



WAVERLEY CEMETERIES

WAVERLEY CEMETERY and SOUTH HEAD GENERAL CEMETERY

MANAGEMENT POLICIES

1. Interment Rights

1.1 Interment Rights Certificates are issued in accordance with the *Cemeteries and Crematoria Act 2013 (NSW)*.

1.2 The exercise of an interment right can only be undertaken after an application by the interment rights holder on the relevant form is submitted and approved by the Cemetery Manager.

1.3 Council will consider purchasing an unexercised and unencumbered interment right back from an interment rights holder at a value negotiated between the Rights Holder and Council.

1.4 Interment rights holders may sell their interment rights privately. Privately bought interment rights will only be able to be exercised upon application for transfer in accordance with Sections 58 and 60 of the *Cemeteries and Crematoria Act 2013 (NSW)*.

2. Interments

2.1 At least two coffin interments are allowed in each earth allotment. Additional interments are only allowed in accordance with the requirements of the NSW Government Public Health Act and associated Regulations.

2.2 At least 48 hours' notice to the Cemetery Manager is necessary for interments. The Funeral Director or persons making application for interment must submit information as outlined on the Application for Interment form.

2.3 Interments can be carried out between 8:00 and 2:30 pm (Monday to Friday). For interments carried out after 2:30 pm or on Weekends, additional fees published annually in Waverley Council's Schedule of Fees and Charges, will apply.

2.4 Applications for interments must include

- (a) Medical Death Certificates
- (b) Cremation Certificate (where applicable)
- (c) Embalming Certificate (where applicable).

3. Memorialisation

3.1 Interment rights holders may organise the provision of Memorials within their interment site. All Memorials proposed to be constructed, affixed, or maintained must be approved by a permit issued by the Cemetery Manager. An application for a permit must be submitted to the Cemetery Manager setting out the proposed monumental work accompanied by the application fee.



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3.2 Applications, including permissible colours, finishes and textures, will be assessed against the criteria outlined in the Council's 2018 Conservation Management Plan for Waverley Cemetery and in accordance with the site-specific exemptions granted under section 57(2) of the *Heritage Act 1977 (NSW)*.

3.3 All work carried out must be conducted under the Guidelines of Australian Standard for Monument Construction AS4204 by Monumental Masons who have been approved by the Cemetery.

3.4 The Cemetery is not responsible for the quality of goods, workmanship, or maintenance of memorials.

3.5 The interment rights holder is responsible for the maintenance and upkeep of interment sites covered by their interment rights certificate.

3.6 The Cemetery Manager may order the removal or alteration or repair of any memorial or the erasure of any particular inscription which has been engraved on the memorial, which has not been approved or which in the opinion of the Cemetery Manager is in such a state of disrepair as to be a risk to public safety.

4. General Terms

4.1 Fees for the purchase, transfer, or renewal of an interment right and other services provided by Waverley and South Head General Cemeteries are published annually in Waverley Council's Schedule of Fees and Charges.

4.2 The interment rights holder must keep the Cemetery Manager updated with address and contact details whenever these change from the details recorded in the Cemetery Managers Register.

4.3 The Cemeteries Office is open for general enquiries between 10:00 and 2:00 pm Monday to Friday. Appointments can be arranged outside these hours by contacting the Cemetery Office.

4.4 The Cemetery Gates are open for pedestrian traffic every day of the year. Vehicular traffic is permitted between sunrise and sunset.