



Upper Hunter Shire Council  
**CEMETERIES**

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## Introduction

This booklet answers questions about Upper Hunter Shire Council's cemeteries, with a particular focus on Council's obligation to you, and your entitlements and responsibilities as the grantee.

Council cemeteries offer a range of burial options. Burial sites are available in columbarium, lawn cemetery or full headstone/monument only sections for a number of religious denominations.

To help us meet your expectations please read and consider the contents carefully.

Whether you are planning your own burial or doing this for a loved one, Council hopes this brochure assists with these important decisions.

If you have further questions, please contact Council or your funeral director.



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# Upper Hunter Shire Cemeteries



## **Aberdeen**

**121 Segenhoe Street, Aberdeen**

- Anglican cemetery
- Catholic cemetery
- Non-denominational lawn cemetery and columbarium
- Methodist cemetery
- Presbyterian cemetery
- Wesleyan cemetery
- Jehovahs Witness cemetery

## **Gundy**

**146 Merrimuka Road, Gundy**

- Anglican cemetery
- Catholic cemetery
- Methodist cemetery
- Presbyterian cemetery

## **Merriwa**

**168 Flaggs Road**

- Anglican cemetery
- Catholic cemetery
- Non-denominational lawn cemetery and columbarium

## **Merriwa Cemetery**

**Forest Reserve Road**

Not active

## **Murrurundi**

**21 Polding Street, Murrurundi**

- Non-denominational lawn cemetery and columbarium

## **Moonan Brook**

**411 Moonan Brook Road**

- General cemetery

## **Parkville**

**35 Alfred Brown Lane**

Not active

## **Upper Rouchel**

**2587 Back Creek Road**

- Anglican cemetery
- Catholic cemetery
- Presbyterian cemetery

## **Scone**

**35 Common Road, Scone**

- Anglican cemetery
- Catholic cemetery
- Non-denominational lawn cemetery
- General cemetery
- Presbyterian cemetery

## **Sparkes Creek (Thorntwaite)**

**988 Upper Dartbrook Road**

- General cemetery

## **Stewarts Brook**

**1879 Stewarts Brook Road**

- General cemetery

## **Wingen**

**74 Petwyn Vale Road**

- General cemetery

## Fees & Charges 2024/25

Interment/pre-purchase permit for burial reservation . . . . .	\$462
Plaque purchase . . . . .	At cost + 20%
Plaque handling and placement . . . . .	\$483
Permission to erect headstone/masonry work . . . . .	\$126
Transfer right of burial . . . . .	\$115.50

### Columbarium

Purchase of niche and interment permit . . . . .	\$1,023.75
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### General cemetery

Purchase of single depth - 2.4 X 1.2M plot and interment permit - includes perpetual maintenance . . . . .	\$1,470
Purchase of double depth - 2.4 X 1.2 plot and interment permit - includes perpetual maintenance . . . . .	\$1,995
Interment - when requested for Council to complete in an cemetery	
- Interment - plot preparation - Single depth. . . . .	\$861
- Interment - plot preparation - Double depth . . . . .	\$976.50
- Interment - Re-opening second interment . . . . .	\$682.50
Ashes - Interment in existing plot and interment permit . . . . .	\$808.50
Ashes - Interment, tree planting and interment permit . . . . .	\$1,732.50

### Lawn cemetery

Purchase of single depth - 2.4 X 1.2 plot and interment permit - includes perpetual maintenance . . . . .	\$2,383.50
Purchase of double depth - 2.4 X 1.2 Plot and interment permit - includes perpetual maintenance . . . . .	\$2,887.50
Interment - when requested for Council to complete in an cemetery	
- Interment - plot preparation - Single depth. . . . .	\$871.50
- Interment - plot preparation - Double depth . . . . .	\$976.50
- Interment - Re-opening second interment . . . . .	\$682.50
Ashes - Interment in existing plot and interment permit . . . . .	\$808.50
Ashes - Interment, tree planting and interment permit . . . . .	\$1,732.50



## Headstones/Monuments

All applications for monumental work must be submitted on the form titled “**Application for a Permit to Carry Out Monument or Headstone Construction, Repair or Restoration Work in a Cemetery**” and obtain written consent before progressing with the project. This form may be submitted by you or your agent.

Council’s minimum standard for monuments is the Australian Standards Association “AS4204 – Monuments and Headstones”. You can obtain a copy of the AS4204 Standard from Standards Australia.

It is necessary to consult and engage a reputable monumental mason for the construction of a headstone or monument. The mason will know Council’s requirements and standards. All enclosed monuments must be constructed by a licensed monumental mason with Council approval.

Council also offers the option of allowing families to have installed a headstone plinth and plaque or other agreed works. These works can be arranged by your funeral director.

Application forms are included in this publication and are available from Council offices or the website.

The cemetery headstone/monument section is only available to customers with burial sites within general cemeteries, not lawn.

## Lawn Cemeteries

Upper Hunter Shire Council Lawn cemeteries offer well-kept, fully maintained burial portions. Families who choose to bury their loved ones in a lawn cemetery have the security of knowing that the graves will always be looked after.

Faced with many decisions at a difficult time, opting for a lawn cemetery burial is often regarded as a sensible choice.

In the lawn section cast bronze plaques of specific dimensions are affixed to exposed concrete beams. Cast bronze plaques of set dimensions are placed onto the beam.

Headstone/monument and lawn burial sites can be used for the placement of ashes. The graves may be either single or double and are 2.4 metres long and 1.2 metres wide.

Lawn sections are also dedicated to a number of religious denominations. Shire lawn cemeteries are set in a tranquil bushland environment where visitors can pay their respects to loved ones in peace, comfort and safety.

As Trust Manager, Upper Hunter Shire Council is responsible for ensuring that the area is maintained to



a standard that is consistent with the overall design.

To maintain lawn cemeteries to a high standard, family and friends are encouraged to familiarise themselves with the FAQs.

## Internment of Ashes

Ashes may be placed in the wall of niches, memorial tree or an existing plot.

### Wall of Niches

The columbarium wall for placement of ashes are located at Aberdeen, Merriwa, Murrurundi and Scone.

Cast bronze plaques are used. A small vase for flower placement can be provided.

Reservations can be arranged for family members for future use.

### Memorial Tree

This option is currently only available at Scone Lawn Cemetery and is for family groups who prefer their loved ones to rest together. Council welcomes enquiries in other areas and will do all they can to meet your needs.

Trees are provided in consultation with the family. Each plot can hold up to 8 positions.

## Frequently Asked Questions

### Q: What is a Burial Right?

A: When you apply for a burial in our cemetery, we will grant you access to a particular grave plot. The grant is referred to as "The Right of Burial".

### Q: What do you mean by 'GRANTEE'?

A: The person named on the Right of Burial Certificate is called the grantee. The grantee's entitlements under the certificate are exclusive. Council will only accept instructions about a grave from the grantee.

### Q: Does the grantee own the land where the grave is?

A: No. The grantee's entitlement is limited to access to the burial plot described in the burial right certificate.

Additionally, the grantee is the only person who can give us instructions as to who should be buried in the grave.

### Q: How many burials may take place in a single grave?

A: Graves can be prepared to accept TWO adult burials if advised prior to first interment. However, single depth is standard preparation.

### Q: Can the ashes of someone who has been cremated be placed in a grave?

A: Yes. Graves can be used for burials and interment of ashes. We place no limit (other than a practical one) on the number of ash urns that may be placed in a grave.

### Q: If the Grantee dies, or is not available, who owns the Burial Right?

A: We regard the Burial Right to be the exclusive property of the grantee, ie. part of the grantee's estate. The grantee's executor or heirs and successors would usually administer the burial right under these circumstances.

### Q: Can anyone do works on a grave?

A: No. The grantee must apply to Council to have works completed on a grave and obtain a 'WORK PERMIT' from Council. We will NOT take instruction from anyone but the grantee or an agent nominated, in writing, by the grantee.

### Q: Do I have to pay more fees at a later date after the burial takes place for maintenance or up keep?

A: Purchase of a burial monument within the general cemetery includes initial rehabilitation and maintenance of grave surrounds including mowing, whipper snipping and poisoning.

Maintenance of the burial monument itself is the responsibility of the grantee and must be maintained to a suitable standard.

### Q: Can I reserve a Grave or Plot?

A: Yes. With a reservation of pre-need purchase you purchase the grave only (Right of Burial). An interment fee is payable when the burial is to take place.

## Lawn Cemetery

### Q: Can anyone place a plaque at a grave?

A: No. The grantee must apply to Council to have a plaque placed at the grave. We will NOT take instruction from anyone but the grantee or an agent nominated, in writing, by the grantee.

### Q: I want to supply the plaque myself. Can I do that?

A: Yes, provided you obtain a 'WORK PERMIT' from Council. Note, however, the plaque MUST conform to our guidelines and some restrictions apply. Please contact Council for more information.

### Q: Can I install a plaque onto the lawn cemetery beam myself?

A: No, all plaques must be installed on beams by an authorised funeral director or monumental mason.

**Q: Can I place an additional plaque between the commemorative plaques of members of the one family?**

A: Yes, provided that the grantee or in the case where two grantee's are involved, give approval in writing. The type, size and style will be determined by Council and may vary from time to time.

**Q: Can I place a Returned Serviceman's plaque as supplied by the Department of Veterans Affairs on beams in the lawn cemeteries?**

A: Yes, provided that the grave site is not a double grave.

**Q: Can I leave flowers at a grave in the lawn cemetery?**

A: Yes, provided that they are in the approved vases.

**Q: Can I plant trees, shrubs and bushes on the grave?**

A: No, it is essential that lawn areas be kept clear at all times.

**Q: Can I place small items and statues on a lawn grave?**

A: Miscellaneous items have the potential to pose a hazard to the health and safety of visitors and staff maintaining the cemetery. Some items may be placed on graves, however, must not impact on lawn, surrounds or adjoining graves.

**Q: Can I fix a small statue or special vase on the beam next to the plaque?**

A: If you require a more extensive monument, you should consider the general cemetery. Please talk to one of our staff for more information.

**Q: Can I place items on my plaque?**

A: Yes. Small low or flat relief items that are fixed to the plaque only. If at any time these items become a risk to safety staff will remove them.

**Q: Can I put toys on the grave?**

A: Yes. Small soft toys can be placed on new graves before any turf is laid. Once the area has been turfed all miscellaneous items must be removed.

**Q: Where will removed items be placed?**

A: Items that are removed will be stored for one month and may be collected from the Council Administration Offices.

**Q: Can I place a photo or other small ornament at the grave?**

A: There are a range of ceramic photographs suitable for lawn cemeteries. Please talk to your funeral director for more information.

**Q: Where can I find information on the costs of purchasing a burial plot or niche?**

A: Please visit council's website or visit your local office for current fees and charges.

**Q: Do I have to pay more fees at a later date after the burial takes place for maintenance or up keep?**

A: No. Once the grave or plot is purchased there is no more to pay for maintenance or upkeep of that grave.

**Q: How much more do I have to pay for a plaque? When do I have to pay for the plaque?**

A: Please talk to your funeral director for more information.

As mentioned above, the only fee that cannot be pre-paid is the interment fee which are payable at the time of need or use of the grave.

**For more information on burial options, memorialisation of loved ones or reserving a plot contact Upper Hunter Shire Council during business hours (8:30am – 4:30pm) Monday to Friday on 6540 1100 or email [council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)**

## **Application Forms**

### **Application for Reservation of Grave or Niche**

This application can be completed by the person who wishes to be interred, a family member or a close friend. A plot/niche can be chosen by the applicant as to where they wish to be laid to rest which will then be placed in Council's record system. The fee for the reservation can be paid via two options; upfront (via credit card, cheque or cash) or an invoice can be generated which can be paid off over time by the applicant. There is no preferred method of payment as we understand it may be a difficult process.

Once the fee is completely paid off, a 'Right of Burial' is provided by the Council.

### **Application for Burial Permit**

This application is sent straight to Council from the funeral director for approval of all details on the form. We ensure the plot/niche number that is stated is vacant or (if reserved) is correct according to plans of the cemeteries and the documents previously filled out for the reservation. This is signed by Council's Cemetery Co-ordinator and sent back to the funeral director.

