

Cemetery Plans, Guidelines and Forms



History Summary

Item	Date	Action	Description
1	29 March 2022	Approved	Initial creation of the document
2	8 July 2022	Update	New photos of natural and lawn areas
3	10 July 2023	Update	Updated plans of lawn area
4	24 July 2024	Update	Update to include Chronicle Information and revised forms
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12			

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DEFINITIONS

Board - means the local government;

Grant of Right of Burial - permits the holder, the right of burial in a specified area of a cemetery, and the right to place a memorial on that area for a term of 25 years. An application for an extension for an additional 25 years may be made prior to the expiry of the original Grant;

Memorial - includes headstone, plaque, monumental work, inscription, kerbing, enclosure and any other fixture or thing commemorating a grave or the placement of ashes;

Monument - a sculpture, statue, cover of a grave or other form of memorial approved by the Board commemorating a grave or the placement of ashes, other than a headstone or memorial plaque.

Headstone - a memorial designed for placement at the head of a grave, commemorating a grave or the placement of ashes;

Natural Stone – may be either:

- any variety of non-fabricated, naturally occurring stone or rock; or
- any fabricated compound or fabricated aggregate which, in the opinion of the Board, has similar durability and aesthetic qualities as the materials specified in paragraph (a) above, suitable for decorative purposes and monumental sculpture and includes granite, but not glass, porcelain, ceramics, polished concrete or any pottery;

Reservation - It is possible to reserve a grave site, or a space in a niche wall, for a period of up to 25 years by completing a Cemetery Purchase of Pre-need Grant of Right of Burial Form and paying the required fee. The applicant will receive a Grant of Right of Burial for that plot or compartment. An application for the extension of the reservation for an additional 25 years may be made prior to the expiry of the original reservation. If the tenure of a reserved gravesite or niche space expires and is not renewed then it will revert to the Shire of Narrogin.

INTRODUCTION

The following plans and specifications are approved by the Chief Executive Officer (CEO) of the Shire of Narrogin under authority of the Shire of Narrogin Local laws and the delegation to the CEO, No 7.1.

These plans and specifications operate as the rules and requirements for the Narrogin Cemetery, unless modified or varied by the board (Shire CEO).

This document has been designed to assist in the process of arranging a suitable grave or niche memorial at the Narrogin Cemetery.

This guide should be read in conjunction with the:

- [Cemeteries Act 1986](#)
- [Shire of Narrogin Cemetery Local Law 2016](#).
- Australian Standard 4204:2019 Headstones and Cemetery Monuments.

The following options are available at cemeteries in the Shire of Narrogin:

- Burials in either a new or existing family grave in the:
 - General areas;
 - Lawn area;
 - Muslim area; or
 - Natural Burial area (new only).
- Placement of ashes in:
 - Memorial Niche Wall;
 - Rose Garden; or
 - New or existing family grave.

It is possible to have more than one option. You may prefer to take the ashes home with you, or arrange for a scattering in a location of your choice and also have a memorial in the cemetery.

Gravesite Burial Information

All new graves (with the exception of those in the [natural burial area](#)) shall be dug to a minimum depth of 1.8 m and shall not exceed 2.3 m.

Dimensions of grave are to be 1.2 m wide by 2.4 m long.

The Shire will be responsible for the preparation, digging and backfill of the gravesite. Mourners may assist with backfilling of the grave.

Individual families are required to maintain their own graves and plots in the General areas. The Shire accepts no responsibility with respect to those structures installed by others. The Shire will maintain the Lawn and Natural Burial areas.

Authorised officers will maintain the surrounding environment within the cemetery area with the assistance from volunteers and community members, when required.

Maintenance of Monuments

The ownership of monuments is deemed to be with the person or persons (or their heirs and successors) that arranged for the monument or structure to be constructed.

The owner is responsible for the upkeep, maintenance and repair of the monument.

Ornaments and Flowers

Visitors and family members may place fresh or artificial flowers on gravesites (except in the natural burial area) in non breakable vases. The use of glass vases and containers is not permitted.

Aged flowers and wreaths may be removed by Shire of Narrogin staff without notice in order to keep a neat and tidy appearance of the cemeteries. Glass jars and containers that detract from the general appearance of the cemetery may be removed by Shire staff without notice.

CHRONICLE DIGITAL CEMETERY PLATFORM

To allow families to locate their loved ones more easily within the cemetery, the Shire has implemented a digital cemetery platform. This system provides an innovative and convenient experience for the public. The platform can be accessed through the link below or by scanning QR code below. The QR code is also located on signs around the cemetery.

The system is a digital mirror of the cemetery, which allows the Shire to manage cemetery records and share them online. Users can view interments (blue), reservations (yellow) and vacant plots (green). With a user-friendly platform, the online system allows members of the public to access information about their ancestors. Using smartphones and other devices, it is easy to locate specific plots, search for individuals based on name or date of birth, and embark on a guided digital walk to the precise burial site.

The digital cemetery system also allows families to create a meaningful online memorial with “Life Chronicle” which provides an opportunity to share photos and a story of your loved one’s life, leaving an everlasting memory and ongoing connection to their lives and legacy. Interments with “Life Chronicle” stories attached are highlighted in aqua.

Life Chronicle submissions can be made directly through the digital cemetery system by clicking on “Write a Life Chronicle”. There is a small cost for submissions which is paid directly to the software provider.

The Shire of Narrogin is taking this venture one step further by accepting Official Stories to be attached to the plots. If you possess historical information from creditable sources, such as published books, you are encouraged to email the Shire on enquiries@narrogin.wa.gov.au with the information. By incorporating these official narratives, the cemetery aims to honour the rich history of the region and ensure that future generations can connect with their heritage.

The Shire has made every effort to ensure that all of the information is correct if you believe that there is an error please contact the Shire by emailing enquiries@narrogin.wa.gov.au and we will investigate the discrepancy.

Link to Chronicle - https://map.chronicle.rip/customer-organization/Narrogin_Cemetery

SCAN TO ACCESS CEMETERY
MAP AND DECEASED RECORDS



SHIRE OF
NARROGIN

map.chronicle.rip/Narrogin_Cemetery

GENERAL AND DENOMINATIONAL AREAS



Anyone wishing to erect, repair, add to or modify a monument or memorial in these areas must first apply for, and be granted, a permit. An Application for Monumental Works must be submitted, and should include detailed drawings/specifications of the monument as well as inscription details, to enable the application to be assessed. The application must be signed by the Grantee of the Right of Burial or an Authorised Representative as well as the monumental mason.

Monuments:

All monuments shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have a grave cover that shall:
 - have an overall height above the original surface of the grave not exceeding 300 mm;
 - have a width not exceeding 1.2 m;
 - have a length not exceeding 2.4 m;
4. have an overall height of the monument above the original surface of the grave not exceeding 1.2 m;
5. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 450 mm;
6. have a width of the base of the monument not exceeding 1.2 m;
7. have a length of the base of the monument not exceeding 600 mm; and
8. not display any trade names or marks of any manufacturers.

Headstones:

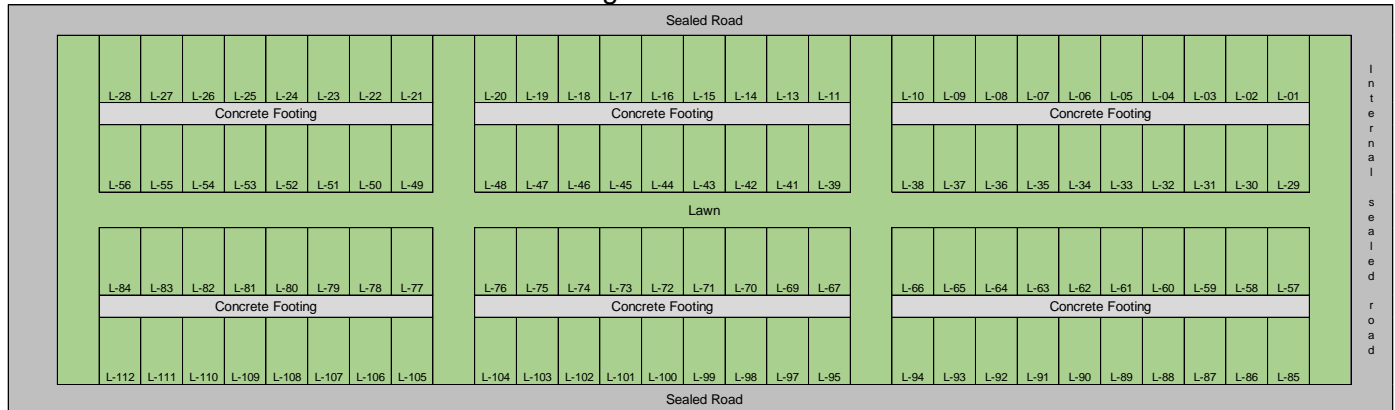
All headstones shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have an overall height, including the base, above the original surface of the grave not exceeding 1.2 m;
4. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 200 mm;
5. have a width of the base not exceeding 1.2 m;
6. have a length of the base not exceeding 300 mm;
7. no part of a headstone above its base shall extend horizontally beyond that base; and
8. not display any trade names or marks of any manufacturers.

LAWN BURIAL AREA



Narrogin Lawn Burial Area



For Illustration purposes only – Not Narrogin Cemetery

Headstones:

All headstones in the Lawn Area shall:

1. Be made of natural stone, with a smooth or all polished finish;
2. Be in the style as per the below specifications, or as approved by the board;
3. Be fixed directly to the concrete foundation provided, centred to the plot, and backed to the centre of the foundation slab;
4. Have a maximum height of 300 mm;
5. Have a maximum width of 1200 mm;
6. Have a maximum depth of 300 mm; and
7. Have an inscription either:
 - etched into granite; or
 - as an admiralty bronze plaque; or
 - marble panel, affixed to the headstone and not protruding the above dimensions.

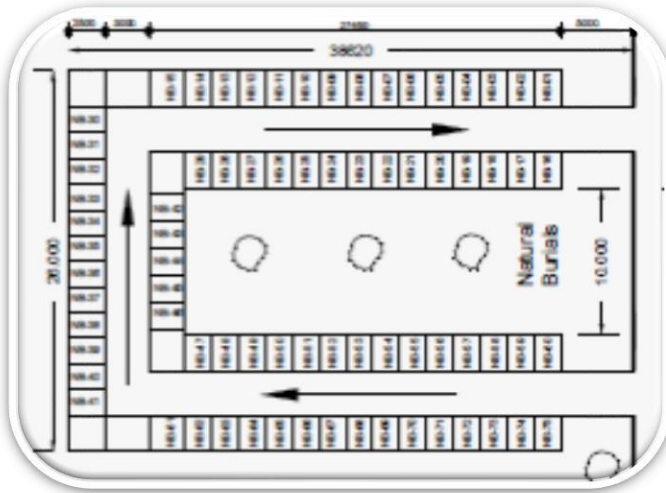


Plaques without headstones:

Memorial plaques placed on a lawn plot, directly on the concrete foundation in the Cemetery must be:

1. Built of admiralty bronze or other material as approved by the Board;
2. Be 559 mm x 305 mm, with one only placed per plot, or be 381 mm x 279 mm for a single or double interment with a maximum of two plaques placed per plot;
3. Be a maximum thickness of 20 mm;
4. Be fixed directly to the concrete foundation, with no wedge or plinth; and
5. Be fixed 100 mm from the front side of the concrete foundation.

NATURAL BURIAL AREA



Each burial site shall be for one interment¹ only, however, allowance will be made for the placement of ashes.

All graves will be dug to a single interment level 1.4m². Where two burials are accommodated at the one time, the first interment will be 1.8m and the second 1.4m.

Sites shall be allocated at the sole discretion of the Shire of Narrogin and each grave will be accurately recorded and mapped.

No headstone or memorial, marker, stone, vase, tribute or any structure temporary or otherwise may be placed or erected at the gravesite.

Only natural flowers, presented in the form of a single stem or bouquet are permitted at the time of the funeral and at no other time.

All landscaping will be developed, managed and maintained by the Shire.

No soil will be removed from the cemetery. Soil replaced at the gravesite after burial will be left to settle naturally. No other materials or soils shall be included in the gravesite that are not indigenous to the area or are not biodegradable, except for the lead strip.

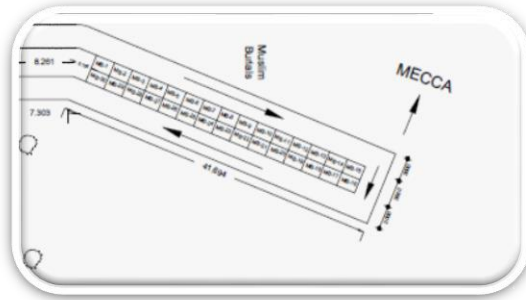
The deceased must be transported and interred in an approved casket or coffin, constructed of a biodegradable and untreated material derived from a sustainable source. Casket/coffin handles and nameplate must also be made of biodegradable material. Caskets and coffins shall not contain any non-biodegradable items. Except for a substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height as required under the Shire of Narrogin, Cemetery Local Law 2016.

The deceased shall be dressed in natural fibres or wrapped in a shroud of natural fibres.

Cremated remains interred in the designated gravesite shall be contained in a biodegradable container that is non-retrievable. Alternatively, cremated remains may be placed directly into the earth.

1. The gravesite may at the CEO's discretion be prepared for two burials where the burials are take place at the same funeral ensuring that the gravesite is disturbed only once.
2. Depth of grave is subject to the approval of the CEO.

MUSLIM BURIAL AREA



Prior to the digging of the first grave an approved “app” should be used to ensure that the grave is in the correct position as per the attached map of Narrogin Cemetery – Muslim Graves. Subsequent graves will follow on head to foot.

Sites shall be allocated sequentially at the sole discretion of the Shire of Narrogin.

All other details remain the same as for the General Section of the cemetery with decisions to be made by the family and funeral directors.

Monuments:

All monuments shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have a grave cover that shall:
 - have an overall height above the original surface of the grave not exceeding 300 mm;
 - have a width not exceeding 1.2 m; and
 - have a length not exceeding 2.4 m.
4. have an overall height of the monument above the original surface of the grave not exceeding 1.2 m;
5. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 450 mm;
6. have a width of the base of the monument not exceeding 1.2 m;
7. have a length of the base of the monument not exceeding 600 mm; and
8. not display any trade names or marks of any manufacturers.

Headstones:

All headstones shall:

1. be made of natural stone and placed on a base of natural stone;
2. be placed on proper and substantial foundations extending to a depth of 1 m unless concrete beam foundations are approved by the CEO;
3. have an overall height, including the base, above the original surface of the grave not exceeding 1.2 m;
4. have a height of the base of the monument above the original surface of the grave of not less than 150 mm nor more than 200 mm;
5. have a width of the base not exceeding 1.2 m;
6. have a length of the base not exceeding 300 mm;
7. no part of a headstone above its base shall extend horizontally beyond that base; and
8. not display any trade names or marks of any manufacturers.

NICHE WALLS

The old niche wall at the Narrogin cemetery (near the main entrance) was constructed in 1983.

In 2016 a new area with shelter and toilets was developed and a number of new niche walls were constructed (off Grainger Street). The new walls have the capacity of 195 double compartments and 96 single compartments with plans for additional walls when required.



Old Niche Wall



New Niche Wall

NICHE WALL SPECIFICATIONS

Plaque Sizes

A memorial plaque to be placed on a niche wall shall be:

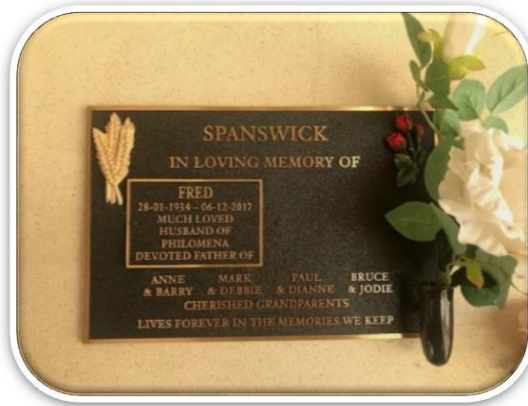
Single 229mm wide x 229mm;

Double 350mm wide x 229mm high;

all measurements to be within 5mm and be placed in such a manner and in a position approved by the Board.



SINGLE



DOUBLE

Plaque Materials

All plaques must be made of cast bronze which has long lasting properties and generally ages well when exposed to full sun.

Emblems

Emblems that depict the character, interests and lifestyle of a person are permitted on niche wall plaques to create a unique and special memorial for a loved one. Emblems can be in either Flat Relief (2D) or Bas Relief (3D).

Flat relief emblems are computer designed and can be sized to fit any plaque. The following are examples of flat relief emblems:



Bas relief emblems are produced by sculptors using modelling clay.



Perpetual Flowers

Perpetual flowers are permitted on niche wall plaques to create a unique and special memorial for a loved one



Vases

Bronze vases are permitted to be attached to plaques to allow family members to place flowers on the plaques of their loved one.



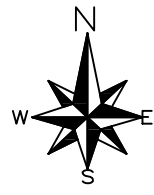
APPENDICES

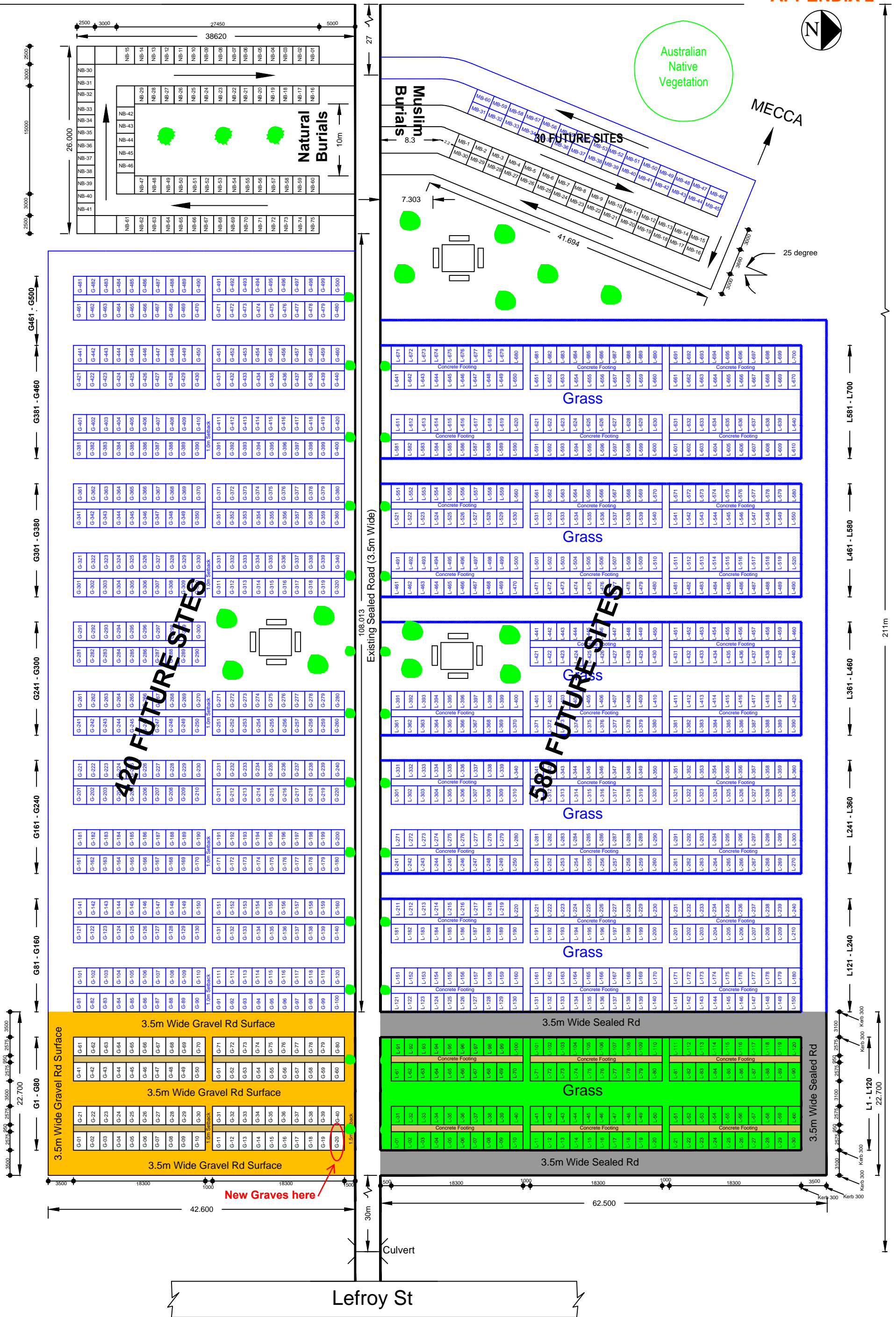
- 1. Map of Narrogin Cemetery established graves**
- 2. Map of Narrogin Cemetery including new developments**
- 3. Purchase or Renew of Grant of Right of Burial/Reservation**
- 4. Application for Burial**
- 5. Application for Placement of Ashes in Family Grave**
- 6. Application for Placement of Ashes in Niche Wall**
- 7. Application for Placement of Ashes in Rose Garden**
- 8. Application for Monumental Works**
- 9. Application for Minor Repairs to a Monument**
- 10. Application for Natural Burial**
- 11. Natural Burial Agreement**
- 12. Application for Funeral Directors Licence**

SCADDAN STREET

LEGEND

- 7th DAY ADVENTIST
- ANGLICAN
- BAPTIST
- CHURCH OF CHRIST
- GENERAL
- LUTHERAN
- METHODIST
- NICHE WALL
- OLD PORTION
- PRESBYTERIAN
- ROMAN CATHOLIC
- SALVATION ARMY
- UNITING
- TOILET





LEGEND:

Sheltered Seating:



- General Grave (80 of 3.05x1.83)
- Lawn Grave (120 of 3.05x1.83)
- Tree
- Kerb
- Concrete Footing (head stone base)
- Natural Grave (75 of 2.50x1.83)
- Muslim Grave (30 of 2.50x1.83)

NARROGIN CEMETERY (NEW WEST SECTION)
CONCEPT PLAN (SEPTEMBER 2021)



PURCHASE OR RENEWAL OF GRANT OF RIGHT OF BURIAL (FDRS023)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Office Use

Application No: _____
Grant/Reservation No: _____
Date Received: _____

AT NEED

PRE-NEED (RESERVATION)

RENEWAL

GRANTEE DETAILS

Surname			
Other Names			
Address			
Telephone No		Email address	

GRAVE / NICHE DETAILS

Denomination		Section		Number	
Wall		Location		Double/Single	
Previous Grant Number (Renewal)					

DECLARATION

In accordance with the Cemeteries Act 1986 and as amended, the Shire of Narrogin grants the exclusive right to purchase the Grant of Right of Burial of

- that piece of land within the Area, Section and Number for 25 years; or
 - that compartment within the wall with the Position Number for perpetuity
- as detailed above.

SUBJECT TO

1. The payment of the applicable fee.
2. The by-laws and Regulations as amended from time to time.

Signed by the Applicant/Grantee

Signature.....Date

Signed on behalf of the Shire of Narrogin

Signature.....Date

OFFICE USE ONLY

Invoice		Receipt		Date paid	
Received by		Grant Register		Synergy/Chronicle	

APPLICATION FOR BURIAL (FDRS019)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Application No: _____

Date Received: _____

FUNERAL DIRECTOR

DECEASED DETAILS

Surname					
Other Names					
Address					
Date of Birth		Age		Sex	
Birthplace			Occupation		
Date of Death		Date of Burial		Time	
Minister Officiating					

GRAVE DETAILS

Grave	New	Re-open	Reservation	Grant No	
If Reopen/Last internee				Grant Expiry Date	
Denomination		Section		Number	
Coffin Size	Standard	2060mm Long	690mm Wide	430mm High	
	Oversize	Long	Wide	High	

NOTE – The Shire of Narrogin DOES NOT provide seating, shovels or any other additional services.

APPLICANT DETAILS

Surname			
Other Names			
Address			
Telephone No		Email Address	

DECLARATION

I hereby certify that I am the Applicant for this interment and have authority for the use of the Grave:
 I am the person in whose name the Grant was issued.
 I am the personal representative of the Grant Holder.
 I am the person acting expressly on behalf of the Grant Holders Representative.
 None of the above persons is immediately available or ascertainable and I hereby authorise use of the grave.
 (cross out those that are not applicable)

Signed by the Applicant

Signature.....Date

OFFICE USE ONLY

Application Received		Approved		Initials	
Invoice		Receipt		Date	
Register of Burials		Grant No		Synergy	

APPLICATION FOR PLACEMENT OF ASHES - GRAVE (FDRS020)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Application No: _____

Date Received: _____

FUNERAL HOME

APPLICANT DETAILS

Surname			
Other Names			
Address			
Telephone No		Email address	
Do you wish to attend Placement	Y	N	
Date of Placement		Time	

DECEASED DETAILS

Surname					
Other Names					
Date of Birth		Age		Sex	
Birthplace			Occupation		
Date of Death			Place of Death		

GRAVE DETAILS

Denomination		Section		Number	
Last Interred				Date	
Grant No		Expiry Date			

DECLARATION

I hereby certify that I am the Administrator of the ashes (the person who obtained the Permit to Cremate). I hereby certify that all the details on this form are correct, and that I am authorised to make these arrangements and hereby provide a copy of the Cremation Certificate.

Signed by the Applicant

Signature Date

OFFICE USE ONLY

Application Received		Approved		Initials	
Invoice		Receipt		Date	
Register of Burials		Grant No		Synergy	

APPLICATION FOR PLACEMENT OF ASHES - NICHE WALL (FDRS021)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Application No: _____

Date Received: _____

FUNERAL HOME

APPLICANT DETAILS

Surname			
Other Names			
Address			
Telephone No		Email address	
Do you wish to attend Placement		Y <input type="checkbox"/>	N <input type="checkbox"/>
Date of Placement		Time	

DETAILS of DECEASED 1

Surname		Other Names	
Date of Birth		Age	Sex M <input type="checkbox"/> F <input type="checkbox"/>
Birthplace		Occupation	
Date of Death		Place of	

DETAILS of DECEASED 2

Surname		Other Names	
Date of Birth		Age	Sex M <input type="checkbox"/> F <input type="checkbox"/>
Birthplace		Occupation	
Date of Death		Place of	

NICHE WALL DETAILS

Wall		Position	
Grant No		Expiry Date	

DECLARATION

I hereby certify that I am the Administrator of the ashes (the person who obtained the Permit to Cremate). I hereby certify that all the details on this form are correct, and that I am authorised to make these arrangements and hereby provide a copy of the Cremation Certificate.

Signed by the Applicant

Signature..... Date

OFFICE USE ONLY

Application Received		Approved		Initials	
Invoice		Receipt		Date	
Register of Burials		Grant No		Synergy	

APPLICATION FOR PLACEMENT OF ASHES – ROSE GARDEN (FDRS022)



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Narrogin
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89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Application No: _____

Date Received: _____

FUNERAL HOME

APPLICANT DETAILS

Surname			
Other Names			
Address			
Telephone No		Email address	
Do you wish to attend Placement			
Date of Placement		Time	

DECEASED DETAILS

Surname					
Other Names					
Date of Birth		Age		Sex	
Birthplace			Occupation		
Date of Death			Place of Death		

DECLARATION

I hereby certify that I am the Administrator of the ashes (the person who obtained the Permit to Cremate). I hereby certify that all the details on this form are correct, and that I am authorised to make these arrangements and hereby provide a copy of the Cremation Certificate.

Signed by the Applicant

Signature.....Date

OFFICE USE ONLY

Application Received		Approved		Initials	
Register of Burials		Grant No		Invoice/Receipt	

APPLICATION FOR MONUMENTAL WORKS (FDRS026)



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89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Before submitting, this application please make sure you have included the following.

- | | |
|--|---|
| <input type="checkbox"/> Detailed plan/drawing of the monument with measurements | <input type="checkbox"/> Details and dimensions of proposed foundations |
| <input type="checkbox"/> Wording to be placed on the monument | <input type="checkbox"/> Application Fee |

Application No: _____

Date Received: _____

Receipt No: _____

DECEASED DETAILS

Surname	
Other Names	

GRAVE DETAILS

Denomination		Section		Number	
Grant No		Grant Expiry			

APPLICANT DETAILS

Surname			
Other Names			
Address			
Telephone No		Email Address	

DECLARATION

I hereby certify that I am authorised as/by the holder of the Grant of Right of Burial for the abovementioned Grave and approve erection of the memorial detailed herein

Signed by the Applicant/Grantee

Signature.....Date

DETAILS OF MASON (or Person erecting Monument)

Name of Firm			
Contact Name			
Telephone No		Email Address	

Plans provided are to: Install a new memorial Add a further Inscription Renovate or add further

Please provide details of the following insurances

	Insurers Name	Policy Number	Expiry Date
Public Liability			
Professional Liability			
Workers Compensation			

I certify that the monument meets all conditions stipulated in the Cemeteries Act and Regulations and the Shire of Narrogin Cemetery Local Law 2016 (as amended).

Signature.....Date

OFFICE USE ONLY

Application Received		Approved		Initials	
Invoice		Receipt		Date	
Signed on behalf of the Shire of Narrogin					
Signature.....Date					

APPLICATION FOR MINOR REPAIRS TO A GRAVE WITH AN EXPIRED GRANT OF RIGHT OF BURIAL (FDRS048)



Shire of
Narrogin
Love the life

89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

This application is for minor repairs only to memorial on a grave in the Narrogin Cemetery where the Grant of Right of Burial has expired. Under the Cemeteries Act of WA 1986 the Shire can allow minor repairs or renovations to a memorial on a grave where the Grant has expired. The rights to the grave are retained by the Shire of Narrogin.

GRAVE DETAILS

Denomination		Section		Number	
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APPLICANT DETAILS

Surname					
Other Names					
Address					
Telephone No		Email Address			

REASON

Please identify your reason for wishing to repair this memorial.		
It is that of a relative		Please state relationship
Community Project		
Other		Details
Please provide details of proposed restoration work		

DECLARATION

I hereby certify that I understand that:

- Only the works described above will be undertaken.
- The wording of the original inscription cannot be altered or added on to and other works allowed are limited to minor repairs to the existing monumental.
- Requests for changes to inscriptions, new memorials or major changes to the monumental will require a new Grant of Right of Burial to be purchased.

Signed by the Applicant

Signature.....Date

OFFICE USE ONLY			
Application Received		Approved/Rejected	
Conditions			

Signed on behalf of the Shire of Narrogin

Signature.....Date

Applicant advised of the Approval/Refusal	Date		Initials	
---	------	--	----------	--

APPLICATION FOR NATURAL BURIAL (FDRS024)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Application No: _____

Date Received: _____

FUNERAL HOME

DECEASED DETAILS

Surname					
Other Names					
Address					
Date of Birth		Age		Sex	
Birthplace			Occupation		
Date of Death		Date of Burial		Time	
Minister Officiating					

APPLICANT DETAILS

Surname			
Other Names			
Address			
Telephone No		Email Address	

DECLARATION

I hereby certify that I am the Applicant for this interment and agree to be bound by the terms and conditions of the attached Natural Burial Agreement.

Signed by the Applicant

Signature.....Date

OFFICE USE ONLY

Application Received		Agreement Received		Initials	
Application Approved by				Date	
Signed					

Invoice		Receipt		Date	
Register of Burials		Agreement No		Synergy	

NATURAL BURIAL AGREEMENT

(FDRS024)



89 Earl Street
PO Box 1145
Narrogin WA 6312



(08) 9890 0900



www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Agreement No: _____

Application No: _____

Date Received: _____

DETAILS OF APPLICANT

Surname			
Other Names			
Residential Address			
Postal Address			
Telephone No		Email Address	

LOCATION

Plot Number		GPS Location	
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AGREEMENT

The Shire of Narrogin hereby authorises the natural burial of the remains of a human without a grant, subject to the terms and conditions set out on the reverse of this Agreement and on payment of the prescribed fee.

In signing this agreement, I _____ acknowledge that I have read /had read to me the Natural Burial Agreement Terms and Conditions of Issue as set out on (strike out as appropriate) the reverse of this Agreement and agree to be bound by those terms and conditions.

Signed by the Applicant

Signature.....Date

Signed on behalf of the Shire of Narrogin

SignatureDate

The signing on behalf of the Shire equally binds the Shire to the terms and conditions of Issue.

OFFICE USE ONLY

Receipt No		Date of Issue		Expiry Date	
------------	--	---------------	--	-------------	--

Natural Burial Agreement Terms and Conditions of Issue

In the absence of a grant being issued, the Applicant _____

and the Shire of Narrogin agree to the following:

1. Until such times as the Act is amended or a new Act is proclaimed, the provisions of the Cemeteries Act 1986 shall apply to the provision of natural burials.
2. The Agreement shall be for an initial term of 25 years.
3. Subject to clause 5, renewal of the Agreement is guaranteed for a further term of 25 years.
4. Further renewal of a term up to 25 years shall be by mutual agreement between the applicant and the Shire of Narrogin.
5. An application for renewal must be made during the currency of the Agreement.
6. Should the applicant die before the expiration of the term of this Agreement, the Agreement shall remain in force for the duration of the term of the original agreement.
7. Where the person satisfies the Board in the form of a statutory declaration that they may exercise the rights previously granted to the holder of the Agreement, that person may exercise those rights.
8. Each burial site shall be for one interment¹ only, however, allowance will be made for the placement of ashes.
9. Sites shall be allocated at the sole discretion of the Shire of Narrogin.
10. Exhumations will only be undertaken where authorized by law.
11. Each grave will be accurately recorded and mapped.
12. All burial graves will be dug to a single interment level 1.4m². Where two burials are accommodated at the one time, the first interment will be 1.8m and the second 1.4m.
13. The Shire will be responsible for the preparation, digging and backfill of the gravesite. Mourners may assist with backfilling of the grave
14. Graves will be prepared to existing OSH standards using grave preparation machinery if required. Lowering devices may be used.
15. Soil removed in preparation for the burial will be placed adjacent to the gravesite.
16. No soil will be removed from the cemetery. Soil replaced at the gravesite after burial will be left to settle naturally.
17. No other materials or soils shall be included in the gravesite that are not indigenous to the area or are not biodegradable, except for the lead strip in clause 23.
18. The deceased must be transported and interred in an approved casket or coffin, constructed of a biodegradable and untreated material derived from a sustainable source.
19. The deceased shall be dressed in natural fibres or wrapped in a shroud of natural fibres.
20. Under no circumstances will the body of the deceased be accepted for natural burial where full or partial embalming has occurred.
21. Casket/coffin handles and nameplate must also be made of biodegradable material.
22. Caskets and coffins shall not contain any non-biodegradable items.
23. A substantive lead strip bearing the surname of the deceased person stamped in legible characters, each character being not less than 10mm in height is required under the Shire of Narrogin, Cemetery Local Law 2016.
24. Cremated remains interred in the designated gravesite shall be contained in a biodegradable container that is non-retrievable. Alternatively, cremated remains may be placed directly into the earth.
25. Only natural flowers, presented in the form of a single stem or bouquet are permitted at the time of the funeral and at no other time. Flowers must be secured with cotton or other biodegradable material. No bowl or other form of receptacle is to be used. Products such as floral oasis are not to be used.
26. Subject to clause 25, tributes, tokens and any other items of remembrance, including flowers or plantings of any kind, are not permitted and may be removed by the Shire without prior notice and disposed of.
27. No headstone or memorial, marker, stone, vase, tribute or any structure temporary or otherwise may be placed or erected at the gravesite.
28. A communal memorial of commendation shall be erected by the Shire at the entrance to the natural burial area.
29. All landscaping will be developed, managed and maintained by the Shire. Plantings shall be at the sole discretion of the Shire.
30. Plants indigenous to the area shall be planted by the Shire at the gravesite within one year of the burial and from an approved species list. The shire has exclusive right to maintain, prune or replace any plantings as required.

Initials of Applicant _____

Initials of Shire Employee _____

1. The gravesite may at the CEO's discretion be prepared for two burials where the burials are take place at the same funeral ensuring that the gravesite is disturbed only once.
2. Depth of grave is subject to the approval of the CEO.

APPLICATION FOR FUNERAL DIRECTORS LICENCE

(FDRS042)



89 Earl Street
PO Box 1145
Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

In accordance with *Cemeteries Act 1986*.

ADDITIONAL DOCUMENTS

The documents listed below are required to be submitted, before an approval can be considered:

- Certificate of Currency of Third Party Insurance

I		(Applicant)
<p>Hereby apply for the issue of an annual licence for the period beginning 1 July _____ and ending 30 June _____ to undertake funerals within the Shire of Narrogin Cemetery and in support of such application supply the following particulars.</p> <p>Hereby apply for a single funeral permit (Funeral Directors Only) to undertake a funerals within the Shire of Narrogin Cemetery, on _____ and in support of such application supply the following particulars.</p>		

APPLICANT DETAILS

Trading name of Business			
Contact Name			
Street Address			
Suburb		Postcode	
Postal Address			
Suburb		Postcode	
Telephone No		Mobile No	
Email address			
Number of Years for which applicant has previously held a Funeral Directors Licence			

DECLARATION

I, the applicant, understand this licence will be issued pursuant to the Cemeteries Act (1986) the Shire of Narrogin Cemetery Local Law (2016) and any other relevant statues or Regulations now and hereafter in force.

- I agree to maintain Public Liability Insurance cover and Workers Compensation Insurance Cover (where applicable) as a condition of my licence.
- I understand that this licence may be cancelled or suspended by the Shire, subject to my right of appeal.

Signed by the Applicant

Signature Date

OFFICE USE ONLY

Invoice No.		Amount \$		Receipt No.		Date paid	
Recorded Approval of Licence		Y/N	Date				
Licence Provided to Applicant		Y/N	Date				