RESERVING A NICHE AT
THE GAP UNITING CHURCH - WALL OF MEMORY

HOW TO MAKE A RESERVATION

Complete the attached application form (one per person) and submit it to the Columbarium Wall Registrar at office@thegapuca.org.au. If approved, an appointment with the Columbarium Wall Registrar will be required to select the niche(s).

The current fee for niches (as fixed by the Resource Mission Team) is **$2,100.00** per niche.
Please Note: This excludes the cost of the plaque, which the family orders and pays directly to the Church's approved plaque Manufacturer (Worssell & Co.).

After meeting and selecting a niche, the Registrar will send you an invoice which will contain the columbarium Certificate No.

Direct Deposit to: UCA – The Gap Cemetery Trust,
Commonwealth Bank, BSB 064174, A/c 10335675

A receipt will be issued upon receipt of payment.

HOW TO ARRANGE FOR THE INTERMENT OF ASHES

Notify the Columbarium Wall Registrar or Minister of death of person for whom reservation has been made, quoting the Certificate number, if known.

NB: During the Funeral negotiations, the Funeral home or the Crematorium staff will ask the relatives, as a routine enquiry, what arrangements are intended for the ashes. They should be advised that it is the intention to inter the ashes in the Wall of Memory at The Gap Uniting Church, which requires the ashes to be placed in the smaller sized container.

At this time, the responsible relatives should order the memorial plaque by completing the "Plaque Order Form" (as contained in this document) for a Cast Bronze plaque and lodge it with Worssell & Co. who will advise the cost involved. Plaques usually take six weeks to manufacture. Following payment to Worssell & Co., they will manufacture and deliver the plaque directly to the Registrar.

On receipt of information from the Crematorium that the container is available, the responsible relatives should arrange for its collection and delivery to the Registrar or the Minister at least a week before the interment.

The Registrar will notify the family when the plaque is delivered to the Church. Arrangements can then be made for (1) the blessing and placement of the ashes in the memorial wall by the Minister, if requested by the family), or (2) the ashes and plaque to be placed in the Cemetery by the Registrar.

CORRESPONDENCE

ALL correspondence to the Registrar or Minister, at address shown below:

The Columbarium Wall Registrar
Email: office@thegapuca.org.au
1050 Waterworks Road
The Gap QLD 4061
Telephone: (07) 3300 2712

Minister
Email: minister@thegapuca.org.au

CC NO: ……

THE GAP UNITING CHURCH
WALL OF MEMORY – APPLICATION FORM

Congregation Members: Complete Section A & B and return form to The Columbarium Wall Registrar
Non-Congregation Members: Complete ***Section A only*** and submit to the Columbarium Wall Registrar for approval.

SECTION A

☐ I am a congregation member of The Gap Uniting Church.
☐ I am *not* a congregation member of The Gap Uniting Church. My connection to the Church/The Gap community is as follows:

……

I hereby apply to the Resource Team/Columbarium Wall Registrar for approval to *(tick applicable box)*:

- ☐ Reserve a columbarium (niche) for future interment of ashes.
- ☐ Arrange for the interment of ashes.
- ☐ Reserve a columbarium for future placement of a memorial plaque (no ashes).
- ☐ Arrange for placement of a memorial plaque (no ashes).

The above to be in the Name of ***(full name)*** ……

Address ***(full details)*** ……

…… Postal Code ……..

Occupation …… Date of Birth ……

If the above person is deceased, please provide Date of Death: ……/……/……

APPLICANT'S DETAILS
Applicant's Name: ……..

Address ……

…… Postal Code ……

Telephone No …… Email Address ……

SECTION B

I CONFIRM THAT:

1) I will pay the Invoice in full, by the date stated on the Invoice; *and*
2) I agree to (i) arrange and pay for the order of the niche plaque (ii) using the Church's approved plaque Manufacturer, (iii) in the approved format agreed between the Church and the Manufacturer, and (iv) using the "Plaque Order Form" supplied by the Registrar.

Signature of Applicant …… Date ……/……/……

Forward this form to the Columbarium Wall Registrar

SECTION C – Registrar to Complete

LOCATION OF NICHE: Section …… Row …… Column ……

Memorial Plaque Order Form

To: Worssell and Co.
70 Mica Street
Carole Park
BRISBANE QLD
4300

Tel: (07) 3271 1544
Email: michele@worssell.com.au

Please supply one cast bronze memorial plaque, 140mm x 127mm (5 ½" **x** 5"), to the wording hereunder for installation on the **Wall of Memory in The Gap Uniting Church Cemetery**.

IN LOVING MEMORY OF

.....

DEPARTED THIS LIFE

.....

AGED ..... YEARS

"Quotation"

.....

.....

(The above template can be changed – consult Worssell & Co. for further details)

Signed .....

Worssell & Co will contact the person listed below *(person ordering plaque to complete)*:

Print Name ..... **Date** .....

Address .....

..... **Postal Code** .....

Contact No .....

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 internment 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 internment 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