



Plain English Statement

Review



- CCASA obtained legal advice in the review of the Plain English Statement
- It was identified that a separate Plain English Statement should be provided for:
 - The Issue of an interment right
 - Renewal of an interment right
 - Transfer of an interment right



- The Plain English Statement:
 - Meets with the requirements as defined in Clause 30 of the Burial & Cremation Act 2013 (Issue of an interment right).
 - Identifies all matters required for the issue of any interment right.
 - Sets out the rights and responsibilities (Cemetery Authority and IRH).
 - Specifies the cost of the interment right and any options for periodic payment.



It is the responsibility of the **Cemetery Authority** to provide a written statement in plain English before issuing an **interment right** to a person.

(Section 30(2) of the Act)



ORIGINAL FORM ONLY, NO PHOTOCOPIES. **CEMETERY AUTHORITY COPY**

CCA SA

BURIAL AND MEMORIAL SITES
ISSUING OF AN INTERMENT RIGHT

The following Plain English Statement is provided by the cemetery authority as required by the *Burial and Cremation Act 2013*. It is an important document. Please keep it with the original interment right.

This statement describes the terms and conditions for interment in a grave or memorial site at the cemetery noted below. This form must be completed and a signed copy of this document must be received by the cemetery authority before a grave or memorial can be used.

NAME OF THE INTERMENT RIGHT HOLDER(S) - In some circumstances two people may jointly hold the interment right.

Name: _____ Name: _____
 Address: _____ Address: _____
 Contact number: _____ Contact number: _____
 Email: _____ Email: _____

An Interment Right Holder has the right to decide who may be buried, have ashes placed or be memorialised in the interment site.

NAME OF CEMETERY: _____

Please tick whether:

I/We will accept the next available grave or memorial position in our grave
 I/We or our funeral director will contact the cemetery to select a grave or memorial site.

SECTION (eg, Catholic, Orthodox, General). This may be known as the class of urn.

An interment right will be issued by the cemetery authority for the interment by the cemetery on the interment right. This interment right does not mean that the cost of the interment right is \$_____ (incl. GST). The interment right starts on (date) _____.

The interment right will be issued to the Interment Right Holder(s) by the cemetery.
 *The interment right may be held via the funeral director who will pass it on to us.
 *The interment right can only be used for the purpose of interring a body memorialised in accordance with the cemetery authority.
 *The interment right is subject to the conditions noted in this statement, the cemetery authority's operating policy and rules in force during the term of the interment right.
 *Please note that the cemetery authority's operating policy, interment right conditions, policies and rules may change over time. The current version of these documents is available from the cemetery authority or on its website.

I have read and understand the interment rights and responsibilities on the reverse of this page.

NAME IN FULL: _____ **NAME IN FULL:** _____
SIGNATURE: _____ **SIGNATURE:** _____
 (date) _____ (date) _____

WITNESS NAME IN FULL: _____
SIGNATURE: _____

ORIGINAL FORM ONLY, NO PHOTOCOPIES. **CEMETERY AUTHORITY COPY**

CCA SA

BURIAL AND MEMORIAL SITES
TRANSFER OF AN INTERMENT RIGHT

The following Plain English Statement is provided by the cemetery authority. It is an important document. Please keep it with the interment right.

This statement describes the terms and conditions for interment in a grave or memorial site at the cemetery noted below. This form must be completed, signed and returned to the cemetery authority.

TRANSFEROR (Current Interment Right Holder) **TRANSFEEEE** (New Interment Right Holder)

Name: _____ Name: _____
 Address: _____ Address: _____
 Contact number: _____ Contact number: _____
 Email: _____ Email: _____

LOCATION OF INTERMENT SITE
NAME OF CEMETERY: _____
INTERMENT RIGHT NUMBER: _____
SECTION (eg, Catholic, Orthodox, General) _____

The interment site is located at _____.
 The interment right does not mean that the interment right holder owns the land.

INTERMENT RIGHT:
 The interment right was transferred on _____ The interment right expires on _____

*The interment right will be held by the Transferee once the transfer is registered by the cemetery authority.
 *The interment right is subject to the conditions noted in this statement, the cemetery authority's operating policy and any cemetery rules or relevant laws in force during the term of the interment right.
 *Please note that the cemetery authority's operating policy, interment right conditions, policies and rules may change over time. The current version of these documents is available from the cemetery authority or on its website.

TRANSFEROR: I agree to transfer the interment right to the Transferee. **TRANSFEEEE:** I have read and understand the interment rights and responsibilities on the reverse of this page.

NAME IN FULL: _____ **NAME IN FULL:** _____
SIGNATURE: _____ **SIGNATURE:** _____
 (date) _____ (date) _____

WITNESS NAME: _____ **WITNESS NAME:** _____
SIGNATURE: _____ **SIGNATURE:** _____
 (date) _____ (date) _____

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BURIAL AND MEMORIAL SITES
RENEWAL OF AN INTERMENT RIGHT

The following Plain English Statement is provided by the cemetery authority as required by the *Burial and Cremation Act 2013*. It is an important document. Please keep it with the renewed interment right.

This statement describes the terms and conditions for interment in a grave or memorial site at the cemetery noted below. This form must be completed and a signed copy of this document must be received by the cemetery authority in order to renew the interment right.

NAME OF THE INTERMENT RIGHT HOLDER - In some circumstances two people may jointly hold the interment right.

Name: _____ Name: _____
 Address: _____ Address: _____
 Contact number: _____ Contact number: _____
 Email: _____ Email: _____

An Interment Right Holder has the right to decide who may be buried, have ashes placed or be memorialised in the interment site.

LOCATION OF INTERMENT SITE
NAME OF CEMETERY: _____
INTERMENT RIGHT NUMBER: _____
SECTION (eg, Catholic, Orthodox, General) _____

The interment site is located at _____.
 The interment right does not mean that the interment right holder owns the land.

COST AND TERM OF RENEWAL:
 The cost of renewing the interment right is \$_____ (incl. GST). The interment right is renewed for _____.
 The renewed interment right starts on _____ The renewed interment right expires on _____.

*The interment right will continue to be held by the Interment Right Holder(s) after payment of the renewal fee.
 *The interment right is subject to the conditions noted in this statement, the cemetery authority's operating policy and cemetery rules or relevant laws in force during the term of the interment right.
 *Please note that the cemetery authority's operating policy, interment right conditions, policies and rules may change over time. The current version of these documents is available from the cemetery authority or on its website.

I have read and understand the interment rights and responsibilities on the reverse of this page.

NAME IN FULL: _____
SIGNATURE: _____
 (date) _____

WITNESS NAME IN FULL: _____
SIGNATURE: _____

INTERMENT RIGHT AND RESPONSIBILITIES

- Options for periodic payments (cash, credit card, and extended payment terms) may be available from the cemetery authority for the purchase of a burial or memorial interment right.
- An interment right may be cancelled or transferred in accordance with the *Burial and Cremation Act* on compliance with any conditions set out in the cemetery authority's operating policy.
- An interment right will be renewed upon application by the Interment Right Holder and payment of the renewal fee fixed by the cemetery authority for a period of not less than 5 years. A person other than the person to whom the interment right was originally issued may apply for renewal of the interment right.
- The rights granted to the Interment Right Holder may be exercised upon the death of the Interment Right Holder by the personal representative of the Interment Right Holder. If there is no personal representative of the Interment Right Holder then the interment right may be exercised by the spouse or domestic partner of the deceased Interment Right Holder. If there is no surviving spouse or domestic partner, the interment right may be exercised by the eldest living relative of the deceased Interment Right Holder in the following descending order of priority:
 - a child;
 - a grandchild or great-grandchild;
 - a brother or sister;
 - a parent;
 - a grandparent;
 - an aunt or uncle;
 - a nephew or niece;
 - a cousin;
 - any other blood relative.
- If an interment right is held by more than 1 person, it may be exercised or enforced jointly or severally.
- The Interment Right Holder is responsible for maintaining memorials (including monuments and headstones) in a safe and proper condition. This is not the cemetery authority's responsibility. Under the *Burial and Cremation Act*, the cemetery authority has the power to require repair, removal, or reinstatement of an unsafe memorial by the owner of the memorial.
- Where an interment right for a site has expired, the cemetery authority may dispose of unclaimed memorials in accordance with section 42 of the *Burial and Cremation Act*.
- Where an interment right for a site has expired and not been renewed, the cemetery authority may reuse the grave or memorial site in accordance with the *Burial and Cremation Act*.
- Cemeteries have specific requirements regarding the design of memorials. Consequently, memorials will require authorisation prior to installation. Some memorials are listed on the State Heritage Register and require memorials and alteration work to be approved by an appointed Heritage Advisor. This approval process will take time.

Please let the cemetery know if you change your address or contact details.



**BURIAL AND MEMORIAL SITES
ISSUING OF AN INTERMENT RIGHT**

The following Plain English Statement is provided by the cemetery authority as required by the Burial and Cremation Act 2013.

It is an important document. Please keep it with the original interment right.

This statement describes the terms and conditions for interment in a grave or memorial site at the cemetery noted below. This form must be completed and a signed copy of this document must be received by the cemetery authority before a grave or memorial can be used.

NAME OF THE INTERMENT RIGHT HOLDER(S) - In some circumstances two people may jointly hold the interment right

Name Name
Address Address
Contact number Contact number
Email Email

An Interment Right Holder has the right to decide who may be buried, have ashes placed or be memorialised in the interment site.

NAME OF CEMETERY:

Please tick selection:

- I/We will accept the next available grave or memorial position in our preferred section.
 I/We or our funeral director will contact the cemetery to select a grave or memorial position.

SECTION (e.g., Catholic, Orthodox, General. This may be known at the time of arranging a funeral)

An interment right will be issued by the cemetery authority for the interment site. The plot and site number will be confirmed by the cemetery on the interment right. The interment right does not mean that the holder owns the land.

The cost of the interment right is \$ (incl. GST). The interment right is issued for years.

The interment right starts on (date): The interment right expires on (date):

- * The interment right will be issued to the Interment Right Holder(s) by the cemetery authority after payment of the relevant fees.
- * The interment right may be seen via the funeral director who will pass it on to the Interment Right Holder.
- * The interment right does not cover other services such as for grave digging, burial, chapel, funeral director, headstone or memorial unless explicitly stated by the cemetery authority.
- * The interment right is subject to the conditions noted in this statement, the cemetery authority's operating policy and any cemetery rules or relevant laws in force during the term of the interment right.
- * Please note that the cemetery authority's operating policy, interment right conditions, policies and rules may change over time. The current version of these documents is available from the cemetery authority or on its website.

I have read and understood the interment rights and responsibilities on the reverse of this page.

| | |
|-----------------------------------|-----------------------------------|
| NAME IN FULL: | NAME IN FULL: |
| SIGNATURE: (Date): | SIGNATURE: (Date): |

WITNESS NAME IN FULL:

SIGNATURE: (Date):

INTERMENT RIGHT AND RESPONSIBILITIES

- Options for periodic payments (cash, credit card, and extended payment terms) may be available from the cemetery authority for the purchase of a burial or memorial interment right.
- An interment right may be cancelled or transferred in accordance with the Burial and Cremation Act on compliance with any conditions set out in the cemetery authority's operating policy.
- An interment right will be renewed on application by the Interment Right Holder and payment of the renewal fee fixed by the cemetery authority for a period of not less than 5 years. A person other than the person to whom the interment right was originally issued may apply for renewal of the interment right.
- The rights granted to the Interment Right Holder may be exercised upon the death of the Interment Right Holder by the personal representative of the Interment Right Holder. If there is no personal representative of the Interment Right Holder then the interment right may be exercised by the spouse or domestic partner of the deceased Interment Right Holder. If there is no surviving spouse or domestic partner, the interment right may be exercised by the eldest living relative of the deceased Interment Right Holder in the following descending order of priority:
 - a child;
 - a grandchild or great-grandchild;
 - a brother or sister;
 - a parent;
 - a grandparent;
 - an aunt or uncle;
 - a nephew or niece;
 - a cousin;
 - any other blood relative.
- If an interment right is held by more than 1 person, it may be exercised or enforced jointly or severally.
- The Interment Right Holder is responsible for maintaining memorials (including monuments and headstones) in a safe and proper condition. This is not the cemetery authority's responsibility. Under the Burial and Cremation Act, the cemetery authority has the power to require repair, removal, or reinstatement of an unsafe memorial by the owner of the memorial.
- Where an interment right for a site has expired, the cemetery authority may dispose of unclaimed memorials in accordance with section 42 of the Burial and Cremation Act.
- Where an interment right for a site has expired and not been renewed, the cemetery authority may reuse the grave or memorial site in accordance with the Burial and Cremation Act.
- Cemeteries have specific requirements regarding the design of memorials. Consequently, memorials will require authorization prior to installation. Some cemeteries are listed on the State Heritage Register and require memorials and alteration work to be approved by an appointed Heritage Advisor. This approval process will take time.

Please let the cemetery know if you change your address or contact details.



BURIAL AND MEMORIAL SITES
TRANSFER OF AN INTERMENT RIGHT

The following Plain English Statement is provided by the cemetery authority.
It is an important document. Please keep it with the interment right.

This statement describes the terms and conditions for interment in a grave or memorial site at the cemetery noted below. A transfer of an interment right will only be registered once this form has been completed, signed and returned to the cemetery authority.

| | |
|--|--|
| TRANSFEROR (Current Interment Right Holder) | TRANSFeree (New Interment Right Holder) |
| Name: | Name: |
| Address: | Address: |
| Contact number: | Contact number: |
| Email: | Email: |

LOCATION OF INTERMENT SITE

NAME OF CEMETERY:

INTERMENT RIGHT NUMBER:

SECTION (eg, Catholic, Orthodox, General)

The interment site is located at

The interment right does not mean that the interment right holder owns the land.

INTERMENT RIGHT:

The interment right was transferred on The interment right expires on

- The interment right will be held by the Transferee once the transfer is registered by the cemetery authority.
- The interment right is subject to the conditions noted in this statement, the cemetery authority's operating policy and any cemetery rules or relevant laws in force during the term of the interment right.
- Please note that the cemetery authority's operating policy, interment right conditions, policies and rules may change over time. The current version of these documents is available from the cemetery authority or on its website.

TRANSFEROR: I agree to transfer the interment right to the Transferee.

TRANSFeree: I have read and understand the interment rights and responsibilities on the reverse of this page.

| | |
|---------------------|---------------------|
| NAME IN FULL: | NAME IN FULL: |
| SIGNATURE: | SIGNATURE: |
| (date): | (date): |

| | |
|---------------------|---------------------|
| WITNESS NAME: | WITNESS NAME: |
| SIGNATURE: | SIGNATURE: |
| (date): | (date): |

INTERMENT RIGHT AND RESPONSIBILITIES

- Options for periodic payments (cash, credit card, and extended payment terms) may be available from the cemetery authority for the purchase of a burial or memorial interment right.
- An interment right may be cancelled or transferred in accordance with the Burial and Cremation Act on compliance with any conditions set out in the cemetery authority's operating policy.
- An interment right will be renewed on application by the Interment Right Holder and payment of the renewal fee fixed by the cemetery authority for a period of not less than 5 years. A person other than the person to whom the interment right was originally issued may apply for renewal of the interment right.
- The rights granted to the Interment Right Holder may be exercised upon the death of the Interment Right Holder by the personal representative of the Interment Right Holder. If there is no personal representative of the Interment Right Holder then the interment right may be exercised by the spouse or domestic partner of the deceased Interment Right Holder. If there is no surviving spouse or domestic partner, the interment right may be exercised by the eldest living relative of the deceased Interment Right Holder in the following descending order of priority:
 - a child;
 - a grandchild or great-grandchild;
 - a brother or sister;
 - a parent;
 - a grandparent;
 - an aunt or uncle;
 - a nephew or niece;
 - a cousin;
 - any other blood relative.
- If an interment right is held by more than 1 person, it may be exercised or enforced jointly or severally.
- The Interment Right Holder is responsible for maintaining memorials (including monuments and headstones) in a safe and proper condition. This is not the cemetery authority's responsibility. Under the Burial and Cremation Act, the cemetery authority has the power to require repair, removal, or reinstatement of an unsafe memorial by the owner of the memorial.
- Where an interment right for a site has expired, the cemetery authority may dispose of unclaimed memorials in accordance with section 42 of the Burial and Cremation Act.
- Where an interment right for a site has expired and not been renewed, the cemetery authority may reuse the grave or memorial site in accordance with the Burial and Cremation Act.
- Cemeteries have specific requirements regarding the design of memorials. Consequently, memorials will require authorisation prior to installation. Some cemeteries are listed on the State Heritage Register and require memorials and alteration work to be approved by an appointed Heritage Advisor. This approval process will take time.

Please let the cemetery know if you change your address or contact details.



**BURIAL AND MEMORIAL SITES
RENEWAL OF AN INTERMENT RIGHT**

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NAME OF THE INTERMENT RIGHT HOLDER - *In some circumstances two people may jointly hold the interment right*

Name: _____ Name: _____
Address: _____ Address: _____
Contact number: _____ Contact number: _____
Email: _____ Email: _____

An Interment Right Holder has the right to decide who may be buried, have ashes placed or be memorialised in the interment site.

LOCATION OF INTERMENT SITE

NAME OF CEMETERY: _____
INTERMENT RIGHT NUMBER: _____
SECTION (eg., Catholic, Orthodox, General): _____

The interment site is located at _____
The interment right does not mean that the interment right holder owns the land.

COST AND TERM OF RENEWAL:

The cost of renewing the interment right is \$ _____ (incl. GST) The interment right is renewed for _____ years
The renewed interment right starts on _____ The renewed interment right expires on _____

- The interment right will continue to be held by the Interment Right Holder(s) after payment of the renewal fees.
- The interment right is subject to the conditions noted in this statement, the cemetery authority's operating policy and any cemetery rules or relevant laws in force during the term of the interment right.
- Please note that the cemetery authority's operating policy, interment right conditions, policies and rules may change over time. The current version of these documents is available from the cemetery authority or on its website.

I have read and understand the interment rights and responsibilities on the reverse of this page.

NAME IN FULL: _____
SIGNATURE: _____
(date): _____

WITNESS NAME IN FULL: _____

SIGNATURE: _____ (date): _____

INTERMENT RIGHT AND RESPONSIBILITIES

1. Options for periodic payments (cash, credit card, and extended payment terms) may be available from the cemetery authority for the purchase of a burial or memorial interment right.
2. An interment right may be cancelled or transferred in accordance with the Burial and Cremation Act on compliance with any conditions set out in the cemetery authority's operating policy.
3. An interment right will be renewed on application by the Interment Right Holder and payment of the renewal fee fixed by the cemetery authority for a period of not less than 5 years. A person other than the person to whom the interment right was originally issued may apply for renewal of the interment right.
4. The rights granted to the Interment Right Holder may be exercised upon the death of the Interment Right Holder by the personal representative of the Interment Right Holder. If there is no personal representative of the Interment Right Holder then the interment right may be exercised by the spouse or domestic partner of the deceased Interment Right Holder. If there is no surviving spouse or domestic partner, the interment right may be exercised by the eldest living relative of the deceased Interment Right Holder in the following descending order of priority:
 - (a) a child;
 - (b) a grandchild or great-grandchild;
 - (c) a brother or sister;
 - (d) a parent;
 - (e) a grandparent;
 - (f) an aunt or uncle;
 - (g) a nephew or niece;
 - (h) a cousin;
 - (i) any other blood relative.
5. If an interment right is held by more than 1 person, it may be exercised or enforced jointly or severally.
6. The Interment Right Holder is responsible for maintaining memorials (including monuments and headstones) in a safe and proper condition. This is not the cemetery authority's responsibility. Under the Burial and Cremation Act, the cemetery authority has the power to require repair, removal, or reinstatement of an unsafe memorial by the owner of the memorial.
7. Where an interment right for a site has expired, the cemetery authority may dispose of unclaimed memorials in accordance with section 42 of the Burial and Cremation Act.
8. Where an interment right for a site has expired and not been renewed, the cemetery authority may reuse the grave or memorial site in accordance with the Burial and Cremation Act.
9. Cemeteries have specific requirements regarding the design of memorials. Consequently, memorials will require authorisation prior to installation. Some cemeteries are listed on the State Heritage Register and require memorials and alteration work to be approved by an appointed Heritage Advisor. This approval process will take time.

Please let the cemetery know if you change your address or contact details.