

Civic Centre
4 Mackay Street
(PO Box 1704)
Port Augusta, South
Australia, 5700

Telephone (08) 8641 9100
Facsimile (08) 8641 0357

admin@portaugusta.sa.gov.au
www.portaugusta.sa.gov.au



BURIAL OF ASHES **INTO THE** **REMEMBRANCE PATHWAY** **STIRLING NORTH GARDEN CEMETERY**

The following conditions apply for burial of Ashes into the Remembrance Pathway section of the Stirling North Garden Cemetery.

1. Complete the attached "**Register of Burial Form**" and return to this office before the burial can take place.
2. Provide Council with copies of **Death** and **Cremation** Certificates before the burial can take place.
3. Cost of the standard plaque with 6 lines is included in the burial order. Any extra lines, photographs or emblems are of an extra cost to you. Full payment must be made prior to ordering of plaque. (Plaque order form is attached).
4. Complete the attached "Cemetery Plaque Order Form", "Order Authority Form" and return to this office. (The ordering of the plaque can be done either before or after burial of ashes).
5. Once Port Augusta Council Cemeteries staff have received all the documentation that is required, arrangements for the internment of the Ashes can then be made with the Cemeteries Administration.
6. Any enquiries you may have please feel free to call Sue Hocking on (08) 8641 9100.

PLAQUE INFORMATION

The following has been prepared to enable you to discuss with your family and relatives the details and wording required for a bronze name plaque to be placed in position at the Stirling North Garden Cemetery.

Although the plaques are of standard size, 6 lines and 229mm x 229mm, the wording of each is the choice of the individual. However, the deceased name and date of death must be reflected on the plaque.

The following is a sample for your guidance:

PLEASE NOTE WHEN COMPLETING PLAQUE ORDER FORM:

A maximum of 20 letters across can be used in a line for name of deceased as large lettering is used.

A maximum of 30 letters across can be used in a line for rest of text.

*Please note that if placing emblems and/or ceramic photographs on plaque, because of the plaque's size this will reduce the number of lines on plaque



229mm x 229mm

SUGGESTIVE ALTERNATIVES FOR

FIRST LINE

IN LOVING REMEMBRANCE OF
CHERISHED MEMORIES OF

IN MEMORY OF

LAST LINE

AT REST
REST IN PEACE
ALWAYS REMEMBERED
IN GOD'S CARE
SO DEARLY LOVED, SO SADLY MISSED
FOREVER IN OUR THOUGHTS
CHERISHED MEMORIES
GOD HAS HER/HIM IN HIS KEEPING
WE HAVE HER/HIM IN OUR KEEPING
WE HAVE HER/HIM IN OUR HEARTS
HERE RESTS A GENTLEMAN

NOTE: Crosses, Masonic or Service Badges only are included in the standard cost of the plaque. (IF A SERVICE BADGE IS TO BE ATTACHED TO PLAQUE, WRITTEN PERMISSION IS REQUIRED FROM THE OFFICE OF AUSTRALIAN WAR GRAVES.) Letter of "written permission" must be submitted with plaque order form. (See attached letter from Arrow Bronze, plaque manufacturer in relation to "Permission for Service Badges"). Also please note if more than one emblem is ordered, an extra charge will apply. (A large variety of emblems are also available to be included on plaques, but extra charges do apply.)

The wording you require on the plaque must be placed on the form provided.

NOTE: Crosses, Masonic or Service Badges only are included in the standard cost of the plaque. (IF A SERVICE BADGE IS TO BE ATTACHED TO PLAQUE, WRITTEN PERMISSION IS REQUIRED FROM THE OFFICE OF AUSTRALIAN WAR GRAVES. Letter of "written permission" must be submitted with plaque order form. (See attached letter from Arrow Bronze, plaque manufacturer in relation to "Permission for Service Badges"). Also please note if more than one emblem is ordered, an extra charge will apply. (A large variety of emblems are also available to be included on plaques, but extra charges do apply.)

The wording you require on the plaque must be placed on the form provided.

It should be noted that the burial fee charged by the Council which covers the cost of the plaque (including installation), must be paid (including any extras, ie. photo, extra lines, etc) prior to the plaque being ordered by Council Staff.

CERAMIC PHOTOGRAPHS

*If a ceramic photograph is wished to be placed on the plaque, please attach the photograph of your choice to the plaque order form. Upon ordering the plaque with the photograph it will take approximately 2-3 months to obtain from the manufacturer. The photograph provided should be clear in appearance, ie. **not grainy or blurred**. Some families choose to use a copy of a photograph, because of the process in creating the ceramic, it is not guaranteed that the photograph may be returned in it's original condition.*

The extra cost for the ceramic photographs, and sizes available are listed below. As plaques (Prices below are effective as of 1st July, 2013 until 30th June, 2014 – any orders placed after 30/6/14, increased prices will apply)

PLEASE CHECK AT TIME OF PLACING ORDER OF ANY PRICE ALTERATION

7cm x 9cm	Black & White with *milling	\$251.00
7cm x 9cm	Black & White with frame	\$251.00
7cm x 9cm	Colour with *milling	\$293.00
7cm x 9cm	Colour with frame	\$293.00
5cm x 7cm	Black & White with *milling	\$236.00
5cm x 7cm	Black & White with frame	\$236.00
5cm x 7cm	Colour with *milling	\$277.00
5cm x 7cm	Colour with frame	\$277.00
7cm x 9cm	Colour no frame or *milling	\$195.00
7cm x 9cm	Black & White no frame or *milling	\$195.00
5cm x 7cm	Colour no frame or *milling	\$180.00
5cm x 7cm	Black & White no frame or *milling	\$138.00

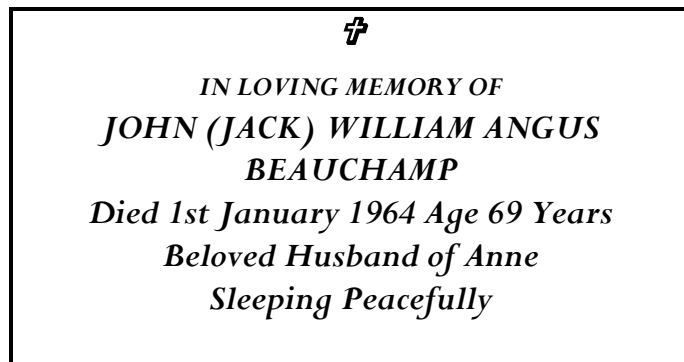
NOTE *MILLING (a section of the bronze plaque is "cut out" and ceramic affixed so it is "set back' into the plaque.)

**OTHER INFORMATION TO BE AWARE OF WHEN ORDERING
PLAQUES**

- Please make sure that plaque orders are written neatly, clearly and correctly on the form provided (ie. especially spelling of names, etc), as it can be quite costly for you to change lettering once the plaque has been completed, and in some cases it is not possible to make any required changes, therefore, if you wish the plaque to be remade it can be done so, but at your cost.
- On some occasions families request that a certain line on a plaque not be broken. This needs to be stated clearly by you, on the plaque order form under "Special Requirements". If this is not stated the manufacturer may use their own discretion and break the line if they feel it will look better. If you did not state clearly that a line was not to be broken, and it has been by the Manufacturer (on return of the plaque) and you wish the plaque to be remade, the remake will be at your cost.

EXAMPLE A
(Manufacturer may
decide to set
name out on
separate lines)

1
*2
3
4
5
6



NOTE: Neither Council or the Manufacturer will take any responsibility for plaque orders incorrectly completed and/or special requirements not stated on the plaque order form.

ARROW BRONZE

Trading as: Arrow Bronze
PO Box 213
Cheltenham Victoria 3192
Tel: (03) 9555 2922 Fax (03) 9553 2086
Email: enquiries@arrowbronze.com.au

4th August 1999



Dear Customer

Re Permission for Service Badges

As a result of some confusion over the process of authorisation of the attachment of Service badges to bronze memorials, we have sought advice from the Office of Australian War Graves. Their ruling is covered in the following points.

Under section 83 of the Defence Act 1903 it is an offence to display an official defence emblem without the written authority of the Minister. In addition it is an offence to make, supply or offer such an emblem without the written authority of the Minister. The Minister has subsequently authorised the Director of War Graves to authorise the use of such emblems for use on memorials such as those manufactured by Arrow Bronze.

It is the responsibility of the next of kin to obtain that permission either directly from War Graves or through the appropriate cemetery or crematorium. Applications to the Office of Australian War Graves are usually accompanied by a copy of the service person's discharge papers, or some other official defence document, proving service. Applications can be made to;

The Director
Commonwealth Department of Veterans' Affairs
Office of Australian War Graves
P.O.Box 21
Woden ACT 2606

Arrow, by law, cannot manufacture a memorial incorporating a defence emblem without a copy of the written permission from The Office of Australian War Graves.

The written permission from the Office of Australian War Graves must accompany the written plaque order before Arrow Bronze can commence manufacture. Discharge papers will no longer be acceptable.

I trust that this information assists in clearing up any misunderstandings that may occur in the ordering of memorials incorporating Service Emblems.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lynwood H Davis".

Lynwood H Davis
General Manager

AR13/14566

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(PO Box 1704)
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STIRLING NORTH GARDEN CEMETERY
REMEMBRANCE PATHWAY PLAQUE ORDER FORM

CONTACT NAME: _____

CROSS: YES/NO *Position on plaque:*
EMBLEM: YES/NO *Position on plaque:* *Id No:*
PHOTO: YES/NO *Position on plaque:* *Size:*
Colour/Black&White *Frame/Milling/Neither* (Please circle)

1.	
2.	
3.	
4.	
5.	
6.	
* 7	
* 8	
* 9	
* 10	

* A CHARGE OF \$21.00 FOR EACH EXTRA LINE AFTER 6TH LINE (PRICE EFFECTIVE- 01/7/2013–30/6/2014)

SPECIAL REQUIREMENTS: Plaque size to be 229 x 229, No fixing device on back of plaque

Certified that I authorise the above details -

SIGNATURE:

CEMETERY FEES & ANY EXTRAS ARE TO BE PAID PRIOR TO PLAQUE BEING ORDERED

FOR OFFICE USE ONLY: Cemetery Fees Paid Yes Receipt No. _____ Date: _____ No (**Hold Plaque Order**)

EXTRAS: Ceramic - \$..... Extra Lines - \$..... Emblem \$..... Other

PAID - Yes No Receipt No. _____ Date: _____ Total Extras:

2/5220/1/720

LOCATION:- SECTION Niche Wall BLOCK GRAVE

PLAQUE ORDER NO.

DATE ORDERED: DATE PLAQUE RECEIVED:

ORDER AUTHORITY

Please be advised information collected on this form may be divulged to a third party.

NAME:
ADDRESS:
PHONE:
EMAIL:

GRANT HOLDER OR AUTHORISED REPRESENTATIVE

I, _____
(Full Name)

Of _____
(Address)

declare that I: **(tick those which are applicable)**

- am the person in whose name the *RIGHT OF BURIAL* is issued
- am the executor of the estate of the person in whose name the *RIGHT OF BURIAL* was issued
- have the written authority of the person, or the executor of the estate of the person, in whose name the *RIGHT OF BURIAL* was issued.
- have the authority for the use of the grave

I consent to the work described in this application being carried out and declare that all the information given is correct.

**BEFORE
ME:**

(Signature of Witness)

(Signature of Grant Holder or
Authorised Representative)

(Print Name of Witness)

PLEASE NOTE:

**THIS FORM MUST BE COMPLETED SIGNED & WITNESSED
PRIOR TO PLACING PLAQUE ORDER AT THE CIVIC CENTRE**

PLAQUE ORDERS CANNOT BE PROCESSED UNLESS THIS SECTION HAS BEEN COMPLETED