

Memorial Works in a Monumental Cemetery

If you are considering installing, cleaning, maintaining or repairing a memorial in a monumental cemetery, approval must be obtained before any work can begin. The following information explains the process required to apply for a memorial permit.

Step 1: Complete a Monumental Permit Application Form

A [Monumental Permit Application Form](#) must be completed and submitted. The form must be:

- Completed by the applicant;
- Completed by the stonemason or contractor undertaking the work; and
- Signed by the Holder of Burial Rights for the grave.

If the Holder of Burial Rights is unable to sign the form, written authorisation may be provided instead.

Step 2: Provide a Statutory Declaration (if required)

A Statutory Declaration is required when the Holder of Burial Rights is deceased or their whereabouts are unknown. The declaration should include:

- Your name and your relationship to the deceased and the Holder of Burial Rights;
- Details of the proposed memorial work;

- Information about the Holder of Burial Rights, including whether they are deceased or cannot be located;
- Confirmation that reasonable efforts have been made to locate the Holder of Burial Rights, where applicable;
- Evidence that permission has been sought from the next of kin or direct descendants and that there are no known objections; and
- A statement confirming the Holder of Burial Rights would not object to the memorial being installed, cleaned, maintained or repaired.

If the grave is to be closed to future burials or ashes interments, this must also be included in the declaration (see *If the Grave Has Not Been Purchased* for further information).

Step 3: Provide Identification

The following identification is required:

- A copy of current photo identification of the Holder of Burial Rights; or
- If the Holder of Burial Rights is deceased or cannot be located, a copy of the applicant's current photo identification.

Step 4: Provide Supporting Documentation

Birth, death and/or marriage certificates may be required to confirm the relationship between:

- The applicant;
- The deceased person buried or interred in the grave; and/or
- The Holder of Burial Rights.

Step 5: Pay the Permit Fee

A permit fee applies to new memorials.

Once all required documentation has been received and assessed:

1. An invoice will be issued.
2. The permit fee must be paid.
3. A permit number will be issued.

If the Grave Has Not Been Purchased

In some cases, records show that only a burial fee was paid and rights to the grave were never purchased.

If this occurs, families have two options:

Option 1: Close the Grave

- Close the grave to all future interments, including ashes interments.
- Pay the permit fee.
- Proceed with the installation of the memorial.

Option 2: Purchase Rights to the Grave

- Purchase the rights to the grave (plot sale).
- Pay the permit fee.
- Retain the ability for future burials or ashes interments within the grave (where conditions allow).

Charges for plot sales and permit fees are based on the current [Fees & Charges Schedule](#) at the time the application is submitted.

Important Reminder

To avoid delays, please ensure all required forms, identification and supporting documents are submitted with your application.

Memorial work must not commence until Council approval have been granted and a permit number issued.

Contact us

For more information contact Council's Cemeteries Administration Office:

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