  Bajool  South Rockhampton  
 Other (please specify):

Section:

Row:

Grave number:

## Plaque Message

Record here the message you would like to appear on the plaque (if more space is required please attach separate document):

Product Details		
<b>Plaque Features</b>		
Size:	<input type="checkbox"/> Standard single plaque <i>(150mmx130mm)</i>	<input type="checkbox"/> Standard large plaque <i>(380mmx220mm)</i> <input type="checkbox"/> Other <i>(please specify):</i>
Standard colour:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other <i>(please specify):</i>
Standard border:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Border number:
Emblem:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Emblem number:
<b>Photo Features</b>		
Size:	<input type="checkbox"/> Standard photo size <i>(50mmx70mm oval)</i>	<input type="checkbox"/> Other <i>(please specify):</i>
Position:	<input type="checkbox"/> Left <input type="checkbox"/> Right	<input type="checkbox"/> Other <i>(please specify):</i>
Material:	<input type="checkbox"/> Ceramic <input type="checkbox"/> Stainless steel	<input type="checkbox"/> Plaque photo
Change background of photo:	<input type="checkbox"/> Yes      New background:	<input type="checkbox"/> No
<b>Other Memorial Features</b>		
Marker:	<input type="checkbox"/> Concrete marker – single <input type="checkbox"/> Concrete marker – double <input type="checkbox"/> Granite marker – single <i>(please note: concrete markers are not available at the Memorial Gardens)</i>	
	<input type="checkbox"/> Granite marker – double <input type="checkbox"/> Granite marker - family	Colour:
Concrete beam:	<input type="checkbox"/> Single <input type="checkbox"/> Double	
Grave cover:	<input type="checkbox"/> Single <input type="checkbox"/> Double <i>(a Memorial Installation Permit will be required for grave cover installation)</i>	
Garden plot:	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Family
Ashes vase:	<input type="checkbox"/> Left <input type="checkbox"/> Right	Type:
Memorial block: <i>(only available at the Memorial Gardens)</i>	<input type="checkbox"/>	
<b>Supporting Documentation</b>		
Please remember to provide the following supporting documentation when submitting this form:		
<input type="checkbox"/> Evidence of permission received from the Right of Burial Holder to install this memorial.		
<b>Fees and Charges</b>		
Issue the invoice to:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Burial Rights Holder
For a full list of fees and charges please refer to Council's <a href="#">Fees and Charges Schedule</a> .		
<b>Payment Information</b>		
<b>In person</b>   You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere or at the Memorial Gardens, 21 Hartington Street, North Rockhampton.		
<b>By phone</b>   Contact Customer Service on 4932 9000 to make payment via credit card or debit.		
<b>By post</b>   Make your cheques/money order payable to 'Rockhampton Regional Council' and send to Rockhampton Memorial Gardens, PO Box 1860, Rockhampton, Queensland, 4700.		

# FACT SHEET

## Cemetery Memorial Guide

### Frequently Asked Questions

#### Who can order a plaque or memorial?

Anyone can order a plaque or memorial providing they have completed the Plaque/Memorial Request Form and have the written and signed permission from the Burial Rights Holder. An application using the Memorial Installation Permit Application Form (including payment of the fee) may also be required for graves/sites in the Monumental Cemeteries.

#### What extra features can I add to my plaque / memorial?

There are a variety of extra features available to personalise your plaque/memorial.

**Photos** – Many people choose to add a photograph of their loved one to the plaque/memorial. In order to do this we require an original photo or a very clear copy which we scan and return to you. Alternatively we will also accept a photo via email or USB stick providing the photo has been scanned as a .JPEG file. Backgrounds, etc can be altered or changed if required.

**Emblems** – There are over 100 different emblems to choose from covering a wide range of subjects. Each emblem is a gold outline of the subject, which can be filled in with colour. For example, a gold rose emblem can be filled with red to make it a red rose with a gold outline. Emblems can also be sized to suit the size of the plaque and the space available.

**Borders** – All plaques are made with a standard gold border, however this can be changed for one of over 20 other designs.

#### What happens after I have completed my Plaque / Memorial Request Form?

Once we have received your request we will organise a proof of your plaque to be made. This will be forwarded to you for checking. Once any changes to the proof have been made and you are happy with the final proof you will need to sign and date the proof and forward it to us for processing.

#### When do I pay for my plaque or memorial?

A quote for all memorialisation fees will be forwarded to you along with the plaque proof once it arrives. This will be converted to an invoice upon receipt of your signed proof.

**In all circumstances full payment must be made before any work will commence on your order.**

#### How should I pay for my plaque / memorial?

Payment can be made at any Customer Service Centre, by mail or by telephone.

#### How long will it take for my plaque / memorial to be made?

Once we have received your signed, dated and approved proof and full payment has been made, your plaque will take approximately 4 – 6 weeks to arrive.

#### What happens once my plaque / memorial has arrived?

We will contact you once your plaque/memorial has arrived. We will then endeavour to place it as soon as is practical. This is usually done within a few days of us receiving your plaque/memorial but we ask that you allow a week. We will also contact you once your plaque/memorial has been placed.

#### Can I install my own plaque / memorial?

All plaques and memorials should be placed by a qualified monumental mason with appropriate insurance or by Council.

A member of the public may place a beam or grave cover on a grave. If you wish to do this, please contact Council and we can outline the requirements.

#### Can I place artificial flowers, vases, trinkets etc on a memorial?

**Memorial Gardens** – Fresh or dried flowers can be placed on memorials including the gardens.

**Lawn and Monumental Cemeteries** – Fresh, dried or limited artificial flowers are welcome tributes. These are to be placed **ON THE BEAM ONLY (in Lawns Cemeteries)** and must not encroach on another memorial.

For safety reasons the following is **NOT ALLOWED IN ANY CEMETERY**: Glass vases or other breakable objects/ornaments, windmills, chimes, objects with sharp edges/spikes or hooks, solar powered lights/ornaments, spiked items in the ground, items placed on lawn areas and pathways or any item placed or hung on/in trees, shrubs or plants.

**Any memorialisation found not conforming to these guidelines will be removed.**

If you are unsure about placing an object on a memorial, please contact Council.

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## Cemetery Memorial Guide

### Fees and Charges 2020/2021

Plaques	
<b>Standard single bronze plaque</b>	
150mm x 130mm includes; seven lines of text	\$196.00
Each extra line	\$30.50
<b>Standard large bronze plaque**</b>	
380mm x 220mm includes; six lines of text	\$310.00
Each extra line	\$32.50
<p><i>**Used for the lawn sections of Gracemere and Mount Morgan. Can be used on double ashes plots at Memorial Gardens, and ordered for use at any of the monumental cemetery sections.</i></p> <p><i>All other plaques (including double niche plaques for Gracemere, Mt Morgan and any monumental cemetery plaques) will be quoted for when processing the request. In most cases the standard prices shown above will apply.</i></p>	
Photos	
Standard ceramic oval photos 50mm x 70mm	\$183.00
Standard plana ceramic oval photos 55mm x 75mm	\$258.00
<i>Other sizes are available and will be quoted for when processing the request.</i>	
Other Plaque Features	
<b>Emblems</b>	
Example: Crosses, flowers, sporting themes, animals, etc, gold outline or painted	\$61.00
<b>Borders</b> <i>(a range of decorative borders can be chosen instead of the standard solid gold border)</i>	
Small plaques	\$32.50
Large plaques	\$55.00
<b>Vases</b> <i>(a vase can be attached to a plaque for ashes wall)</i>	
Small bronze vase	\$84.00
Chrome vase niche wall	\$15.50
Perpetual bronze flowers	\$117.00
Bronze flower vase single stem	\$55.00
Standard plastic flower vase (Memorial Gardens – all gardens – installed by Council) (Extra)	\$20.00
Large plastic flower vases (Memorial and Gracemere Ashes Gardens – installed by Council) (Extra)	\$30.00

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## Cemetery Memorial Guide

### Fees and Charges 2020/2021 Continued

Plaque Background Colours	
A choice from 12 colours	No extra charge
Markers	
Single concrete markers <i>(to suit standard single plaque – all cemeteries except Memorial Gardens)</i>	\$39.00
Double concrete markers <i>(to suit large plaque or two singles – all cemeteries except Memorial Gardens)</i>	\$66.00
Single granite markers <i>(to suit standard single plaque size – all cemeteries)</i>	\$280.00
Double granite markers <i>(to suit large plaque size or two singles – all cemeteries)</i>	\$455.00
Family granite markers <i>(to suit family ashes plot – Memorial Gardens and Gracemere only)</i>	\$920.00
All Other Memorial Costs	
Standard single concrete beam <i>(all monumental cemeteries)</i>	Contact your local Monumental Mason
Standard single concrete full grave cover <i>(all monumental cemeteries except South Rockhampton)</i>	Contact your local Monumental Mason
Permit fee for erecting a monument, enclose grave etc	\$287.00
Attach a plaque from another supplier	\$62.00
Single memorial garden plot <i>(Memorial Gardens and Gracemere only)</i>	\$290.00
Double memorial garden plot <i>(Memorial Gardens only)</i>	\$520.00
Family memorial garden plot <i>(up to nine interments – Memorial Gardens and Gracemere only)</i>	\$590.00
Memorial block Olive and Citron Groves <i>(Memorial Gardens only)</i>	\$780.00
Memorial block – Babies <i>(Memorial Gardens only)</i>	\$364.00
Memorial walls <i>(North Rockhampton and Mt Morgan only)</i>	\$310.00
Sponsor chair <i>(Memorial Gardens only)</i>	\$2,242.00
Miscellaneous	
Ashes interment	\$270.00
Mount Morgan Granite Columbarium only	
Columbarium wall (granite) – purchase of single niche (price includes ashes interment and granite plaque)	\$842.00
Columbarium wall (granite) – purchase of double niche (price includes ashes interment and granite plaque)	\$1,157.00
Plaque (150mm x 130mm) – maximum seven lines	\$257.00
Extra charge for portrait photo \$80/hour	POA

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## Cemetery Memorial Guide

### Plaque Features

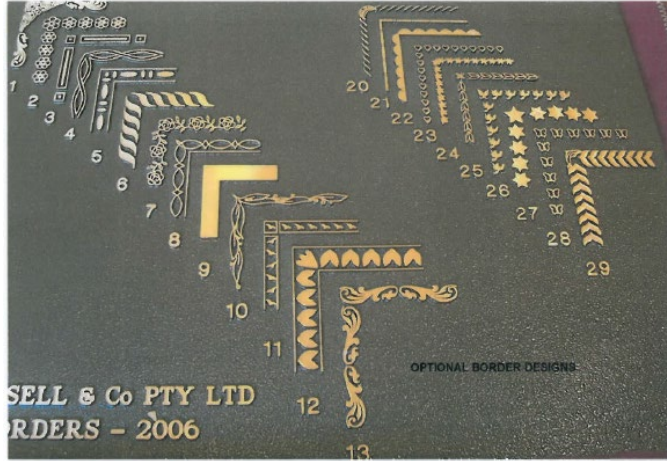


Figure 1 Optional Border Designs



Figure 2 Plaque Background Colours



Figure 3 Gold Emblem Samples (can be painted)



Figure 4 Standard Small Plaque, Standard Border, Burgundy Background, Ceramic Photo, Rose Emblem Painted White

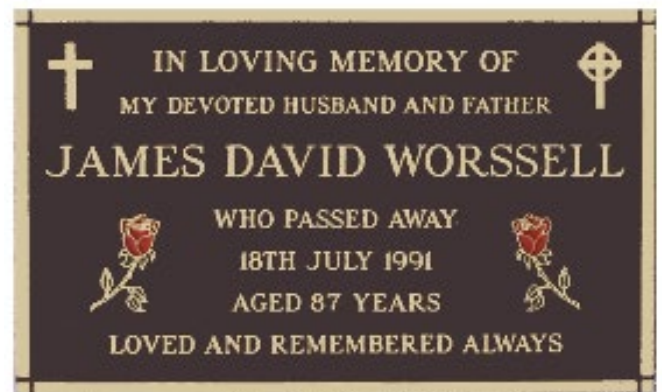


Figure 5 Standard Large Plaque, Standard Border, Two Rose Emblems Painted Red, Two Cross Emblems, One Extra Line



Figure 6 Bronze Perpetual Flower Samples