



INFORMATION GUIDE

# BURIAL AT THE BUNINYONG CEMETERY

JULY 2021

# Introduction

*The Buninyong Cemetery Trust has prepared this booklet to provide detailed yet simple information about preparing for or arranging a burial at the cemetery.*

*It may also be of use/interest to those wishing to make an advance reservation of a plot/gravesite at the cemetery.*

*The cemetery has a website – [www.buninyongcemetery.com.au](http://www.buninyongcemetery.com.au) – where more general information about its rules and procedures can be found. The website also includes a copy of a small information brochure in which answers to other common questions about the cemetery are given*

*On the back cover of this booklet is a plan to help you find your way around the cemetery. We hope that you find this booklet helpful.*

## Costs

A major part of the stress for families caused at the time of death and burial of a loved one is uncertainty about the various costs or fees associated with the funeral (a matter for direct discussion/agreement with the Funeral Director), and the charges made by the Cemetery for a burial or interment of ashes.

There are essentially three Cemetery costs/charges that must be met prior to a burial or interment of ashes

### **1. Purchase of a Right of Interment for a grave site or ashes plot.**

In many instances, a plot has been chosen and paid for before it is needed for a burial. Where this has not been pre-arranged this must be paid for prior to the burial (or interment). Much information is given in Section 3 of this booklet. Current fees for the various sections of the Cemetery are shown in a Table in Section 3.1.

### **2. A burial administration fee (BAF).** The cemetery is required by the Department of Health to carry out a range of statutory/administrative requirements before, during and after the time of a burial. Current BAF charges are shown in Section 3.2.

### **3. Grave digging costs.** The Cemetery pays a designated grave-digging contractor a set fee for the digging of a grave in the lawn or monumental section of the cemetery. The cost for this service is to be paid with the burial administration fee prior to a burial.

# 1 Burial Plots

*There are three principal areas for burials in the cemetery.*

## 1.1 Memorial Section (Denominational & Non-Denominational)

The oldest section is divided into areas associated with various religious denominations. Of course there is no requirement that a person must be a practising member or a believer in that religion to be buried there.

This section of the cemetery can be easily distinguished by the many monuments and headstones.



The cost of a gravesite (plot) in this section is a little cheaper than in the Lawn section, but it must be remembered that there could be significant costs associated with a headstone or other monumental covering.

## 1.2 The Lawn Section

With earlier lawn areas now virtually full, a new lawn area on the east side of Imperial Road was opened in 2020. The gravesites in this section have a concrete 'beam' at the head of each grave on which bronze or black granite plaques may be placed.

Full details about ordering, and the cost of such plaques is provided in a later section.

## 1.3 Memorial Rose Garden Section

This section is set aside for the interment of the ashes of persons who have been cremated. Small plots are allocated around a garden bed – the newer ones (Gardens 4, 5 and 6) being planted with daffodils and standard roses.

Small bronze plaques only are permitted in this section.

## 2 Right of Interment

### 2.1 Purchase of a Right of Interment

Persons wishing to reserve or use a plot in the Cemetery must purchase what is referred to as a *Right of Interment*.

This legal document gives the purchaser the right to inter one or two persons in the allocated site. It is important to realise that you are purchasing a 'right to bury' and not purchasing the actual land which remains as Crown land.

*Rights of Interment* can be purchased at any time prior to a burial. Some people reserve a plot in this way many years in advance of any death or burial. Payment in full for the *Right of Interment* must be made at the time of purchase. A maximum of three rights may be purchased. **This situation is referred to as a *Pre-Need* purchase.**

In cases where no right has been purchased prior to a death, these 'rights' to a burial site may be purchased/arranged soon after a death. Funeral Directors will provide guidance and help in these cases.

Prior to a funeral, families may request a member of the Cemetery Trust to show them available sites in the preferred section of the cemetery.

**Where an interment right is arranged soon after a death, it is referred to as an *At-Need* situation.**

An example of the *Right of Interment* document is shown opposite.

  
BUNINYONG Cemetery

Buninyong Cemetery Trust  
**INTERMENT RIGHT**

Under the provisions of Section 7.2, Part 6 of the *Cemeteries and Crematoria Act (Vic) 2003*, the Buninyong Cemetery Trust (ABN 72 905 988 923) hereby sells and grants to the Applicant(s) detailed below, the sole and separate right of private or family interment into the designated piece of ground, subject to the conditions specified.

APPLICANT DETAILS	
Applicant 1	
Name	John Smith
Address	1 Browns Road MAGPIE VIC
Phone	6345 1234
Applicant 2	
Name	Elizabeth Smith
Address	1 Browns Road MAGPIE VIC
Phone	6345 1234

INTERMENT RIGHT DETAILS			
Section of Cemetery	LAWN	Plot Number on Plan	3025
Interment Right No	298	Sum Paid	\$1040
Date of Payment	2 October 2020	Invoice/Receipt Number	34

**This grant is made subject to the following conditions:**

- 1 The designated piece of ground shall be kept for and used by the Applicant(s)
- 2 In the use of that ground the Applicant shall be subject to such rules and regulations as made from time to time by the Trustees of the Cemetery
- 3 In the purchase of this Right, It should be noted that the fixed sum paid (above) does not include fees associated with the actual burial or interment (grave digging, cemetery fees, or plaques).
- 4 Until the Right has been fully exercised in accord with cemetery rules, the Right shall remain perpetual

Given under our hands at Buninyong in the State of Victoria on 4<sup>th</sup> day of October 2020

\_\_\_\_\_  
Member, Buninyong Cemetery Trust

\_\_\_\_\_  
Trust Secretary

Cemetery Seal

Figure 1: Right of Interment

## 2.2 Ownership and Entitlement

Usually two names – they being the persons able to communicate with the Cemetery Trust and to ‘exercise’ the *Right of Interment* at time of need – are included on the formal document. See Figure 1 above.

## 2.3 Applying for the Issue of a Right of Interment

An application must be made to the Secretary of the Buninyong Cemetery Trust. Initial contact should be made by forwarding an email to [buninyongcemetery@gmail.com](mailto:buninyongcemetery@gmail.com), or by emailing the completed application form included as Appendix 1 to this booklet. (A copy of the application form can also be found on the cemetery website.)

The application must contain full names, addresses, phone and email contact details of at least one or (preferably) two persons, and indicate the chosen section of the cemetery. When nominating the owners of the *Right of Interment*, you may wish to consider including a younger member of the family.

The costs associated with the purchase of a *Right of Interment* are included in section 3.1.

### ***Pre Need and At Need Purchase***

For a *Pre-Need* purchase, only the cost of the *Right of Interment* will be charged.

In an *At-Need* situation, the cost of the *Right of Interment*, together with the mandatory cemetery burial charges (referred to as the *Burial Administration Fee [BAF]*)- see Section 2.6 , together with any grave-digging costs, must also be paid before the burial.

*An invoice will be issued. The amount shown on the Invoice must be deposited into the Trust’s Account as soon as possible and prior to the time of burial*

## 2.4 One or two burials

The *Right of Interment* entitles the holder to a maximum of two interments within the burial site.

If it is planned that there will be a second burial in that plot, the Funeral Director should be informed. Advice will then be given to Cemetery staff to ensure that the digging of the initial grave is deep enough to provide for a second interment.

## 3. Costs

### 3.1 Right of Interment

The Table below shows costs of the purchase of a *Right of Interment* which are effective until 30 June 2022. These costs are gazetted annually by the Department of Health and are CPI-indexed.

SECTION	COST
LAWN	\$1,055
MEMORIAL (Denominational/non-denominational)	\$825
MEMORIAL ROSE (ASH) GARDEN	\$530

### 3.2 Burial Administration Fee (BAF)

The cost referred to as BAF covers the various statutory and administrative duties of the Cemetery associated with requirements before, during and after a burial, together with other matters such as post-burial removal of excess soil, levelling/filling/grave repair after rainfall, spreading of top soil, seeding, and if required, advice and assistance re plaque purchase and placement.

In the case of the Ash Garden, the BAF fee includes the interment of ashes.

SECTION	COST
LAWN	\$540
MEMORIAL (Denominational/non-denominational)	\$540
MEMORIAL ROSE (ASH) GARDEN	\$185

### 3.3 Grave Digging

**Grave digging costs.** The Cemetery pays a designated grave-digging contractor a set fee for the digging of a grave in the lawn or memorial sections. This fee is currently \$1,100.

The fee associated with the interment of ashes in the Rose/Ash Gardens, is included in the burial administration fee.

## 4. Plaques

The rules of the Buninyong Cemetery Trust (see the Buninyong Cemetery website [www.buninyongcemetery.com.au](http://www.buninyongcemetery.com.au)) require that all plaques affixed to burial sites “*must accord in size, colour and material with other plaques in that section of the cemetery.*” (Rule 2.2).

The process for ordering the bronze plaques through the Buninyong Cemetery Trust is detailed in section 4.2.

The design and cost of the standard plaques is shown in sections 4.1 and 4.3.

Granite plaques and/or granite vases must be ordered directly through a stonemason firm.

Following are details and examples of plaques suited to the various sections of the Buninyong Cemetery - the Denominational section, the Lawn section, the Ash/Rose Gardens (where cremated remains are interred), and the Dell of Memories. In the case of a burial in the denominational section usually a memorial involves use of a stonemason.

Plaque sizes and the number of lines, and letters (and spaces) per line vary for depending on the location in the cemetery.

All bronze plaques are to be installed by the Cemetery Trust. Installation is included in the cost of the plaque.

### 4.1 Plaque Specifications

#### 4.1.1 Lawn Section

In the lawn section plaques are affixed to the concrete beams at the head of each grave. There is a standard size – 381mm x 216mm.

Plaques may be either of bronze (ordered through the Cemetery Trust) or of black granite usually ordered through a local “memorial” firm.

An example of a standard 381/216 plaque for the Lawn Section is shown opposite. It consists of six lines. The top line may contain up to 32 letters and spaces, the name may have up to 26 letters and spaces, and a total of up to 40 letters and spaces can be used for each of the other four lines.

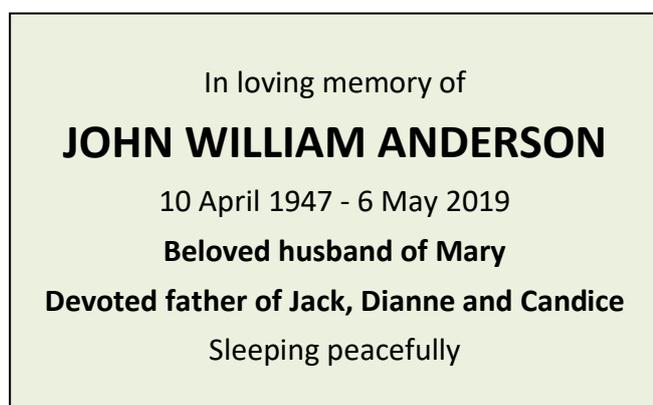


Figure 2: Example of a standard plaque for the Lawn Section (318mm x 216 mm)

Additional lines can be included for an additional cost (see table 3).

## 4.1.2 Memorial Ash Garden

In the Memorial Ash Garden, plaques are affixed to the concrete (or stone) edging and must be of bronze.

### *Single plaques*

In the case of a single plaque being ordered, the approved size is 178mm x 178mm.

Allowance for letters and spaces on a standard plaque is: up to 16 letters for a surname, 20 letters and spaces for other names, and up to 28 letters and spaces for each line of other text.

### *Dual Plaques*

Should 'dual' plaques be required, the dimension of each shall be 178m (width) x 102mm.

Allowances for letters and spaces: up to 19 letters for names, 28 letter/spaces for other lines of text.

## 4.1.3 The Dell of Memories

To commemorate persons buried or whose ashes are spread at places other than the Buninyong Cemetery, small plaques (150 mm x 75 mm) may be affixed by the Cemetery Trust to one of the memorial rocks in the Dell area.

An example of the 150/075 plaque in the Dell of Memories is shown opposite.

Figure 4: Example of a plaque for the Dell of Memories (150 mm x 75 mm)

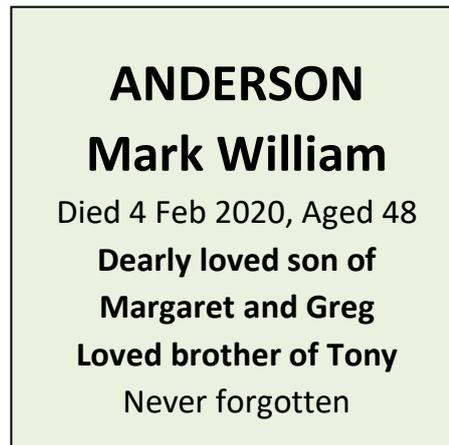
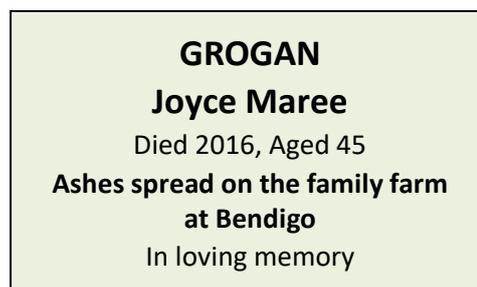


Figure 3: Example of a standard single plaque for the Memorial Ash Garden (178mm x 178 mm)



## 4.2 Ordering a Plaque

The following steps are involved in obtaining a bronze plaque and having it affixed to a grave site.

- (1) The detail required on the plaque is to be entered on a PLAQUE ORDER FORM included here as Appendix 2 (a copy of the form is also included on the cemetery website). A copy should be made and retained. It is strongly suggested that a practice run or two be done on another sheet of paper first. A mix of upper case (for surnames) and lower case usually works well.
- (2) Email the completed form to [buninyongcemetery@gmail.com](mailto:buninyongcemetery@gmail.com) or post to Buninyong Cemetery Trust, PO Box 528, BUNINYONG 3357.
- (3) An invoice then will be issued for the plaque (including any extra costs for additional lines, emblems, etc). The order will be placed with the foundry once payment is received at the Buninyong Cemetery Trust's bank account – *Bendigo Bank 633 000 Account 139 971 808* (also detailed on the invoice).
- (4) A proof of the plaque will be provided for your approval prior to the plaque's manufacture and installation. (Instructions also will be sought as to the placement position of the plaque at the head of the grave, as in some cases a second plaque may be later required).
- (5) When the plaque is received from the foundry, the client will be advised that installation – fee included in plaque cost – will proceed as per instructions.

## 4.3 Plaque Specifications and Costs

SECTION	Plaque Size (mm)	Std no of Lines	Max lines	First Line	Name (letters & spaces)	Other lines (letters & spaces)	COST (standard lines)
LAWN	381x216	6	14	32	26	40	\$730
ASH GARDEN							
SINGLE	178x178	12	16	n/a	16 surname 20 names	28	\$500
DUAL	178x102	7	10	n/a	19	28	\$420
DELL OF MEMORIES	150x76	6	8	n/a	19	28	\$325

**Table 3: Plaque specifications and costs**

*Cost of lines additional to the standard number outlined above - \$33 per line. Cost (effective July 2021) includes postage and installation.*

**Appendix 1:  
APPLICATION FOR RIGHT OF INTERMENT**



## APPLICATION FOR RIGHT OF INTERMENT

*A Right of Interment (RoI) is issued by the Buninyong Cemetery Trust under the provisions of Section 7.2, Part 6, of the Cemeteries and Crematoria Act (Vic) 2003.*

*Upon payment of the gazetted fee in full the Cemetery Trust will grant the sole and separate right of private or family interment (up to two bodies) into the designated piece of ground, subject to the rules and conditions pertaining to it.*

*In the event of a holder of the RoI being deceased and should there be an entitlement to a further burial in that piece of land, the right will pass to the second named Applicant, or to a person named (or failing that the principal beneficiary named) in the deceased's Will.*

### APPLICANT(S) DETAILS

Applicant 1	Applicant 2
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

### DETAILS OF PLOT FOR WHICH APPLICATION IS MADE

Cemetery Section:	Plot Number (if known):
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*Please return the completed form to the Secretary, Buninyong Cemetery Trust  
[buninyongcemetery@gmail.com](mailto:buninyongcemetery@gmail.com) or to PO Box 528 Buninyong, 3557.*

*On receipt of the application, the plot will be reserved and an invoice sent to the email address of applicant 1.*

*The Right of Interment will be issued and mailed to the applicant following receipt of the gazetted fee at the Cemetery Trust's Bank Account: Bendigo Bank, Branch No 633-000. Account No 139 971 808*

*If the fee is not paid within 60 days, the plot will be released.*



## PLAQUE ORDER FORM

**Your Details:**

<b>Name</b>				
<b>Address</b>				
<b>Phone</b>	<b>Home</b>		<b>Mobile</b>	
<b>Email</b>				
<b>Name(s) of Deceased</b>				

**Plaque Details:**

<b>Plaque Location</b>			
<b>Plaque Size</b>			
<b>Special Instructions (if any)</b>			
<b>Line 1</b>			
<b>Line 2</b>			
<b>Line 3</b>			
<b>Line 4</b>			
<b>Line 5</b>			
<b>Line 6</b>			
<b>Line 7</b>			
<b>Line 8</b>			
<b>Line 9</b>			
<b>Line 10</b>			
<b>Line 11</b>			
<b>Line 12</b>			
<b>Line 13</b>			
<b>Line 14</b>			

# Plan of Buninyong Cemetery



## Contact Details

The Secretary  
 Buninyong Cemetery Trust  
 PO Box 528, BUNINYONG VIC 3357  
 p: 0415 929 571  
 e: [buninyongcemetery@gmail.com](mailto:buninyongcemetery@gmail.com)  
 w: [buninyongcemetery.com.au](http://buninyongcemetery.com.au)