

# Plaque/Memorial Request Form

Privacy Notice: Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a customer wishes to purchase a memorial to be erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person within one of Rockhampton's cemetery locations.



P: 07 4936 8374 | E: [MemorialGardens@rrc.qld.gov.au](mailto:MemorialGardens@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

## Grave/Site Details

Name of person/s interred in grave/site:

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

Section: Row: Grave/site number:

Please leave these fields blank if you are unsure of the details.

## Plaque Inscription

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

## Product Details (Samples are available for viewing at Rockhampton Memorial Gardens Office)

### Plaque Features

Size:  Standard single plaque (150mmx130mm)  Standard large plaque (380mmx220mm)  Other (please specify):

Colour:  Brown  Light brown  Black  Green  Trac blue  Turquoise  Violet  
 Navy blue  Teal  Burgundy  Fuschia  Red

Standard border:  Yes  No If no, please provide border number:

Emblem:  Yes  No If yes, please provide emblem number:

Perpetual bronze flower:  Yes  No If yes, please provide design number:

OFFICE USE ONLY

Holder of Burial Rights Proof of ID

Sighted by:

Date:

Signature:

Photo Features	
Size:	<input type="checkbox"/> Standard ceramic oval photo size (50mmx70mm) <input type="checkbox"/> Standard plana ceramic oval photo size (55mmx75mm) <input type="checkbox"/> Other (please specify):
Position:	<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Other (please specify):
Change background of photo:	<input type="checkbox"/> Yes – new background: <input type="checkbox"/> No
Vases for Ashes Walls	
Type:	<input type="checkbox"/> Small bronze vase <input type="checkbox"/> Bronze flower vase single stem
Position:	<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Other (please specify):
Other Memorial Features	
Marker:	<input type="checkbox"/> Single concrete marker <input type="checkbox"/> Double concrete marker <input type="checkbox"/> Single granite marker <input type="checkbox"/> Double granite marker <input type="checkbox"/> Family granite marker
Colour:	
Memorial block:	<input type="checkbox"/> Olive and Citron Groves <input type="checkbox"/> Babies
Applicant Details	
Are you the holder of burial rights?	<input type="checkbox"/> Yes (please skip to the Holder of Burial Rights Details section below) <input type="checkbox"/> No (please complete this Applicant Details section and the Holder of Burial Rights Details section below)
Full name:	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>
Relationship to deceased person:	
Postal address:	
Preferred contact number:	Email:
Holder of Burial Rights Details <small>(original holder of burial rights, if known)</small>	
Is the holder of burial rights deceased?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, when and where was the holder of Burial Rights interred?	
Full name:	<div style="display: flex; justify-content: space-between; width: 100%;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>
Relationship to deceased person:	
<i>Please leave the 'Postal address', 'Preferred contact number' and 'Email' fields below blank if the holder of Burial Rights is deceased.</i>	
Postal address:	
Preferred contact number:	Email:

## Proof of ID

ID type:

ID number:

Expiry date:

## Declaration

- I agree to the requirements stipulated in the [Cemetery Memorial Guide Fact Sheet](#).
- I declare that I am the holder of burial rights for the site recorded on this form; or
- I declare that I am the next of kin of the holder of burial rights for the site recorded on this form.

### If not the holder of burial rights:

- I declare that I have obtained and provided permission from the holder of burial rights to install this memorial; or
- I declare that I have obtained and provided permission from all living relatives of the holder of burial rights to install this memorial.

Name:

Signature:

Date:

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

### If you are the holder of burial rights:

- Proof of ID of the holder of burial rights/person acting on behalf of the holder of burial rights.
- Clear photo of the deceased person – as a .JPEG file *(if requesting a photo to be included on the memorial)*.
- Written approval from Commonwealth War Graves Commission *(if recognised war grave)*.

### If you are not the holder of burial rights:

- Proof of ID of the applicant or next of kin.
- Evidence of permission received from the holder of burial rights to install this memorial; or
- Evidence of permission received from all living relatives of the holder of burial rights to install this memorial *(if the holder of burial rights is deceased)*.
- Clear photo of the deceased person – as a .JPEG file *(if requesting a photo to be included on the memorial)*.
- Written approval from Commonwealth War Graves Commission *(if recognised war grave)*.

## Fees and Charges

Issue the invoice to:  Applicant  Holder of burial rights  Other *(please complete details below)*

Name:

Address:

Email:

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere or at the Memorial Gardens, 21 Hartington Street, North Rockhampton.

**By phone** | Contact Customer Service on 4932 9000 to make payment via credit card or debit.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to Rockhampton Memorial Gardens, PO Box 1860, Rockhampton, Queensland, 4700.

# Cemetery Memorial Guide

## Frequently Asked Questions

### Who can order a plaque or memorial?

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

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

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

- **Photos** – Many people choose to add a photograph of their loved one to the plaque/memorial. In order to do this, we require an original photo or a very clear copy which we scan and return to you. Alternatively, we will also accept a photo via email or USB stick providing the photo has been scanned as a .JPEG file. Backgrounds, etc can be altered or changed if required.
- **Emblems** – There are over 100 different emblems to choose from covering a wide range of subjects. Each emblem is a gold outline of the subject, which can be filled in with colour. For example, a gold rose emblem can be filled with red to make it a red rose with a gold outline. Emblems can also be sized to suit the size of the plaque and the space available.
- **Borders** – All plaques are made with a standard gold border, however this can be changed for one of over 20 other designs.

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

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

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

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

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

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

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

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

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

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

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

## Can I install my own plaque/memorial?

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

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

## When can I install a memorial on a grave?

- **Monumental cemeteries** – Grave covers/surrounds or beams may be installed on the grave 12 months after the burial to allow Council to manage ground subsidence.
- **Lawn cemeteries** – Markers and plaques may be installed on the beam at any time after the burial.

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

- **Memorial gardens** – Fresh or dried flowers can be placed on memorials including the gardens.
- **Lawn and monumental cemeteries** – Fresh, dried or limited artificial flowers are welcome tributes. These are to be placed **on the beam only (in Lawns cemeteries)** and must not encroach on another memorial.

## Are there any items that I can't place on a memorial?

For safety reasons, the following are **not permitted in any cemetery**:

- Glass, china, ceramic or other breakable ornaments or receptacles
- Wind chimes, windmill ornaments, solar or battery powered lights or ornaments
- Stuffed toys
- Balloons
- Any items that will rust
- Any broken and/or disintegrated items
- Any items with hooks, spikes or sharp edges
- Any items spiked into the ground
- Pot plants
- Any item placed or hung on trees, shrubs or plants
- Any item placed or planted on the lawn areas and pathways

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

If you are unsure about the above non-conforming items, please contact Council.

## Fees and Charges 2024/2025

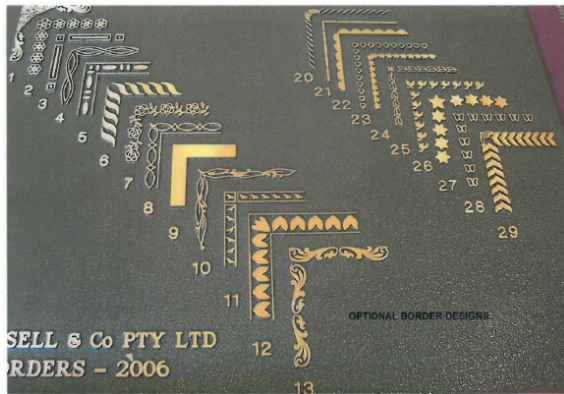
	Cost	Memorial Gardens	North Rockhampton	South Rockhampton	Mount Morgan	Gracemere	Bajool
<b>Plaques</b>							
<b>Standard single bronze plaque</b>							
150mm x 130mm – includes seven lines of text	\$237.00	✓	✓	✓	✓	✓	✓
Each extra line	\$37.00	✓	✓	✓	✓	✓	✓
<b>Standard large bronze plaque**</b>							
380mm x 220mm – includes six lines of text	\$375.00	✓	✓	✓	✓	✓	✓
Each extra line	\$39.00	✓	✓	✓	✓	✓	✓
<p><i>**Used for the lawn sections of Gracemere and Mount Morgan. Can be used on double ashes plots at Memorial Gardens and ordered for use at any of the monumental cemetery sites.</i></p> <p><i>All other plaques (including double niche plaques for Gracemere, Mount Morgan and any monumental cemetery plaques) will be quoted for when processing the request. In most cases the standard prices shown above will apply.</i></p>							
<b>Photos</b>							
Standard ceramic oval photos – 50mm x 70mm	\$221.00	✓	✓	✓	✓	✓	✓
Standard plana ceramic oval photos – 55mm x 75mm	\$312.00	✓					
<i>Other sizes are available and will be quoted for when processing the request.</i>							
<b>Other Plaque Features</b>							
<b>Emblems</b>							
Example: Crosses, flowers, sporting themes, animals, etc, gold outline or painted	\$75.00	✓	✓	✓	✓	✓	✓
Perpetual bronze flowers	\$143.00	✓	✓	✓	✓	✓	✓
<b>Borders</b> (a range of decorative borders can be chosen instead of the standard solid gold border)							
Small plaques	\$39.00	✓	✓	✓	✓	✓	✓
Large plaques	\$60.00	✓	✓	✓	✓	✓	✓
<b>Vases</b> (a vase can be attached to a plaque for ashes wall)							
Small bronze vase	\$102.00	✓			✓	✓	
Chrome vase niche wall	\$19.00	✓			✓	✓	
Bronze flower vase single stem	\$67.00	✓			✓	✓	
Standard plastic flower vase (installed by Council) (Extra)	\$23.00	✓				✓	
Large plastic flower vases (installed by Council) (Extra)	\$36.00	✓				✓	
<b>Plaque Background Colours</b>							
A choice from 12 colours	No extra charge	✓	✓	✓	✓	✓	✓

## Fees and Charges 2024/2025

	Cost	Memorial Gardens	North Rockhampton	South Rockhampton	Mount Morgan	Gracemere	Bajool
<b>Markers</b>							
Single concrete markers (to suit standard single plaque size)	\$47.00		✓	✓	✓	✓	✓
Double concrete markers (to suit standard large plaque size or two singles)	\$80.00		✓	✓	✓	✓	✓
Single granite markers (to suit standard single plaque size)	\$339.00	✓	✓	✓	✓	✓	✓
Double granite markers (to suit standard large plaque size or two singles)	\$551.00	✓	✓	✓	✓	✓	✓
Family granite markers (to suit family ashes plot)	\$1,115.00	✓				✓	
<b>All Other Memorial Costs</b>							
Standard single concrete beam	Contact your local Monumental Mason		✓	✓	✓	✓	✓
Standard single concrete full grave cover	Contact your local Monumental Mason		✓		✓	✓	✓
Permit fee for erecting a monument, enclose grave etc in Monumental Cemeteries	\$150.00		✓	✓	✓	✓	✓
Attach a plaque from another supplier	\$76.00		✓	✓	✓	✓	✓
Single memorial garden plot	\$320.00	✓				✓	
Double memorial garden plot	\$573.00	✓				✓	
Family memorial garden plot	\$650.00	✓				✓	
Memorial block – Olive and Citron Groves	\$944.00	✓					
Memorial block – Babies	\$441.00	✓					
Memorial walls	\$375.00		✓		✓		
Sponsor chair	\$3,209.00	✓					
<b>Ashes</b>							
Ashes interment	\$327.00	✓	✓	✓	✓	✓	✓
Scattering of ashes	Nil	✓	✓	✓	✓	✓	✓
<b>Mount Morgan Granite Columbarium only</b>							
Columbarium wall (granite) – purchase of single niche (price includes ashes interment and bronze plaque)	\$927.00				✓		
Columbarium wall (granite) – purchase of double niche (price includes ashes interment and bronze plaque)	\$1,275.00				✓		

## Plaque Features

**Figure 1** Optional Border Designs



**Figure 3** Standard Small Plaque, Standard Border, Burgundy Background, Ceramic Photo, Rose Emblem Painted White



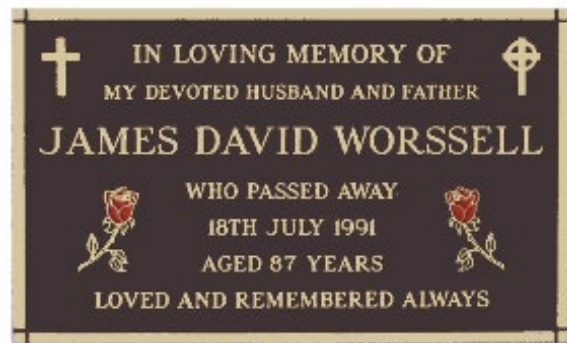
**Figure 5** Gold Emblem Samples (can be painted)



**Figure 2** Plaque Background Colours



**Figure 4** Standard Large Plaque, Standard Border, Two Rose Emblems Painted Red, Two Cross Emblems, One Extra Line



**Figure 3** Bronze Perpetual Flower Samples

