

## Application to Update or Transfer a Perpetual Interment Right

Please send your completed form to: [transfers@rookwoodcemetery.com.au](mailto:transfers@rookwoodcemetery.com.au)

Allotment Details		
Zone	Section	Allotment

### Section 1: Current Licence Holder

Details of Current Licence Holder (required)					
<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
<b>Name</b>					
<b>Residential Address</b>					
<b>Phone</b>					
<b>Email</b>					

Details of Second Current Licence Holder (if more than one holder)					
<b>Title</b>	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
<b>Name</b>					
<b>Residential Address</b>					
<b>Phone</b>					
<b>Email</b>					

**1. Are you the current licence holder?**

- Yes, I am the current licence holder  
 No, I am an applicant for the licence holder

**2. If you answered yes to question 1, please complete the signatory information below:**

I/We, (as above details) request the Land Manager to (select one)

- Update Holder Detail: allow the abovementioned allotment details to be updated with the information below, as shown in Section 2.  
 Transfer Right to Another Holder: allow the abovementioned allotment to be transferred to the below mentioned person(s) , as shown in Section 2.

Current Licence Holder Signature			
<b>Holder 1 Signature</b>		<b>Date</b>	
<b>Holder 2 Signature</b>		<b>Date</b>	

3. If you answered no to question 1, please confirm your relationship to the licence holder, provide your details and complete the signatory information in the applicant details table below:

Applicant Details	
<b>Relationship to Deceased</b>	<input type="checkbox"/> Descendant <input type="checkbox"/> Executor
<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
<b>Name</b>	
<b>Residential Address</b>	
<b>Phone</b>	
<b>Email</b>	

I/We, (as above details) request the Land Manager to (select one)

- Update Holder Detail: allow the abovementioned allotment details to be updated with the information, as show in Section 2.
- Transfer Right to Another Holder: allow the abovementioned allotment to be transferred to the below mentioned person(s), as show in Section 2.

Applicant Signature	
<b>Applicant 1 Signature</b>	<b>Date</b>

## Section 2: Updated / New Holder Details

New Details of Licence Holder (required)	
<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
<b>Name</b>	
<b>Residential Address</b>	
<b>Phone</b>	
<b>Email</b>	

New Details of Second Licence Holder (if more than one holder)	
<b>Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other
<b>Name</b>	
<b>Residential Address</b>	
<b>Phone</b>	
<b>Email</b>	

- I/We have read the accompanying paperwork regarding the transfer or update of the perpetual interment right. I/We have attached required documentation, including identification.
- In relation to this update or transfer I/we agree that I have not made a profit, created a monopoly or exchanged money for the abovementioned allotment. I agree to be bound by the terms and conditions of the Cemeteries and Crematoria Act 2013, and those of the Land Manager, relative to the allotment and as amended by the Land Manager. I do hereby indemnify the Land Manager in every manner by reason of the said Land Manager having consent to the transfer.

New Holder Details Signature			
<b>Holder 1 Signature</b>		<b>Date</b>	
<b>Holder 2 Signature</b>		<b>Date</b>	

## Terms and Conditions of Perpetual Interment Right

### Interment Right

To ensure sufficient allotments are available for interments within Rookwood General Cemetery, the Rookwood General Cemeteries Reserve Land Manager (known hereafter as “the Land Manager”), operates under the following allotment conversation guidelines. These guidelines may be reviewed regularly, giving consideration to the rate of land consumption and adequate funding for effective site management and maintenance. The land is owned by the Government, the holder purchasing the allotment purchases the right of interment only.

A total of two (2) vacant allotments are permitted by each Interment Right holder and a total of two (2) holders can be named on each right of interment licence. The name of the holder(s) is then recorded in the cemetery registers and the holder(s) will be required to grant signed permission to the cemetery for all interments or monumental work.

Note: The Interment Right remains with the second holder when the first holder deceases and the licence cannot be updated without the approval of the remaining holder.

The Interment Right cannot be traded or sold. The Land Manager may refuse to grant, transfer or renew an Interment Right if in the Land Manager's opinion, the grant or transfer would tend to create a monopoly or encourage dealings in Interment Right. Allotments may not be resold to a second party in a private transaction. Should the Licensee no longer want the allotment(s), they may be repurchased by the Land Manager at the original price minus any cost necessary to return the site to its original condition.

### Allocation of Allotments

- Allotments will be allocated predominantly on an allotment by allotment, row by row basis to ensure that no allotments are skipped or missed.
- Some sections may require express permission from either a Church or Cultural Organisation before allotments can be allocated.
- All interment allotments are sold for a minimum of one (1) interment. Where practical double depth interments may be accommodated; however, this will be dependent on location and condition of the ground.
- Triple depth interments may be accommodated where practical; however, must be requested at the first interment.
- The purchase price of a burial allotment does not include any interment fees as interment fees cannot be pre-paid. Cremation allotments; however, include the first interment.
- All interments must be pre-arranged with the Land Manager's office.

### Interment Guidelines

- All interments will take place wholly within each allotment.
- No monuments or structures, which restrict access, are to be built over an allotment
- In compliance with the Work Health and Safety policies of the cemetery, any part of a monument or structure that restricts access to an allotment and prevents staff from safely excavating an allotment will need to be removed prior to interment. All costs relating to such removal are to be paid for by the Interment Right holder.

### Coffin Sizes

No rectangular caskets will be accepted larger than 6'6" x 26" (2011.68mm x 660.4mm) neat lid size (including handles) for wide allotments or 6'6" x 22" (2011.68mm x 558.8mm) for narrow earth allotments. Any variation to this rule will be determined by the Land Manager at the time of the funeral booking and may incur extra charges.

## In Between Interments

The Land Manager does not allow in-between interments. Monuments must be built only within the allotment(s) purchased.

## Public Interments

Public interments should be requested through a funeral director with approval from the NSW Health Department. Public allotments will be used for multiple interments and monuments are not erected over these allotments. The Interment Right for these allotments remains with Crown Lands and cannot be transferred to an individual or family of the deceased.

## Transferring or Updating a Right of Interment

The transfer or update of a Right of Interment will be required when:

- an application is made for interment in a grave; however, the holder(s) is(are) deceased
- an application is made for a memorial or inscription on the grave; however, the holder(s) is(are) deceased
- the holder(s) is(are) deceased, and a new holder would like to be registered
- the holder(s) decide to transfer the Right of Interment to another holder, or add joint holder
- the holder(s) change their name, address or contact details

An application for the transfer or renewal of an Interment Right must be in the form approved by the Land Manager and accompanied by the appropriate documents and applicable fees. Where a deceased holder did not leave a Will (intestacy) a death certificate will be required.

## Monumental Construction

No monuments are to be built that restrict interment access to an allotment.

The holder of the Interment Right must seek approval from the Land Manager prior to the erection, removal or renovation of a monument. Any contravention of the laws set out under current legislation and the Land Manager policies for monumental construction, may result in the removal of any unauthorised monumental work.

By nature of their construction, the opening of older (pre 1990's) monumental allotments can vary in both length and width which can affect coffin interments. For this reason, these allotments may require excavation to the base of the monument to allow measurements to be taken. Arrangements must be made prior to interment so the allotment can be assessed and the maximum allowable coffin size advised.

Plaques and memorials may be purchased, supplied and fixed in position by the Land Manager. Plaques and some memorials may also be supplied by external suppliers. To ensure the correct placement and appropriateness of such externally supplied products to a specific section within the Cemetery, written approval must be obtained from the Land Manager. Placement fees may be applicable. The Land Manager is not responsible for the quality of goods or workmanship from external suppliers.

**Conditions of sale for package licence purchases include the completion of your memorial within 3 months from the date of purchase. Inscription component is included in the interment price at the current pricing rate the time of interment. Extra charges may apply for additional characters, emblems or photos.**

## Non-English Inscriptions on Monuments

An additional fee may be applicable for inscriptions in languages other than English. An English translation certified by the Applicant will be required.

## Memorials

The Cemeteries and Crematoria Act 2013 allows the Land Manager to refuse permission to erect or remove anything placed on an allotment or memorial, if it would contravene the Land Manager's rules. The Land Manager reserves the right to consider variations to permit requirements, or to reject inappropriate designs and/or motifs and photos, as determined at its discretion.

The Land Manager takes no responsibility for the memorial or its future maintenance. The holder(s) of the Interment Right must be responsible for the future maintenance of such memorial at their own expense. The Land Manager is not responsible for the security, maintenance, or preservation of decorations, plantings, flowers, photos, monuments, or markers of any kind; this includes such items as photos that are included with memorial packages.

The holder(s) acknowledge(s) that should gravestones or other markers be placed in a manner that requires removal in order to accommodate future burials, such expense shall be the responsibility of the holder(s), or the estate of the holder(s).

The holder(s) should also be aware that to accommodate burials taking place in an allotment adjacent to their allotment(s), vases and/or ornaments from their allotment(s) may require removal to allow slabs, boards and/or soil to be placed temporarily on their allotment(s).

## Floral and Memento Policy

The holder(s) should be aware that to enable our staff to access all areas, and safely and effectively maintain our grounds the Land Manager may, without prior notification, need to remove and dispose of non-approved items such as decorations, plantings, flowers, monuments, or markers of any kind. Please see below regarding floral and memento guidelines for specific areas:

### Lawn Locations

- Fresh or dried floral tributes are welcomed in cemetery lawn areas.
- The placement of glass vases, receptacles, ornaments, photo frames, candles, toys or wind chimes are not permitted in lawn areas, as they can be a safety hazard for visitors and staff.
- Families are not permitted to install decorative borders, kerbing, pebbles, plants or similar around the perimeter of graves, as these may create a tripping hazard and impinge on our ability to carry out routine maintenance work such as grass cutting.

### Full Monumental Locations

- Fresh or dried floral tributes, glass vases or receptacles, ornaments, photo frames, candles, toys or wind chimes are welcome, provided that they are contained within the monument.
- Any unauthorised structures erected will be removed by cemetery staff.

### Mausoleum Complexes

- Fresh flowers, vases, receptacles or figurines are not permitted in the Mausoleum. Floral holders for the placement of fresh flowers are located outside the Mausoleum entrance.
- The burning of candles or other materials is not permitted in Mausoleum or crypt complexes.

## Use and Development of Cemetery

Any statement or reference concerning specifications, requirements, restrictions, controls, monumental dimensions, rights of interment, allotments, plaques, memorials, headstones, cemetery infrastructure (including but not limited to roads, gardens and cemetery facilities) or future plans for the development and/or use of any part of the cemetery contained in any document (including promotional brochures) is indicative only and may be varied by the Land Manager at any time.

## Payment

- Full payment will be required upon purchase and a licence will not be issued until full payment is received.
- Full payment will be required prior to each interment and the ordering of a plaque, headstone or monument.
- If payment is not received within 48 hours of receiving a submitted application, the Land Manager may terminate or cancel the application.
- The Land Manager accepts direct debit, cheque, VISA and MasterCard. Credit card transactions may incur an additional fee.

## Refunds

The Land Manager provides a full refund for all unused products and services as the current refund policy, less the current administration fee. To be eligible for a refund, the current Interment Right holder must provide the original burial licence, receipt and provide proof of identify of the proposed new holder in the form of drivers licence, pension card and/or passport. The interment site must be vacant. Any memorial on or over the interment site must be removed.

## Complaints and Feedback

We encourage any complaints and feedback to be provided to our Client Services team. We will endeavour to respond to complaints within 10 business days.

## Legislative References:

- Cemeteries and Crematoria Act 2013
- Cemeteries and Crematoria Regulation 2014
- Crown Land Management Act 2016
- Crown Land Management Regulation 2018
- Probate and Administration Act 1898
- Public Health Regulation 2012
- Rookwood General Cemeteries Reserve Land Manager's Monumental Policy 2009

I have provided/explained the above terms and conditions, and to the best of my belief the holder(s) understood the nature and effect thereof and/or; I have offered the holder(s) translation of the above terms and conditions which they have declined.

<b>Rookwood Consultant Name</b>	
<b>Rookwood Consultant Signature</b>	
<b>Date</b>	

I/We have read and understand the above terms and conditions; and acknowledge the information I have provided to the Land Manager is true and correct.

<b>Licence Holder 1 Name</b>	
<b>Licence Holder 1 Signature</b>	
<b>Date</b>	

<b>Licence Holder 2 Name</b>	
<b>Licence Holder 2 Signature</b>	
<b>Date</b>	