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CEMETERIES ACT 1986

**ALBANY CEMETERY BOARD
FEES**

**ALBANY CEMETERY BOARD
BY-LAW**

CEMETERIES ACT 1986**ALBANY CEMETERY BOARD**

In pursuance of the powers conferred by section 53 of the Cemeteries Act 1986, the Albany Cemetery Board hereby records having resolved on the 30th June 1997 to set the following fees effective from 14th August 1997. The fees shall be payable upon application for services detailed hereunder.

Schedule of Fees

	\$
1. Grant of Right of Burial (25 year tenure period)	
Grave Site (2.4m x 1.2m)	600
Pre-need purchase – land selected by applicant or land reserved in advance	700
Approval to any refund on an unexpired grant of right of burial shall be at the absolute discretion of the Board and in any case, the approved refund shall not exceed the amount originally paid for the grant of right of burial, less an administration charge	60
2. Burial Fees—	
(a) Adult Burial	425
(b) Child Burial (under 13 years)	300
(c) Stillborn Burial in special ground set aside	110
(d) Stillborn plaque on kerbing	150
(e) Re-opening of occupied gravesite, and burial	450
3. Exhumation fee	750
Re-burial after exhumation	350
4. Monumental work—	
(a) Licence Fee—	
Monumental Mason's Annual Licence	175
Single Permit	75
(b) Permit for each memorial—	
Lawn Area type monument to by-laws	65
Renovations and additions to any monument	45
Additional Inscription	35
Charge for maintenance of ground surrounding headstone	210
5. Sundry fees—	
(a) Funeral Director's Annual Licence	300
(b) Single Funeral Permit	75
(c) Copy of grant of right of burial	40
(d) Extraordinary work required, per hour	50
(e) Use of chapel for burial service with sound system	50
(f) Transfer of grant of right of burial	75
6. Penalty Fees (Extra to scheduled fee)—	
(a) Interment without due notice as per by-laws	50
(b) Late arrival	50
(c) Late departure	50
(d) Interment of oblong or oversize casket	135
(e) Interment or cremation on a Saturday	250
(f) Search fee—involving Board Staff (minimum)	5
7. Cremation fees—	
(a) Adult cremation	500
(b) Child cremation (under 13 years)	250
(c) Stillborn cremation	85
(d) Pre-need Cremation Certificate	560
8. Disposal of Ashes- The tenure on all cremation memorial shall be 25 years from date of receipt of scheduled fee—	
(a) Kerbside—	
Kerbside interment (unselected) and plaque with reservation for second interment	200
Second interment and plaque	120
(b) Gardens of Remembrance—	
Interment in selected position including standard bronze plaque and reservation for second interment	375
Second interment with second inscription	325
Pre-need reservation (memorial not included)	140

	\$
(c) Ground Niche—	
Memorial bronze plaque and six-line inscription, with reservation for second interment	500
Second interment with second inscription	450
Pre-need reservation (memorial not included)	140
Emblems by Quotation	
(d) Ground Niche with vase	
Garden position with reservation for two further interments, bronze plaque with recessed vase and standard inscription	550
Second or third interment with new inscription	450
Pre-need reservation (memorial not included)	140
(e) Memorial Niche Wall—	
Double niche with bronze plaque	400
Second inscription	125
Single niche with bronze plaque	250
(f) Memorial Wall—	
Bronze plaque with reservation for second interment	430
Second interment with inscription	380
(g) Memorial seat in position	1000
Extra for bronze plaque	220
(h) Other Fees—	
Interment of Ashes in family grave (at gravesite)	90
Attendance at gravesite for placement of ashes	50
Collection of Ashes from cemetery office (24 hours notice required)	70
Postage of Ashes within Australia	75
Postage of Ashes overseas	130
Scattering of ashes to the winds	60
Storage in safe custody (after six months) per month	5
Transfer of Ashes to new position (plaque extra if required)	60
Acceptance and resignation of Ashes from other crematoria	60
(i) Non-standard memorial by quotation.	

CHARLES LEONARD ABBOTT, Chairman.

The fees and charges in the above schedule were set by resolution at a duly convened meeting of the Albany Cemetery Board held on the 30th June 1997.

CEMETERIES ACT 1986**ALBANY CEMETERY BOARD BY-LAW**

In pursuance of the powers conferred upon them by the abovementioned Act, and of every other power enabling them, the Albany Cemetery Board hereby records having resolved on the 3rd day of June 1997 to make the following By-law—

PART I—PRELIMINARY**Citation**

1. This By-law may be cited as the Albany Cemetery Board By-law.

Arrangement and Definitions

2. (1) this By-law is divided into parts as follows—

PART I—PRELIMINARY

PART II—ADMINISTRATION

PART III—RIGHTS OF BURIAL

PART IV—APPLICATIONS FOR FUNERALS

Division 1 Application

Division 2 Time for Funerals

PART V—FUNERAL DIRECTORS

PART VI—SINGLE FUNERAL PERMITS

PART VII—FUNERALS

Division 1 General

Division 2 Cremation

Division 3 Placement of Ashes

Division 4 Burial

PART VIII—MONUMENTAL AND OTHER WORK

Division 1 Monumental Work

Division 2 Lawn Section

Division 3 Memorial Plaque Section

Division 4 General

Division 5 Licensing of Monumental Masons

Division 6 Single Monumental Work Permit

PART IX—GENERAL

PART X—OFFENCES AND MODIFIED PENALTIES

- (2) In this By-law unless the context requires otherwise—

“Act” means the Cemeteries Act, 1986;

“ashes” means so much of the remains after the due processes of cremation as may be contained in a standard sized cremation urn;

“Authorised Officer” means an officer or employee of the Board authorised by the Board to exercise any power conferred by an Act of Parliament or this By-law;

“Board” means the Albany Cemetery Board as constituted under Section 7 of the Act;

“burial” has the same meaning as is given to it in the Act;

“Cemeteries” means all cemeteries which the Governor by order has vested under the care, control and management of the Board;

“Cemetery” means the Cemetery known as Allambie Park Cemetery Albany, the Memorial Park Cemetery Albany, the Crematorium and other Cemeteries;

“Crematorium” means the Allambie Park Crematorium Albany and has the same meaning as is given to it in the Cremation Act 1927;

“dead body” has the same meaning as that expression in the Act;

“funeral” includes the burial and cremation of a dead body and all associated processions and ceremonials but does not include so much of a ceremonial that is solely a religious rite;

“Funeral Director” means a person, firm, or company holding a current funeral director’s licence;

“funeral director’s licence” means a licence issued by the Board in accordance with rule 20 which entitles the Holder to conduct funerals at the Cemeteries;

“Grant” means a grant of an exclusive right of burial in a specified area of a Cemetery which is granted by the Board in accordance with Section 25 of the Act;

“grave” means a grave situated in a Cemetery in respect of which a Grant has been made under and in accordance with the Act and this By-law;

“guide dog” has the same meaning as is given to that expression in the Dog Act 1976;

“Holder” in relation to a Grant includes—

- (a) a person issued with a Grant by the Board in accordance with rule 6;

- (b) a person for the time being appearing to the Board to be the Holder of that Grant;
- “mausoleum” means a building or construction wholly above or partially above and below ground level, so constructed as to allow the deposition of dead bodies into a compartment in the wall or floor and being sealed from view;
- “memorial” has the same meaning as is given to it in the Act;
- “monument” includes a tombstone, vault, enclosure or other approved form of memorial;
- “Monumental Mason” means a person, firm or company holding a current monumental mason’s licence;
- “monumental mason’s licence” means a licence issued by the Board in accordance with rule 61 which entitles the holder to carry out monumental works within a Cemetery;
- “monumental work” when the term is used as an abstract noun shall include the erection, alteration or removal of or other working upon a monument on a grave;
- “personal representative” means—
- (a) the administrator of the estate or executor of the will of a deceased person;
 - (b) the person who, by law or practice, has the best right to apply for administration of the estate of a deceased person; or
 - (c) a person having the lawful custody of a dead body;
- “Secretary” means the Secretary for the time being appointed by the Board in accordance with rule 3 and includes any person for the time being acting in that capacity with the authority of the Board in the absence of the Secretary;
- “set fee” refers to fees and charges set by a resolution of the Board from time to time and published in the *Government Gazette* in accordance with Section 53 of the Act;
- “single funeral permit” means a permit issued by the Board in accordance with rule 24 which entitles the holder to conduct a funeral at the Cemetery for the deceased persons named in the permit;
- “vehicle” has the same meaning as is given to that word in the Road Traffic Act 1974 as amended from time to time, and includes trail bikes, beach buggies and other recreational vehicles licensed or unlicensed, but excludes a wheel chair being used by a physically impaired person;
- Reference to any Act, Statute or By-law means that Act, Statute or By-law as amended from time to time and includes all regulations made thereunder.

PART II—ADMINISTRATION

Appointment of Secretary

3. The Board shall appoint a Secretary who shall, at its direction, exercise general supervision and control over all matters concerning the administration of the Cemeteries and the carrying out and enforcement of this By-law and, unless the Board otherwise resolves, all directions of the Secretary shall be deemed to have been given by order of the Board.

Appointment of Employees

4. The Board may directly or by delegation to the Secretary appoint support staff to administer and supervise work within the Cemeteries and carry out such work as is required for the general care of the Cemeteries.

Plans and Registers

5. (1) The Board shall establish and maintain—
- (a) a plan of each Cemetery showing the location and identifying number of every burial place or grave and the distribution of the land, compartments and sections;
 - (b) a register containing the identification numbers of graves and the names and description of the person buried;
 - (c) a register of Grants made with respect to each Cemetery;
 - (d) a register of cremations containing the names and descriptions of any person cremated in each Cemetery; and
 - (e) a register of persons cremated whose ashes have been buried or disposed in each Cemetery.
- (2) The plans and registers referred to in sub-rule (1) shall be open for inspection by members of the public during normal office hours of the Board and upon payment of the set fee.

PART III—RIGHTS OF BURIAL

Issuing Grants

6. (1) The Board may, upon the written application of a person in the form set forth in the First Schedule and upon payment of the set fee, issue that person with a Grant.
- (2) The Grant shall be for a term of twenty five (25) years from the date of the Grant and shall be in the form prescribed in the First Schedule.

Rights of a Holder

7. (1) Subject to this By-law and to the prior approval of the Board and to the terms and conditions (if any) imposed by the Board, a Grant confers upon the Holder thereof an exclusive right—

- (a) to bury one or more dead bodies or the ashes of one or more dead bodies in the grave specified in the Grant; and
- (b) to carry out monumental works on the grave specified in the Grant.

(2) The Board, in its absolute discretion, may determine from time to time the number of dead bodies or ashes which may be placed in a grave.

(3) The Board or an Authorised Officer may request the Holder to produce the Grant before the exercise of any of the rights referred to in sub-rule (1) and the Holder shall forthwith upon request deliver the Grant to the Board.

Renewal of a Grant

8. (1) Where at any time during the term of a Grant (but as least five (5) years after the commencement of the term) issued under rule 6, the Holder—

- (a) makes written application; and
- (b) pays the set fee;

the Board may at its discretion renew that Grant for a further term of twenty five (25) years commencing on the expiry date of the Grant.

(2) The set fee for the issue of a new Grant shall be such sum (if any) determined by the Board in response to the application.

(3) The Board may request the Holder to deliver the existing Grant to it prior to issuing a new Grant.

(4) The Holder shall forthwith upon receiving a request by the Board in accordance with sub-rule (3) deliver the existing Grant to the Board.

Replacement of a Grant

9. Upon—

- (a) the written application of a Holder; and
- (b) the production of evidence to the satisfaction of the Board, which may include a statutory declaration by the Holder substantially in the form prescribed in the Second Schedule;

the Board may issue a new Grant to replace a Grant which is lost or has been destroyed.

Transfer of Grant

10. (1) A Holder who wishes to assign a Grant must produce to the Board for registration the document giving effect to the assignment.

(2) An assignment may be in the form set out in the Third Schedule.

Exercising the Rights of a Holder

11. If the Board is satisfied, on the basis of written evidence that the Holder of a Grant—

- (a) is unavailable;
- (b) is not immediately ascertainable; or
- (c) has died without bequeathing the Grant by will,

then the Board may authorise, in writing;

- (i) the Holder's personal representative; or
- (ii) a person acting expressly on behalf of the Holder's personal representative; or
- (iii) where no one described in paragraphs (i) or (ii) is available or immediately ascertainable, any other person,

to exercise, subject to any conditions imposed by the Board, the rights conferred on the Holder.

Burial without a Grant

12. (1) Where a person who wishes to bury a dead body, or the ashes of a dead body, in a grave which is not the subject of a Grant—

- (a) makes written application; and
- (b) pays the set fee,

the Board may authorise the burial of that body or ashes in a specified grave allocated for that purpose.

(2) Where a grave is allocated under sub-rule (1), the Board shall retain all rights and powers in respect of that grave, including the rights and powers to reopen the grave to—

- (a) disinter the remains buried in that grave and reinter them—
 - (i) in the same grave; or
 - (ii) in another grave but within the Cemetery; or
 - (iii) elsewhere in accordance with the Act; or

- (b) disinter and cremate the remains buried in that grave; or
- (c) bury other dead bodies.

PART IV—APPLICATION FOR FUNERALS

DIVISION 1—APPLICATIONS

Application to hold a Funeral

13. (1) A person who desires to hold a funeral within a Cemetery shall, in the case of the burial of a dead body—

- (a) make an application to the Board in the appropriate form prescribed by the Fourth Schedule; and
- (b) lodge with the application referred to in paragraph (a)—
 - (i) evidence to the satisfaction of the Board that the Holder of the Grant in respect of the grave in which the body is intended to be buried has consented to or would not object to the burial; or
 - (ii) an application for a Grant under rule 6.

(2) A person who desires to hold a funeral within a Cemetery shall, in the case of the cremation of a dead body—

- (a) make an application to the Board in the form prescribed in the Fifth Schedule; and
- (b) lodge with the application referred to in paragraph (a) a permit to cremate issued in accordance with the Cremation Act 1927.

(3) All applications referred to in sub-rules (1) and (2) shall be accompanied by—

- (a) a doctor's certificate of cause of death; or
- (b) a coroner's order for burial or cremation; and
- (c) a certificate of identification in accordance with rule 14.

(4) All applications to hold a burial shall be lodged at the office of the Board in such time as to permit at least six (6) working hours notice (or such longer period depending upon prevailing weather conditions) to be given prior to the time requested to be fixed for the burial.

Certificate of Identification

14. (1) After a deceased person is placed in a coffin and prior to a deceased person being removed to the Cemetery, or the Crematorium, a person who personally knew the deceased shall identify the dead body and shall complete the form prescribed in the Sixth Schedule unless—

- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body.

(2) Where—

- (a) in the opinion of the Funeral Director, the dead body is not in a fit state to be viewed; or
- (b) after reasonable effort the Funeral Director is unable to arrange for a person to identify the dead body,

then the Funeral Director shall complete the form prescribed in the Seventh Schedule.

DIVISION 2—TIMES FOR FUNERALS

Receipt of the Application for a Funeral

15. Upon receipt of a properly completed application form in accordance with rule 13 and all other things required by rule 13, the Board shall—

- (a) fix a time and duration for the funeral; and
- (b) dig or reopen any grave that is required or reserve the venue for a cremation service (as the case may be).

Fixing Times for a Funeral

16. The time and duration fixed for a funeral is at the discretion of the Board but subject to this By-law will be as near as practicable to the time requested by the applicant.

Times for Burials and Cremations

17. A person shall not carry out a burial or cremation—

- (1) on a gazetted public holiday in the State of Western Australia; or
- (2) at any other time other than during the following days and hours—
 - Monday to Friday between 8.30 am and 3.00 pm
 - Saturday between 8.30 am and 11.00 am

Admittance of Coffins

18. A person shall not bring a coffin into a Cemetery or Crematorium other than during the hours referred to in rule 17(1)(b), except with the written permission of the Board.

PART V—FUNERAL DIRECTORS**Directing a Funeral**

19. A person shall not direct a funeral within a Cemetery or Crematorium or otherwise make use of a Cemetery or Crematorium for any purpose connected with directing a funeral or cremation unless that person is—

- (a) a Funeral Director;
- (b) an employee of the Funeral Director;
- (c) the holder of a single funeral permit issued in accordance with rule 24.

Funeral Director's Licence

20. (1) The Board may upon receipt of an application in writing by any person in the form prescribed in the Eighth Schedule and upon payment of the set fee, issue to the applicant a funeral director's licence authorising the holder to direct funerals within a Cemetery or Crematorium at such times and on such days and subject to such conditions as the Board shall specify upon the issue of that licence or in this By-law; and

(2) If the application referred to in sub-rule (1) is approved by the Board, the Board shall issue to the applicant a licence in the form prescribed in the Ninth Schedule.

Period of Licence

21. (1) A funeral director's licence—

- (a) shall be valid from the date specified therein until the 30th day of June next following the date of commencement of the licence or until the licence is cancelled pursuant to rule 23, whichever shall occur sooner; and
- (b) shall not be transferable.

(2) Any person who is the holder of a current funeral director's licence may apply for a new licence for the then following year by lodging with the Board an application form prescribed in the Eighth Schedule and upon payment of the set fee.

Responsibilities of the Holder of a Funeral Director's Licence.

22. The holder of a funeral director's licence shall be responsible for the compliance by every person purporting to be authorised to direct a funeral within a Cemetery pursuant to that licence with—

- (a) all the requirements of—
 - (i) the licence;
 - (ii) this By-law; and
 - (iii) the Act; and
- (b) the conditions imposed by the Board in respect of that licence.

Cancellation of a Funeral Director's Licence

23. (1) The Board may, by notice in writing to the holder of a funeral director's licence, cancel the licence if—

- (a) the holder of the licence or any employee of the holder has committed a breach of this By-law, the Act, the Cremation Act 1927 or any of the conditions upon which the licence was issued;
- (b) in the opinion of the Board, the conduct of the holder of the funeral director's licence or any employee of the holder in directing or attempting to direct any funeral within the Cemetery is inappropriate or unbecoming;
- (c) the holder of the funeral director's licence has purported to transfer the licence issued to that holder ;
- (d) the funeral director's licence was issued erroneously or in consequence of a false or fraudulent document, statement or representation;
- (e) the set fee for the funeral director's licence is due and unpaid;
- (f) the holder of the funeral director's licence is convicted of an offence against this Act or this By-law; or
- (g) the Board is no longer satisfied that the holder of the funeral director's licence—
 - (i) is of good repute and is fit to hold a funeral director's licence; or
 - (ii) has suitable facilities and equipment for handling and storing dead bodies and conducting funerals.

(2) Upon the cancellation of a licence pursuant to this rule, no part of any fee paid for the issue of that licence is refundable by the Board.

PART VI—SINGLE FUNERAL PERMITS

Application for a Single Funeral Permit

24. The Board may upon receipt of an application in writing by any person in the form prescribed by the Tenth Schedule and upon payment of the set fee issue to the applicant a single funeral permit authorising the holder to direct the funeral of the person named in the permit within a Cemetery at such time and subject to such conditions as the Board shall specify upon the issue of that permit or in this By-law.

Specifications and Details

25. Every application for a single funeral permit made in accordance with rule 24 shall include coffin specifications and details of the vehicle transporting the dead body to the grave site or Crematorium.

PART VII—FUNERALS

DIVISION 1—GENERAL

Requirements as to Coffins

26. A person shall not bring a dead body into a Cemetery or Crematorium unless—
- (a) the Board has received an application for the burial or cremation of that dead body in accordance with rule 13;
 - (b) it is enclosed in a coffin which in the opinion of the Board is structurally sound and bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffin's lid;
 - (c) under the plate referred to in paragraph (b) there is a substantive lead (or other material approved by the Board) strip bearing the surname of the deceased stamped in legible characters, each character being not less than 10mm in height; and
 - (d) the originals of all forms required under these Rules have been completed and delivered to the Board's office at Allambie Park Cemetery, Albany.

Funeral Processions

27. (1) Where—
- (a) a funeral procession fails to arrive at a Cemetery or Crematorium at the time fixed by the Board for the funeral; or
 - (b) all the forms prescribed by the By-law to hold and direct a funeral at a Cemetery or Crematorium are not presented to an Authorised Officer at a Cemetery or Crematorium at the time fixed by the Board for the funeral,

then the applicant who applied to hold the funeral under rule 13 shall pay the set fee for each period of 15 minutes or part thereof that the funeral procession fails to arrive at a Cemetery or Crematorium, or make a written application to the Board requesting another time to be fixed for the funeral.

(2) Except due to the default of the Board where a funeral procession fails to leave the Crematorium or grave site of a Cemetery by the allotted time, the applicant who applied to hold the funeral shall pay the set fee for being late but the Board may for good cause shown refund the set fee paid.

- (3) No funeral procession at a Cemetery or Crematorium shall include more than—

- (a) one (1) funeral director's hearse; and
- (b) three (3) mourning vehicles,

without the prior approval of the Secretary.

DIVISION 2—CREMATION

Metal or Metal Lined Coffins

28. Metal or metal lined coffins shall not be accepted by the Board for cremation at the Crematorium.

Polyvinyls

29. The use of polyvinyl or its derivative, polyurethane, aerosol cans, other sealed containers and/or glass in or upon coffins presented for cremation at the Crematorium is prohibited.

Depositing the Coffin

30. (1) The Funeral Director shall deposit the coffin for cremation upon the trolley in the Crematorium chapel.

(2) Once the coffin has been deposited for cremation in accordance with sub-rule (1), all further services will be rendered by and be under the sole control of the Board.

Removal of Name Plate and Lead Strip

31. The Board shall remove the name plate and lead strip (or strip of other material approved under rule 26) from the coffin prior to cremation at a Cemetery and the lead or other strip shall be placed in the container with the ashes.

Removal of Metal Fittings

32. The Board may remove any metal fittings on coffins presented for cremation at a Cemetery which in the opinion of the Board could impede the cremation or cause damage to the cremation equipment and those metal fittings shall vest in the Board.

DIVISION 3—PLACEMENT OF ASHES**Directions to Place Ashes**

33. (1) Where the personal representative of a deceased person whose body has been cremated—

- (a) has not given directions for the placement of ashes in the application for a cremation referred to in rule 13; or
- (b) wishes to vary the directions for the placement of ashes specified in the application for a cremation referred to in rule 13,

then the personal representative may apply to the Board in the form prescribed in the Eleventh Schedule for permission to dispose of the ashes in a Cemetery and upon payment of the set fee the Board may grant permission for the ashes to be disposed of by one of the methods specified in the Twelfth Schedule.

(2) Subject to sub-rules (3) and (4), a person shall not place the ashes of a deceased person in a Cemetery.

(3) An Authorised Officer may place the ashes of a deceased person in a Cemetery provided—

- (a) the person requesting the placement of the ashes has the permission of the Board; and
- (b) the ashes are placed within an area set aside for that purpose by the Board.

(4) An Authorised Officer may place the ashes of a deceased person within a grave provided—

- (a) any monumental work commemorating the deceased person is in accordance with Part VIII of this By-law;
- (b) the ashes are not deposited in an above ground repository; and
- (c) the person requesting the placement of the ashes has the written permission of the Board.

Availability of Ashes

34. Subject to compliance with rule 33 and upon the payment of the set fee, the ashes of a deceased person that have not been placed within the Cemetery will be made available for collection to a personal representative or his agent authorised in writing of the deceased person during the normal office hours of the Board after the expiration of twenty four (24) hours after the completion of the cremation at the Cemetery.

Ashes held by the Board

35. (1) If within six (6) months after the date of cremation at a Cemetery—

- (a) the ashes of a deceased person have not been claimed or collected; or
- (b) no arrangements have been made for the placement of the ashes of a deceased person by the personal representative,

then the Board may dispose of the ashes at its discretion.

(2) Where the ashes of a deceased person are held by the Board at the request of the personal representative after the expiration of six (6) months from the date of cremation then the personal representative shall pay the set fee, which fee shall be payable monthly in advance.

(3) In the event that the personal representative defaults in the payment of the set fee referred to in sub-rule (2), the Board may dispose of the ashes in its absolute discretion.

DIVISION 4—BURIALS**Specification of Graves**

36. The Board may from time to time determine specifications of graves.

Burying a Coffin

37. A person shall not bury a coffin within a Cemetery in such a manner that the distance from the top of the coffin to the natural surface of the ground is less than 900mm.

Re-opening a Grave

38. (1) Subject to sub-rule (2), if for the purpose of re-opening a grave in a Cemetery the Board finds it necessary to remove a monument, edging, tiles, plants, grass, shrubs or other like matter from the grave, then the person ordering the re-opening of that grave shall bear the cost of the removal and any necessary reinstatement.

(2) If the Minister orders the exhumation of a body in accordance with Section 58 of the Act then, the Minister may further order how and by whom the costs referred to in sub-rule (1) shall be met.

(3) In this rule, the word "Minister" has the same meaning as is given to that expression in the Act.

Disinterring a Coffin

39. (1) Subject to sub-rule (2), a person shall not disinter a coffin in a Cemetery for the purposes of re-burial within twelve (12) months after the date of its interment.

(2) Sub-rule (1), shall not apply where the coffin is disinterred for the purposes of the exhumation of a dead body and the exhumation is ordered or authorised pursuant to the Act.

Exhumation

40. A person shall not disinter a coffin in a Cemetery for the exhumation of a dead body unless—

- (a) the exhumation is ordered or authorised pursuant to the Act; and
- (b) the Holder of the Grant of Right of Burial has applied in writing to the Board requesting the exhumation and the Board has authorised the exhumation.

Opening a Coffin

41. (1) A person shall not open a coffin in a Cemetery unless—

- (a) the coffin is opened for the purposes of the exhumation of a dead body; or
- (b) that person has produced to the Board an order signed by the Commissioner of Police and the Board has approved the opening of that coffin.

(2) In this rule the words "Commissioner of Police" means the Commissioner of Police for Western Australia for the time being appointed under the Police Act 1892 and includes any person for the time being acting in that capacity in the absence of the Commissioner of Police.

PART VIII—MONUMENTAL AND OTHER WORK

DIVISION 1—PERMISSION FOR MONUMENTAL WORK

Carrying out Monumental Work

42. (1) Other than with the permission and in a manner approved by the Board a person shall not place monumental work upon a grave.

(2) A person shall not place a mausoleum in a Cemetery.

(3) Notwithstanding sub-rule 1, The Office of Australian War Graves—

- (a) may carry out monumental work upon a military grave; and
- (b) is not required to pay the set fee for any monumental work that is placed upon a military grave,

but shall otherwise be subject to these By-laws.

Application to Carry Out Monumental Work

43. (1) Upon—

- (a) the written application of a person in the form of the Thirteenth Schedule and accompanied by the documents set out in sub-rule (2); and
- (b) payment of the set fee,

the Board may issue to that person a permit to carry out monumental work on the grave specified in the application on the days, at the times and subject to the conditions specified by the Board.

(2) An application referred to in sub-rule (1) shall be accompanied by—

- (a) the plans and specifications of the proposed monumental work, including precise details of all words, designs and pictures intended to be inscribed on or attached to the monumental work; and
- (b) if the applicant is not the Holder of the Grant in respect of the grave on which the work is to be carried out, the written consent of the Holder.

(3) The Board may in its absolute discretion refuse any application where it considers that the proposed monumental work is inappropriate notwithstanding it may otherwise comply with this Part VIII.

Kerbing

44. (1) The Board may from time to time set aside any part of a Cemetery for graves or the disposal of ashes that are not to be enclosed by kerbing.

(2) A person shall not enclose a grave with kerbing where the grave is situated—

- (a) in a lawn section of a Cemetery;
- (b) in a memorial plaque section of a Cemetery; or
- (c) in a part of a Cemetery set aside under sub-rule (1).

Numbering on Graves

45. A person shall not carry out monumental work on a grave unless the number of that grave is indelibly and legibly inscribed in the bottom right hand corner of the headstone with marks in figures 25mm in height, sandblasted on a polished face or chiselled into a rough face.

DIVISION 2—LAWN SECTION

Specifications of Monuments

46. (1) All monuments in the lawn section of a Cemetery shall—
- (a) be made of bronze, granite, slate or marble;
 - (b) be placed on a concrete foundation;
 - (c) comply with the following specifications—
 - (i) the overall height of the monument above the original surface of the grave shall not exceed 1.65m;
 - (ii) the height of the base of the monument above the original surface of the grave shall not be less than 150mm nor more than 305mm;
 - (iii) the length of the base of the monument shall not exceed 915mm;
 - (iv) the length of the monument shall not exceed 860mm and 250mm width;
 - (v) the depth of the base of the monument shall not exceed 305mm;
- PROVIDED THAT—
- (A) in the case of a grant of two adjoining plots the length shall not exceed 2315mm;
 - (B) in the case of Desk type monuments constructed of granite the height of the front face above lawn level should be a minimum of 150mm and a maximum of 300mm and the height of the rear face above lawn level should be a minimum of 300mm and a maximum of 600mm with a sloping face to form a panel with an inscription thereon or to have a marble or bronze tablet affixed thereto with an inscription as set out in By-Law 45.
- (d) have concrete column foundations extending to the bottom of the grave 2134mm deep with a 75mm lintel.
- (2) An admiralty bronze memorial plaque may be attached to a monument erected or being erected in the lawn section of a Cemetery.
- (3) A person shall not display any trade names or marks upon any monument within the Cemetery.

Headstones

47. No portion of a headstone in a lawn section of a Cemetery shall exceed 25mm within the area of the perimeter of the base of that headstone.

DIVISION 3—MEMORIAL PLAQUE SECTION

Requirements of a Memorial Plaque

48. All memorial plaques placed in a memorial plaque section of a Cemetery shall be supplied by the Board.

DIVISION 4—GENERAL

Monuments to be Kept in Good Repair and Condition

49. The Holder shall keep the grave the subject of the Grant and all monuments upon it in good repair and condition.

Placing of Glass Domes and Vases

50. (a) A person shall not place glass domes, vases or other breakable ornaments on a grave except on the base of the headstone.

(b) A person shall not place any ornaments on the lawn in an area set aside by the Board as a lawn or a memorial plaque section.

Plants and Trees

51. A person shall not plant trees, shrubs or plants in the Cemetery.

Materials

52. (1) A person who proposes to carry out monumental work in a Cemetery shall—
- (a) use material of good quality; and
 - (b) not use any plastic or epoxy based substances for the in-filling of inscriptions on headstones, tablets or any other monumental work.
- (2) An Authorised Officer may in his or her absolute discretion reject any material that in his or her opinion is not good quality and the person who brought such material into the Cemetery shall forthwith remove it therefrom.

Use of Wood and Other Materials

53. (1) A person shall not bring into the Cemetery or place wooden or other fences, railings, crosses or other material within the Cemetery unless the person has obtained the prior approval of the Board (and in the case of wooden crosses, completed and delivered to the Board the application form set out in the Nineteenth Schedule) which approval the Board may give or decline to give in its absolute discretion.

(2) The Board may at the cost of any applicant supply a uniform wooden cross to mark a grave for a period not exceeding 12 months from the date of the Funeral. The property in any uniform wooden cross shall remain with the Board.

(3) The Board may in its absolute discretion remove and dispose of any wooden or other fences, railings, crosses or other material within the Cemetery placed in or about the Cemetery in breach of sub-rule (1) of this rule.

Operation of Work

54. All material required in the construction or completion of any monumental work shall—

- (a) be prepared as far as practicable before being brought into a Cemetery; and
- (b) be admitted at such entrances of a Cemetery and at such times as the Secretary may direct.

Placement of Rubbish

55. (1) A person shall not place rubbish soil, sand or any other surplus material resulting from monumental work upon any grave.

(2) Notwithstanding rule 56, a person carrying out monumental work within a Cemetery shall remove from that Cemetery all surplus material resulting from that work, upon its completion.

Removal of Sand, Soil or Loam

56. Except as provided by rule 55(2), a person shall not remove sand, soil, loam or other material from any portion of a Cemetery unless that person has the permission of the Board.

Supervision

57. (1) All monumental work within a Cemetery shall be carried out in a professional manner subject to the direction and/or supervision of an Authorised Officer.

(2) All persons carrying out monumental work within a Cemetery shall forthwith comply with any direction given by an Authorised Officer in accordance with sub-rule (1).

Hours of Work

58. A person shall not work within a Cemetery without the written permission of the Secretary or a person authorised by the Board—

- (a) other than weekdays between the hours of 7.30am to 4.00pm; or
- (b) on Saturdays or Sundays; or
- (c) on public holidays.

Conditions of Work

59. A person carrying out monumental work within a Cemetery shall not leave any incomplete monumental work in an untidy or unsafe or unfinished condition.

DIVISION 5—LICENSING OF MONUMENTAL MASONS**Application for a Monumental Mason's Licence**

60. (1) The Board may at its discretion upon receipt of an application in writing by any person, firm or company in the form prescribed in the Fourteenth Schedule and upon payment of the set fee issue to the applicant a monumental mason's licence.

(2) A licence issued under rule 60(1) authorises the holder to carry out monumental works within a Cemetery subject to the provisions of this By-law and such conditions as the Board shall specify upon the issue of that licence.

Period of Licence

61. A monumental mason's licence—

- (a) shall be valid from the date specified therein until the 30th day of June next following the date of commencement of the licence or until the licence is determined pursuant to rule 64, whichever shall occur sooner; and
- (b) shall not be transferable.

Carrying out Monumental Work

62. A person shall not carry out monumental work within a Cemetery unless that person is the holder of a current valid monumental mason's licence issued pursuant to rule 60 or does so as the employee or principal of a firm or a director of a company which holds such licence or is otherwise authorised by the Board.

Responsibilities of the Holder of a Monumental Mason's Licence

63. The holder of a monumental mason's licence shall be responsible for the compliance by every person purporting to be authorised to carry out monumental works within a Cemetery pursuant to that licence with all the requirements of the licence, this By-law, the Cemeteries Act and the Occupational Health Safety and Welfare Act and any other Act and the conditions pursuant to which that licence was issued.

Cancellation of a Monumental Mason's Licence

64. (1) The Board may by notice in writing to the holder of a monumental mason's licence determine the licence forthwith on any of the following grounds—

- (a) that the holder of the licence has committed a breach of this By-law, the Cemeteries Act, the Occupational Health Safety and Welfare Act or any other Act or any of the conditions upon which the licence was issued; or
- (b) that, in the opinion of the Board, the conduct of the holder of the licence or any person in the employ of that holder in carrying out or attempting to carry out any works within a Cemetery, is inappropriate or unbecoming; or
- (c) that the holder of the licence has purported to transfer the licence issued to that holder.

(2) Upon determination of a monumental mason's licence under this rule no part of any fee paid for the issue of that licence is refundable by the Board.

DIVISION 6—SINGLE MONUMENTAL WORK PERMITS

Application For a Single Monumental Work Permit

65. The Board may at its discretion upon receipt of an application in writing by any person in the form prescribed by the Fifteenth Schedule and upon payment of the set fee issue to the applicant a single monumental work permit authorising the holder to place a monument within a Cemetery subject to such conditions as the Board shall specify upon the issue of that permit or in this By-law.

Specifications and Details

66. Every application for a single monumental work permit made in accordance with rule 65 shall include an application for monumental work in the form prescribed by rule 43.

PART IX—GENERAL

Vehicles

67. (1) A person shall not drive a vehicle—

- (a) in a Cemetery at a speed exceeding 25kph;
- (b) in a Cemetery in any manner likely to cause detriment to the safety of pedestrians or other users of the Cemetery;
- (c) in a Cemetery other than on those roads directed to be used by an Authorised Officer;
- (d) in a Cemetery other than in accordance with the directions of an Authorised Officer;
- (e) on any part of a Cemetery that is not a constructed roadway or parking area or designated by the Board as an area in which vehicles may be driven; or
- (f) on any part of a Cemetery that has wheels less than 100mm in width.

(2) A person shall not stand or park a vehicle on any part of a Cemetery—

- (a) if the standing or parking of vehicles on that part is prohibited at all times by a sign; or
- (b) so as to cause an obstruction to or impede the flow of traffic.

Animals

68. (1) Subject to sub-rule (3), a person shall not bring an animal into or permit an animal to enter or remain in a Cemetery.

(2) Subject to sub-rule (3), the Board or an Authorised Officer may seize and remove any animal found in a Cemetery.

(3) Sub-rules (1) and (2), shall not apply to a person who satisfies an Authorised Officer that he is hearing impaired so as to need the assistance of an animal or a person who is blind or partially blind and is accompanied by a hearing or guide dog.

Fireworks or Firearms

69. (1) A person shall not bring or discharge any fireworks within a Cemetery.

(2) A person shall not bring or discharge any firearms within a Cemetery except in the case of a military funeral when firearms may be brought into a Cemetery and discharged by members of the Defence Force.

(3) In this rule "Defence Force" has the same meaning as is given to that expression in the Defence Act 1903.

Damaging and Removing Objects

70. (1) Subject to sub-rule (2), a person shall not damage, remove or pick any tree, plant, shrub or flower in a Cemetery or any other object or thing on any grave or memorial or which is the property of the Board without the permission of the Board.

(2) A person may remove withered flowers from a grave or memorial.

(3) A person who removes withered flowers from a grave or memorial shall place them in a receptacle provided by the Board for that purpose.

Advertising

71. A person shall not carry on or advertise any trade, business or profession within a Cemetery without the prior written approval of the Board which consent may be granted subject to such conditions as the Board thinks fit.

No Benefits or Gratuities

72. A person employed by the Board shall not accept any gratuities or receive any financial benefit for any work undertaken within a Cemetery other than the remuneration or benefit paid or given to that person by the Board.

Littering

73. A person shall not—

- (a) break or cause to be broken any glass, ceramics or other material in or upon a Cemetery; or
- (b) discard, deposit, leave or cause to be discarded, deposited or left any refuse or litter in or upon a Cemetery other than in a receptacle provided for that purpose.

Disruption of Funeral Processions

74. A person shall not obstruct, hinder or disrupt a funeral procession or ceremony within the Cemetery or commit a nuisance disrespectful of the feelings and welfare of other users of a Cemetery.

Entry

75. A person shall not enter or remain within a Cemetery other than during the hours between sunrise and sunset except with the prior approval of the Board or an Authorised Officer.

Swimming

76. A person shall not swim or wade in or remove fish or wildlife from lakes, tanks or other water features within a Cemetery.

Filming

77. A person shall not film a funeral or focus upon headstones or memorials within a Cemetery without the prior approval of the next-of-kin of the deceased person whose funeral, headstone or memorial is being filmed.

Camping

78. A person shall not camp in or upon a Cemetery.

Lighting Fires

79. A person shall not light a fire within a Cemetery without the prior approval of the Board.

Obeying Signs and Directions

80. A person shall obey all signs displayed, marked, placed or constructed by the Board within a Cemetery and any other lawful direction of an Authorised Officer.

Disorderly and Other Conduct

81. A person shall not act in a disorderly manner or in any other way contrary to the Police Act 1892 or any other Act.

No Smoking

82. A person shall not smoke tobacco or any other substance in the Chapel of the Crematorium.

No Alcohol

83. A person shall not bring into or consume alcohol or liquor in the Cemetery.

Placing Unauthorised Material

84. A person shall not bring into the Cemetery or place in the Cemetery any wooden or other fences, railings, crosses or other material without the prior written approval of the Board.

Removal from a Cemetery

85. (1) Any person failing to comply with any provision of this By-law or behaving in a manner that in the opinion of the Board or one of its Authorised Officers is inappropriate or unbecoming in a Cemetery may in addition to any penalty provided by this By-law be ordered to leave a Cemetery by the Board or an Authorised Officer.

(2) Any person failing to comply with an order to leave a Cemetery made pursuant to sub-rule (1) may be forcibly expelled or removed from that Cemetery and shall not re-enter that Cemetery for a period of twenty-four (24) hours after he or she has been expelled or removed.

Interest on Unpaid Money

86. Any money owing to the Board that is due and unpaid for 7 days shall carry interest at the rate which is equivalent to the rate charged by the Board's Bankers for the time being on Bankcard Credit Facilities plus ONE (1) percentage point and such interest shall be calculated daily from the date that the money was due.

PART X—OFFENCES AND MODIFIED PENALTY

Offence

87. A person who commits a breach of any provision of this By-law commits an offence and shall on conviction be liable to a penalty not exceeding \$1000.00 and if the offence is a continuing one to a further penalty not exceeding \$50.00 for every day or part of a day during which the offence is continued.

Modified Penalties

88. (1) A person who—

- (a) receives an infringement notice pursuant to sub-section 1 of Section 63 of the Act; and
- (b) does not contest that an offence was committed against this By-law,

may, within the time specified in the notice, pay to the Board the modified penalty payable with respect to that offence.

(2) The offences and modified penalties prescribed with respect to offences against this By-law shall be as specified in the Sixteenth Schedule.

(3) The prescribed form of the notice referred to in Section 63(1) of the Act is set out in the Seventeenth Schedule.

(4) The production of an acknowledgment from the Board of the payment of a modified penalty is a defence to a charge of the offence in respect of which that penalty was paid.

(5) If it appears to the Board that an alleged offence cannot be adequately punished by the payment of the modified penalty then the Board may refrain from accepting the modified penalty and may in lieu take proceedings against the alleged offender in the Court of Petty Sessions at Albany.

(6) A notice sent under Section 63(3) of the Act withdrawing an infringement notice served under Section 63(1) in respect of an offence alleged to have been committed against one of the provisions of this By-law shall be in or to the effect of the Eighteenth Schedule.

First Schedule

CEMETERIES ACT 1986

ALBANY CEMETERY BOARD BY-LAW

GRANT OF RIGHT OF BURIAL

By virtue of the Cemeteries Act, 1986, the Albany Cemetery Board, in consideration of the sum shown hereunder paid by the Payer indicated on behalf of the Grantee named in the Schedule, hereby grants to the said Grant the **RIGHT of BURYING BODIES** in that piece of ground 2.4 metres long by 1.2 metres broad, lying within the portion of the said Cemetery appropriated for burial and being within the Compartment, Section and Number on the plan of the Cemetery made in pursuance of the said Act, and as shown hereunder.

TO HOLD the same to the said Grantee for the period of twenty five (25) years from the date hereof, for purposes of burial only.

This Grant is issued subject to all By-laws and Regulations now or hereafter in force, made, or to be made under the above Act, or any future Act or Acts.

SCHEDULE

GRANT NO:.....

GRANTEE:

Name.....

Address.....

.....

PAYER:

Name.....
Address.....

SUM IN CONSIDERATION Dollars

OFFICE RECORDS

GRAVE SITE—

Compartment..... Deceased.....
Section..... Application Number.....
Number..... Register Folio.....

IN WITNESS whereof the Common Seal of the Trustees was hereto affixed by order of the aforesaid Board on the day of 199

On behalf of the Albany Cemetery Board

..... Chairman
..... Administrator

*NB This grant is an important document and **MUST BE PRODUCED** before the Grave can be reopened and to an authorised monumental mason for the establishment of any head-stone.*

Second Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW

DECLARATION OF OWNERSHIP OF MISSING "GRANT OF RIGHT OF BURIAL"

I, (a)
of (b)

do solemnly and sincerely declare as follows—

- 1. I am the person described as (c)
in the Grant of Right of Burial numbered
issued by the Albany Cemetery Board on the day
of One thousand nine hundred
and ninety.....
- 2. (d)
- 3. I have not transferred any of my rights under the said Grant to any person.

And I make this solemn declaration by virtue of Section 106 of the Evidence Act 1906.

Declared at Albany in the State of Western Australia

this day of199..... before me—

- (a) Full name of Declarant.
- (b) Address and occupation of Declarant.
- (c) State whether Grantee or Assignee.
- (d) *Set out circumstances leading to loss or destruction of Grant, and if lost, action taken by Declarant to ascertain whereabouts of Grant.*

Third Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW
ASSIGNMENT OF GRANT OF RIGHT OF BURIAL

To the Members of the Albany Cemetery Board

I,
of.....
in consideration of.....dollars
paid to me by.....
of.....
do hereby assign unto the said.....
the exclusive right of burial in.....
on the plan of the Allambie Park Cemetery, Albany, made in pursuance of the Cemeteries Act, 1897, which was granted to me.....

for twenty five years by a deed of grant bearing date the day of
 , 19, and all my estate and interest therein to Hold the
 same unto the said.....
 for the remainder of the period for which the same was granted, subject to the conditions on
 which I held the same immediately before the execution hereof.

Given under my hand and seal this day of199*

.....
 Signature of person assigning Grant Signature of person to whom Grant is assigned

.....
 Signature of Witness Signature of Witness

Registered by the Board on the day of
 199.....

.....
 Secretary

Fourth Schedule
 Section "A"
 CEMETERIES ACT 1986
 ALBANY CEMETERY BOARD BY-LAW
 APPLICATION FOR GRAVE AND BURIAL
 at ALLAMBIE PARK CEMETERY

DECEASED

Surname	App. No.....
Given Names:.....	H-stone App.....
Age Sex.....	Rec. No.
Late Residence.....	Other Rec. No.
.....	Reg. Folio.....
Place of Death.....	Grant No.
Date of Death.....	Other Grant No.

GRAVE

New Site/Re-opening.....
 Private/Public.....
 Ground Size m/long x m/wide
 Lengthm Depthm
 If Reservation, state Grant no.....

FEES

Ground.....
 Inter.....
 Minister.....
 Re-open.....
 Extras.....
 Other.....

GRANTEE

Full Name.....
 Address.....

 If re-opening, date of last interment.....
 and Grant No.
 Is a Reservation required?.....

Total

Grave Site

Comp.
 Sect.
 No.

FUNERAL & BURIAL—Date.....

Funeral Director—

Name.....
 Address.....

 Signature.....
 Funeral will start from..... at.....am/pm
 Funeral will arrive atCemetery atam/pm

MINISTER

Full Name.....
 Address.....

APPLICATION—made on..... atam/pm
By (Initials and Surname).....
Address of Applicant.....

Signature of Applicant.....
Received for and on behalf of the Board by

.....on..... atam/pm

N.B. This application should be lodged with the Superintendent at the Cemetery not less than six working hours before the stated time of arrival of the Cortege, otherwise a penalty fee shall be charged.

The requirements of By-Law 13(1)/By-Law 13(2) have been complied with and I certify that the interment of the above deceased person by the Undertaker named occurred at Allambie Cemetery in the grave site nominated in this application, at am/pm on theday of 199.....

Superintendent

Fourth Schedule

Section "B"

ALBANY CEMETERY BOARD BY-LAW
APPLICATION FOR RESERVATION OF GRAVESITE
AT ALLAMBIE PARK CEMETERY

GRANTEE:

Surname:.....
Given Names:.....
Address:.....

FEES:

Ground:.....

APPLICATION MADE ON:.....

BY (Initials & Surname):.....

ADDRESS OF APPLICANT:.....

SIGNATURE OF APPLICANT:.....

RECEIVED FOR AND ON BEHALF OF THE BOARD BY:

..... on at am/pm

ALBANY CEMETERY BOARD

Office Use

Application No:.....

Grant No:.....

Reg. Folio:.....

G/Site Allocated.....

Superintendent.....

Fifth Schedule

CEMETERIES ACT 1986

ALBANY CEMETERY BOARD BY-LAW

APPLICATION FOR CREMATION AND INSTRUCTION FOR ASHES

Application No.

Surname of Deceased:.....

Other Names:.....

Occupation:.....

Address:..... Suburb/Town:

(Street name and number)

Age: Date of Death:/...../19.....
 Date & Time of Burial:/...../19..... at am/pm
 Religious Affiliation/Area:.....
 Section: Grave No:.....
 Grant Number: Grave Type: P F G S N D or Q
 Male: Female:
 Other Application Numbers:

Name and Address Administrator:

 Signature: Date:/...../19.....
 Disposal Details:

Name of Minister or Person Officiating Signature: Date:/...../19.....	Name of Funeral Director Signature: Date:/...../19.....
Date Cremation Permit Issued:/...../19.....	No. of Cremation Permit:.....
Receipt No.	Plaque Order:.....
Telephone No.	Advise:.....
Cert. of Cremation Prepared:/...../19.....	
Letters re Disposal of Ashes Sent:/...../19.....	
Ordered:/...../19.....	ORDER no:.....
Completed:/...../19.....	

Sixth Schedule
 CEMETERIES ACT 1986
 ALBANY CEMETERY BOARD BY-LAW
 CERTIFICATE OF IDENTIFICATION

I,.....
 of.....
 hereby certify that on the day of.....
 19..... at.....
 I identified the body of a deceased person as that of.....
 The body was in a coffin bearing the name/plate/inscription marked
 Signed:.....
 Witness:.....

Seventh Schedule
 CEMETERIES ACT 1986
 ALBANY CEMETERY BOARD BY-LAW
 CERTIFICATE DISPENSING WITH IDENTIFICATION

I,.....
 of.....
 the funeral director engaged to arrange the funeral of the body of.....

certify that—

- (a) the body has not been identified because—
 - * in my opinion, the body is not in a fit state to be viewed.
 - * after reasonable effort I have been unable to have an identification made; and
- (b) the body is in a coffin bearing the name plate/inscription marked:.....

Dated the day of 19.....

Signed:.....

Endorsed by the applicant for the funeral:.....

(Full name)

Signed:.....

* delete if inapplicable.

Eighth Schedule

CEMETERIES ACT 1986

ALBANY CEMETERY BOARD BY-LAW

Allambie Park Cemetery—Reserve 23074

Memorial Park Cemetery—Reserve 22406

APPLICATION FOR FUNERAL DIRECTOR'S LICENCE

I/We the undersigned hereby apply for the issue of a licence for the period beginning the day of 19..... and ending the day of 19..... to undertake funerals within the above reserves and in support of this application enclose a fee of \$..... and provide the following particulars—

1. To be completed by all Applicants—

- (a) Address from which business will be carried on—
 -
 - Tel No.
- (b) Number of years for which Applicant has previously held a Funeral Director's Licence
- (c) Full name, address and capacity of person completing this application
 -
 -

2. To be completed where the Applicant is a Company or Partnership—

- (a) Full names and addresses of:
 - Director/s
 -
 - Manager/s
 - Secretary
- (b) Registered Office

3. To be completed if Applicant is neither a Company or Partnership—

- Full name:.....
- Address:.....

Dated at this day of 19.....

Signature:.....

OFFICE USE ONLY

Received Referred to Board

Approved Licence issued

Ninth Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW
FUNERAL DIRECTOR'S LICENCE

(a)
of
is hereby licensed to undertake funerals within the
..... Cemetery from the day of
..... 19 until the day of
..... 19
Place of business.....
Conditions.....
.....
.....
Given this day of 19
by authority of the Albany Cemetery Board.

Secretary

Tenth Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW
APPLICATION FOR SINGLE FUNERAL PERMIT

The Secretary
Albany Cemetery Board
I, (name).....
of (address).....
hereby make application for a SINGLE FUNERAL PERMIT for the Late
.....
to take place on (day) (month) 19.....
at (time) and in support of this application I hereby submit—
1. Medical Certificate
Coroner's Certificate
Permit to Cremate
Application for Burial
Application for Cremation
2. I have permission to re-open grave if required.
3. The deceased will be enclosed in a substantial casket.
4. There will be a legible name stamped on a lead plate under the name plate on the
top of the coffin.
5. The vehicle used to transport the coffin be suitable for use in a Cemetery as a
hearse.
Vehicle Make Licence No:
6. The name of Minister or person to officiate a service
.....
7. If a permit is issued I will comply with the Cemetery By-laws and conditions pre-
scribed by the Board and pay the required fees.

(Signature)

Office Use Only
Application No
Approval of Vehicle & Casket
Refer to Board:
Licence issued:

Eleventh Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW

Application No.

AUTHORITY FOR PLACEMENT OF ASHES

Of the Late
Died Aged.....

To ensure our records are correct please check the above details. Complete both sides of this form, sign where applicable and return to the cemetery office of your choice.

Please refer to "Memorial Plaques Scale of Fees" brochure for the following—

Placement of Ashes.....

Plaque code \$.....

Cemetery.....

The family/friends wish to be present at placement No [] Yes []
(Please tick) \$.....

(See "Administration Fees" in the above mentioned brochure)

Location of ashes\$.....

Total amount payable \$.....

If second interment state name of first interment.....

Location (if known).....

NOTE: Please enclose remittance for total cost as we cannot allocate a memorial location or order a plaque until full payment has been received. This order must be signed by the person to whom this correspondence was addressed.

Name

Address

Telephone Home Work

Signature Date

Collection by Agent

Please note: THE BOARD WILL NOT RELEASE ASHES TO AN AGENT UNLESS the following authority is completed in full.

Full name of person collecting

Signature of person collecting.....

Signature of person who authorised cremation.....

Date

This section to be completed for Book of Remembrance only

Date of entry required

(Date of death or other anniversary date)

At Cemetery

(Allambie Park)

Floral emblem or crest.....

Please also supply (quantity required) personal copies of the entry in the "Book of Remembrance".

The Board reserves the right to vary an entry as may be necessary or to refuse an entry considered to be unsuitable.

The required wording for your chosen memorial may be entered in the spaces below.

Please also complete the details on the reverse side and return to the Albany Cemetery Board, PO Box 469, Albany, WA 6330 or visit our office where staff will gladly assist you.

Please print or type clearly. Use one letter per space and leave a space between words and dates.

NOTE: 26 letters and spaces in line 1 and 36 letters and spaces in lines 2-8 accepted for Book of Remembrance.

The Albany Cemetery Board cannot accept responsibility for lack of clarity or incorrect information in inscription details.

Signature

Date

Twelfth Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW
OPTIONS

- Niche Wall
- Memorial Wall
- Garden of Remembrance
- Ground Niche
- Granite Seat
- Family Grave
- Book of Remembrance
- Scattering to the Winds

Thirteenth Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW
APPLICATION TO CARRY OUT MONUMENTAL WORK

Application No

Grant No

Name of Deceased.....

Area Section

Name of Applicant

Address of Applicant

I Hereby Certify that I Am Authorised As/By The Holder Of The Grant Of Right Of Burial For The Abovementioned Grave To Approve Erection Of The Memorial Detailed Herein And I Accept That The Approval Issued Will Be Subject To Conditions Stipulated In The Cemeteries Act, The Grant Of Right Of Burial And The By-Laws And Regulations Now Or Hereafter In Force.

Signature Date.....

NOTE: The Board is Indemnified Against Any Liability Attributed to Any Incorrect Statements or Information Contained in This Form.

Details of Mason:

This section is to be completed by the Monumental Mason

Name of Firm

Date

Address.....

Signature of Mason.....

Do you Wish To: (Please Tick)

Add Further Inscription Install a New Memorial

Renovate or Add Further Monumental Work

Plan and Specifications:

NOTE: All Plans and Specifications of Memorials Submitted Must be Carefully Drawn and Fully Dimensioned and all Materials Specified. All Description to Be in Block Letter, All Ornaments Etc. To Be Shown and Dimensioned. Size Of Dowels And Dowel Holes To Be Specified.

Fourteenth Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW

Allambie Park Cemetery—Reserve 23074
Memorial Park Cemetery—Reserve 22406

APPLICATION FOR MONUMENTAL MASON'S LICENCE

I/We the undersigned hereby apply for the issue of a licence for the period beginning the
..... day of 19..... and ending the
..... day of 19..... to undertake and complete
monumental work within the above reserves and in support of this application enclose
a fee of \$..... and provide the following particulars—

- 1. To be completed by all Applicants—
(a) Address from which business will be carried on—
.....
..... Tel No.
(b) Number of years for which Applicant has previously held a Monumental
Mason's Licence
(c) Full name, address and capacity of person completing this application
2. To be completed where the Applicant is a Company or Partnership—
(a) Full names and addresses of—
Director/s
Manager/s
Secretary
(b) Registered Office
3. To be completed if Applicant is neither a Company or Partnership—
Full name:.....
Address:.....
I, We agree to abide by the regulations set by the Albany Cemetery Board for the
proper erection, construction and setting of monumental work within the two Re-
serves mentioned above

Dated at this day of 19.....
Signature:.....

OFFICE USE ONLY

Received Referred to Board
Approved Licence issued

Fifteenth Schedule
CEMETERIES ACT 1986
ALBANY CEMETERY BOARD BY-LAW

APPLICATION FOR SINGLE MONUMENTAL WORK PERMIT

I,
of
hereby make application for the issue of a Single Monumental Work Permit to undertake
monumental work on grave
with the Cemetery on the
day of 19.....
In the event of a Permit being issued I agree to comply with the By-laws, Regulations and
all Conditions prescribed by the Board.
Signed:.....
Dated:.....

Penalty

- Animal at large
- Entry out of hours
- Swimming or fishing
- Disobeying lawful signs
- Unauthorised filming
- Unauthorised camping
- Non-removal of rubbish
- Unauthorised removal of materials

Penalty

- Excessive Speed in vehicle
- Unauthorised vehicle use
- Unauthorised removal of property
- Unauthorised advertising or trading
- Dumping rubbish
- Committing a nuisance
- Unauthorised fireworks/firearms
- Unauthorised lighting of fires

Other offence

Amount of Penalty:

\$

You may dispose of this matter—

By payment of the penalty as shown within 21 days of the date of this notice to the Albany Cemetery Board, Allambie Park Cemetery, Albany between the hours of 10.00am and 3.00pm Monday to Friday.

If the prescribed penalty is not paid within the time specified, Court proceedings may be instituted against you.

Please make Cheques payable to: Albany Cemetery Board.

Payments by mail should be addressed to: The Secretary, PO Box 469, Albany WA 6330.

Do not detach. Please Complete and present this Notice or a duplicate thereof intact when making payment.

Eighteenth Schedule
 CEMETERIES ACT 1986
 ALBANY CEMETERY BOARD BY-LAW
 WITHDRAWAL OF INFRINGEMENT NOTICE

No:.....

Date:/...../.....

To: (1)

Infringement Notice No. dated/...../..... for the alleged offence of (2)

Penalty (3) \$ is hereby withdrawn.

- * No further action will be taken
 - * It is proposed to institute court proceedings for the allege offence.
- (Delete whichever does not apply)*

- (1) Insert name and address of alleged offender.
- (2) Insert short particulars of offence alleged.
- (3) Insert amount of penalty prescribed.

Nineteenth Schedule
 CEMETERIES ACT 1986
 ALBANY CEMETERY BOARD BY-LAW
 APPLICATION FOR PERMISSION TO ERECT A TEMPORARY CROSS
 within the grounds of
 ALLAMBIE PARK CEMETERY

I, do hereby apply for permission to erect a temporary cross on Gravesite No:.....

NAME OF DECEASED:.....

I AGREE with the conditions pertaining to the placement of temporary crosses.

This temporary cross shall be: erected on..... removed on.....

On expiry of this application, no second application for the placement of a temporary cross on the same gravesite will be considered.

Applicant name:

Address:

.....

Date:

Signature:

Witnessed by:

