



## HISTORIC GRAVES AND CEMETERIES MEMORIAL REQUEST

### LOCATION

Please note this form applies to inactive burial sites only.

- Greenough Pioneer Cemetery     Mullewa Pioneer Cemetery  
 Apex Pioneer Memorial Park (formerly Urch Street Cemetery)  
 Old Walkaway Cemetery     Narra Tarra Cemetery  
 Bootenal Cemetery

Other (Specify): \_\_\_\_\_

### WORK REQUEST

Please note all costs must be covered by the requesting party.

- Repair existing grave     Install new grave marker  
 Install Memorial Wall plaque (Mullewa Pioneer Cemetery, Greenough Pioneer Cemetery and Apex Pioneer Memorial Park only)

### DETAILS OF BURIAL

Name of Deceased: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Plot Details/Location/Religious Denomination (if known):  
\_\_\_\_\_

### PROPOSED WORKS

#### Repairs/New Grave Markers

Works should not detract from the existing character of the cemetery. The following guidelines should apply:

- New headstones should reflect the existing character of the area in which they will be located. Simple designs are usually the most appropriate forms.



- They should not be higher than the general height of the headstones in the immediate area and not higher than any significant monuments.
- Grave plots can be marked by simple stone kerbing, low fencing, or have no surrounds.
- Repairs should use “like for like” materials where possible at all times.

More information about grave conservation is available here:

[https://cdn.environment.sa.gov.au/environment/docs/historic\\_graves\\_and\\_cemeteries.pdf](https://cdn.environment.sa.gov.au/environment/docs/historic_graves_and_cemeteries.pdf)

[https://www.nationaltrust.org.au/wp-content/uploads/2015/09/cemetery\\_conservation\\_guide.pdf](https://www.nationaltrust.org.au/wp-content/uploads/2015/09/cemetery_conservation_guide.pdf)

Details of Proposed Work/Inscription/Materials:

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Diagram/Drawings:

#### Memorial Wall Plaques

Plaques must follow Council Policy 1.9 Commemorative Plaques, including the following.

- Rectangular metal plaque, maximum size 300mm x 200mm
- 3mm brass or 1.6mm stainless steel
- No imagery to be used
- Maximum of 100 words text depending on size of plaque

## OTHER BIOGRAPHICAL INFORMATION

If available, please share any additional biographical information or photos which may assist Heritage Services in maintaining a historical record of the burial ground.

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## CONTACT DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Determining the legal ownership of old graves can be a difficult task for descendants or others wishing to undertake conservation. By signing this application form the applicant declares to the City they have taken all reasonable steps possible to advise other owners.

## COMPLETED FORM

A team member from Heritage Services will contact you to discuss your application in further detail. If you have any questions about this application, please contact Heritage Services on [library@cgg.wa.gov.au](mailto:library@cgg.wa.gov.au) or (08) 9956 6659.

Submit this completed form to [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au), marked attention Heritage Services Coordinator.

## OFFICE USE

Approved

Not Approved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_