

THE GAP UNITING CHURCH CEMETERY REGULATIONS

Revision 1 - 7 September 2023

1. This document, effective from the date noted above, shall be read and interpreted as containing the most current and applicable Regulations of The Gap Uniting Church Cemetery and supersedes all previous regulations and amendments.

GENERAL

2. The cemetery is part of the property owned by The Gap Uniting Church, located at 1050 Waterworks Road, The Gap, Queensland. The Gap Uniting Church Cemetery is a sub-entity of The Gap Uniting Church (UCA – The Gap – ABN: 13 713 415 700)
3. For this document, The Gap Uniting Church shall be referred to as the Owner.
4. All management of the functions of the cemetery are managed by a representative of The Gap Uniting Church. The Gap Uniting Church charges a management fee to the Cemetery for the services performed.
5. For this document, the representative of The Gap Uniting Church shall be referred to as the Registrar.
6. For this document, those persons who wish to use the cemetery for Burial or of Interment of Ashes shall be referred to as Users.

PROCUREMENT OF RIGHTS

7. The Owner may grant Rights of Burial or Rights of Interment of Ashes to Users, upon application and payment of a fee.
8. In the case of the interment of ashes, such rights shall be for a period of fifty (50) years from the date of death of the niche user. At the end of this period, the User may apply to extend the term for a further period of up to twenty (20) years. Such application must be made in writing to the Owner who may accept or reject the application at their absolute discretion.
9. Applications are normally accepted only from worshippers in a Uniting Church congregation. However, rights may be applied for by others, if nominated by a member of a Uniting Church congregation.
10. After an application is approved by the Owner, and the required fee has been paid by the User, a certificate confirming that the rights have been granted shall be issued to the User by the Owner.
11. A burial right cannot be sold, however the burial rights holder can transfer the burial right for an unused grave or niche by application to, and approval from the Registrar. A transfer fee will apply.

RESPONSIBILITIES OF THE OWNER

12. All arrangements for burials shall be made through the Registrar. The Registrar shall arrange and attend upon the digging of graves by the Brisbane City Council, the Sexton of Toowong Cemetery.
13. The Owner must provide Users with the necessary application forms for grave and niche plaques.

RESPONSIBILITIES OF THE USERS

14. Users will be responsible for payment of all fees and charges to Undertakers, Crematoriums, Monumental masons, makers of memorial plaques, and the like.
15. A User will be required to accept responsibility for their section of the Cemetery. This includes:
 - granting of permission to others, chiefly relatives, to use that section for burial or the interment of ashes;
 - maintenance of monuments, memorials, plaques, concrete-work, and the like.
16. In the event of there being no such person willing to accept these responsibilities, the Rights of Burial or Rights of Interment of Ashes shall be considered to have expired.
17. For the interment of ashes, Users will be responsible for all arrangements for cremation and for delivery of the ashes container to the church, a week prior to the interment.
18. For burials, Users shall attend to the grave mounds after the burials, including:
 - Removal of all clay, rock, stones and other barren material;
 - Maintaining the grave mound in a neat and tidy state until, in the opinion of the Registrar, the earth has settled sufficiently to allow levelling and topdressing;
 - Supplying and installing turf and top-dressing to the grave area;
 - Finishing the surface of the grave area to the satisfaction of the Registrar.

MONUMENTS, MEMORIALS, PLAQUES, AND THE LIKE

19. Users who wish to erect a monument, memorial, plaque, or the like, or to add or modify any inscription to an existing monument, memorial, plaque, or the like shall obtain approval from the Registrar before such work is effected. The granting of approval shall be at the discretion of the Registrar.
20. All monuments, memorials, plaques, or the like shall be ordered by the Users through the Owner's approved Supplier/Manufacturer, in the format approved by the Owner.
21. The Registrar shall arrange for the installation of monuments, memorials, plaques, and the like. All new monuments, memorials, or the like shall be in the form of horizontal tablets set flush with the surface of the ground, without any other masonry surfacing over the grave area, wherever practicable.
22. Users who wish to erect a masonry wall, or the like around a grave shall apply for approval from the Registrar. The granting of approval shall be at the discretion of the Registrar. If approved, the Registrar shall define the boundaries of the grave area, prior to the work proceeding. A fee may be required.

23. If it is noted that an existing monument, railing, or the like is considered to be unsightly or unsafe, the Registrar will notify the relevant User. Upon notification by the Registrar, the User shall attend to the matter as expeditiously as possible.
24. In the case of additions or alterations to existing masonry or the approved construction of new masonry:
 - no mixing of concrete or placing of gravel or other materials will be permitted directly upon the ground;
 - after completion work, all unused materials shall be completely removed from the cemetery and all damage made good, to the satisfaction of the Registrar.

OTHER ITEMS IN THE CEMETERY

25. Standard small vases that can be affixed to niche plaques are available from the Owner's approved manufacturer of cemetery plaques and memorials.
26. The following items are not to be placed in or added to lawn graves or ashes memorials:
 - glass or metal containers
 - solar lights, or the like
 - potted plants
 - pebbles
 - windmills, sculptures, or the like
 - fencing
 - any type of planting in lawn graves area
 - any items in adjacent or unused niches.
27. Items as noted above, or the like, may be removed from the cemetery at the discretion of the Owner.

END OF DOCUMENT