



Stonemason Fact File

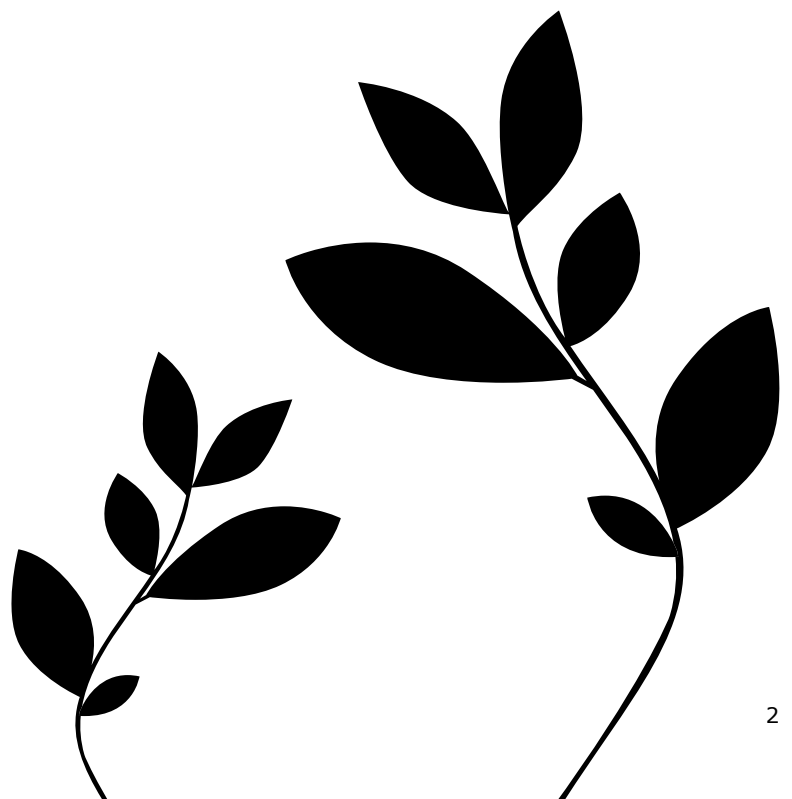


**The Greater Metropolitan
Cemeteries Trust**

Lasting memories, peaceful places.

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About GMCT

The Greater Metropolitan Cemeteries Trust (GMCT) is a self-funding organisation that cares for 19 cemeteries and memorial parks across greater metropolitan Melbourne.

Each year, GMCT helps more than 15,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services. A variety of different memorialisation products and services are available to give families and future generations peace of mind.

GMCT is committed to sustainability and maintaining these beautiful, restful places to preserve and protect the memories they hold.

About this Fact File

The GMCT Stonemason Fact File provides information about the types and sizes of memorials that are permitted in these cemeteries and parks.

It includes:

- occupational health and safety (OHS) requirements
- requirements for stonemasons
- construction requirements (Australian Standard 4204:2019 Headstones and Cemetery Monuments)
- stonemason application checklist
- stonemasonry permit definitions
- area specifications.

It also includes extracts from the Cemeteries and Crematoria Act 2003 and the Cemeteries and Crematoria Regulations 2015. These extracts – and the GMCT stonemason requirements – contain the legal authority for many of the guidelines and procedures outlined in this Fact File.

Part A of the Fact File will be updated periodically. Part B will be updated regularly with new areas and when specifications are confirmed for older areas.

The following key documents are available at gmct.com.au/stonemasons:

- CCAV Application to Establish or Alter a Memorial or Place of Interment form.
- GMCT Product and Services Guide.

> **Find out more: call 1300 022 298 or email stonemasons@gmct.com.au**

Key terminology

Monumental mason or person conducting the works

Stonemason, their contractors, sub-contractors and employees.

Applicant

Person who is making this permit application – the Holder of the Right of Interment or their authorised agent.

Interment

The burial or entombment of human remains or of cremated human remains.

Right of Interment

A legal entitlement to inter human remains, or cremated human remains, in a particular grave or cremation memorial and to arrange memorialisation.

Holder of the Right of Interment

The person or persons who have been granted the right to interment; the 'owner' of the grave or cremation memorial.

Memorial

Monument, tombstone, grave marker or headstone identifying a grave or graves; can also refer to a nameplate (plaque), name bar or inscription identifying a crypt or niche.

Stonemason

Includes stonemasons, contractors, sub-contractors and other employees.

OHS requirements (CM3)

GMCT is committed to providing and maintaining a safe and healthy environment for its employees, stonemasons, contractors, visitors and members of the public.

Requirements for stonemasons working on site

For the purposes of this document, the term 'stonemason' includes (but is not limited to) stonemasons, their employees, their contractors, their sub-contractors and all personnel working directly or indirectly for GMCT or on grounds that are under GMCT control.

GMCT uses the CM3 Contractor Management OHS prequalification system to ensure that stonemasons will work in a way that keeps everyone safe. Stonemasons must satisfy and maintain their annual prequalification requirements of the system.

When working onsite at a cemetery, stonemasons must have with them (ready for on-the-spot inspection):

- the approved permit
- Safe Work Method Statement (SWMS) – specific to the allocated permit
- licences
- evidence of sling/chain inspections.

GMCT reserves the right to conduct spot-check audits to ensure these items are produced on request.

GMCT may also inspect memorials during construction to check if they comply with GMCT conditions of application.

About CM3: the OHS prequalification system

Stonemasons must apply to be a GMCT-approved stonemason and part of that process is CM3 certification.

The GMCT online OHS prequalification system for stonemasons – CM3 Contractor Management – is the way that stonemasons and their organisations validate that they can manage health and safety on site. This allows GMCT to meet its legal duty of care.

Achieving and maintaining CM3 prequalification also helps stonemasons to review and improve their own safety management processes.

> Find out more: visit cm3.com.au or email OHS@gmct.com.au

All contractors must sign in via QR code to CM3 OnSite. CM3 OnSite assists in managing contractors in the grounds, ensures inductions are complete and up to date, and enables GMCT to contact contractors in the grounds via SMS if required.

QR code signs can be found at the entrance of each site and in Part B of this Fact File.

Works Coordinator phone numbers will still be listed on stonemasonry permits as a backup contact.

All incidents of non-compliance with CM3/OHS (via reports to GMCT or by GMCT) will be investigated. This may result in a corrective action report. If non-compliance is serious, works may be suspended and permission to work at GMCT sites withdrawn.



GMCT Monument Safety Program

The GMCT Monument Safety Program includes inspections of memorials to make sure that sites are safe for visitors and stonemasons.

If a memorial is reported to be unstable or sub-standard, a GMCT OHS Coordinator will conduct an inspection. Findings will be reported to the Stonemason Permit Officer, who will review the permit application and take required action.

GMCT encourages stonemasons to report hazards that they find on site, including memorials that are potentially unstable.

GMCT requirements for stonemasons

1. Mailing list and change of contact details

Once a stonemason has achieved CM3 certification and becomes GMCT-approved, they will be placed on the GMCT stonemason mailing list.

Stonemasons must notify GMCT of any changes to their contact details.

2. Applications

Stonemasons must obtain a permit from GMCT before they commence work on GMCT properties.

This includes works done under Victorian Managed Insurance Authority cover.

Submit applications on the right form

Applications for permits must be submitted electronically on an *Application to Establish or Alter a Memorial or Place of Interment* form. This form can be downloaded from the Department of Health at: health.vic.gov.au/publications/application-to-establish-or-alter-a-memorial-or-place-of-interment or via a link at gmct.com.au/stonemasons.

From 1 September 2023 all permit applications must be submitted in digital format (via email).

For assistance: email stonemasons@gmct.com.au

> **Find out more about the form: visit ccav.org.au**

Use only metric measurements

Only metric measurements (cm and mm) will be accepted in applications for memorial installations and alterations.

Include all supporting documents

Processing will be faster if the application form is filled in correctly and legibly, and all supporting documents are provided.

Note processing time

The Cemeteries and Crematoria Act allows GMCT up to 45 calendar days to process applications.

The 45-day period commences from the date GMCT receives the permit application. Payment must be received within this 45-day timeframe.

If an application is rejected, the 45-day processing period will start again from the time of re-submission.

Advice is available

If a proposed memorial is unusual, or there is some doubt as to whether it is acceptable, GMCT will be happy to advise on whether a permit may be issued. This advice is a guide only and does not guarantee acceptance of a permit application.

> **Find out more: email stonemasons@gmct.com.au**

Provide the right information

An application will be rejected if:

- metric measurements (cm and mm) are not provided
- correct information is not provided
- insufficient information is provided (for example, missing Holder of the Right of Interment details, measurements or inscription translations, no fee listed, incomplete location details, no signature or date)
- the application does not meet GMCT guidelines and specifications as detailed in this Fact File.

Provide consent from all holder(s) of right

In March 2022, the Cemeteries and Crematoria Act was amended to include changes to who can consent to establish or alter a place of interment.

This change means that jointly held rights (Right of Interment) must be exercised jointly unless one or more of the joint holders cannot be found after diligent enquiries have been made.

It means in circumstances where the holder of right is deceased, the Right of Interment must be updated before it can be exercised. This amendment also means the applicant (person who completes the interment paperwork) is no longer able to commission a stonemason to complete work.

Updates or variations to the Right of Interment must be completed before a stonemason can apply for a permit.

If the rights holder cannot be located, the family will need to provide GMCT with evidence of diligent enquiry before they can make an application to update the Right of Interment. Diligent enquiries include:

- attempting to contact rights holders with contact details on record
- searching via the internet, social media and phone directories
- placing an advertisement in a local newspaper or other prominent local publication.

To update the Right of Interment, families should use the appropriate Variation to Right of Interment form as required, available at: gmct.com.au/stonemasons. If they need the form explained to them, they should contact GMCT Customer Care on 1300 022 298. There is no fee for updating the holder of right where the currently listed holder is deceased.

> **Find out more: email enquiries@gmct.com.au or call 1300 022 298**

> 3. Signs and branded logos

All foreign language inscriptions must be accompanied by an English translation.

The responsibility for checking copyright of symbols and/or logos belongs to the Holder of the Right of Interment, and they are liable for any loss or claim arising from any third-party copyright or intellectual property infringement. The issuance of a stonemasonry permit does not imply GMCT has confirmed the appropriate copyright or intellectual property consents.

Military, police and government symbols and logos are strictly controlled. Please contact the relevant body (for example, the Office of Australian War Graves) for information about their use.

4. Location

Applications must include full details of the location, for example:

FMP-MERG-D-026 or Fawkner Memorial Park – Merlynston Grove – Row D – Grave 26.

5. Site assessment and photographs

The onus and responsibility for checking the specific dimensions and details of each monument location sits with the stonemason. GMCT recommends the stonemason does a pre-plan physical check of locations. Part B is a general dimension guide only.

Photographic evidence is required

As per the CCAV Application to Establish or Alter a Memorial or Place of Interment form, the person conducting the works is required to provide date-stamped photographs of their work at the following stages as requested by GMCT:

- **Completion of excavation:** to show that depth meets requirements and standards; a scale measure (such as a tape measure) should be used to demonstrate depth to requirements and/or AS 4204:2019
- **Dowel stage:** to show that dowels meet requirements and/or Australian Standard 4204:2019
- **Final completion:** to show the site has been left in an appropriate manner required by the Trust.

Onus and responsibility for record management of photographs (in addition to normal permit application records) sits with the stonemason.

Site assessment and pegging of sites

Several GMCT cemeteries require one week's notice before works are conducted to allow GMCT Regional Works Coordinators to peg the site. These are:

- Burwood Cemetery
- Healesville Cemetery
- Yarra Glen Cemetery
- Emerald Cemetery

Call the contact listed on the permit to arrange this.

6. Fees and payment

A list of fees can be found in the product and services guide located at gmct.com.au/stonemasons.

(The most up-to-date version will be on the website.)

All permit applications must list the applicable fee. The application fee will be charged via invoice, issued after the application has been reviewed and approved. A receipt of payment will be issued to the stonemason (or family if invoiced directly) after the payment is received.

Payments for issued permits are non-transferable. Refunds may be provided on a case-by-case basis in accordance with the Australian Consumer Law.

Payments can be made via BPAY or credit card as detailed on invoices.

> **Find out more: visit gmct.org.au**

7. Contract

The issuance of a permit creates a contract under which stonemasons agree to abide by the conditions of the application, the permit, the Cemeteries and Crematoria Act, the Cemeteries and Crematoria Regulations, Australian Standard 4204:2019 and GMCT requirements as outlined in this Fact File and as otherwise advised by GMCT to the stonemason from time to time.

8. Permits

When an application is approved, a permit will be issued by email. The issuing of a permit does not constitute an admission of GMCT's liability for defects in design, construction, workmanship or materials.

Stonemasons working on a memorial at any GMCT site must always have a copy of the permit with them. If the permit cannot be produced on request, they will be required to stop work.

Memorials must be built according to the plan submitted with the permit application. A memorial that does not meet the requirements of the permit or is not in accordance with the approved plan will be considered non-compliant.

The stonemason is responsible – at their own cost – for rectifying the memorial so that it meets the approved permit conditions.

The timing of this rectification will be agreed on during communication about the non-compliance breach.

If the stonemason does not rectify the memorial in the agreed timeframe, and in line with approved permit conditions, GMCT will invoke the review of registration process (see Section 11: Review of registration).



9. Permit expiry

Permits for memorial works expire 12 months from the date that the permit is issued. All works must be completed before the expiry date. If this does not occur, the stonemason must apply for the permit to be renewed and pay additional fees. A memorial that is not complete by the time the permit expires will be subject to any new regulations introduced.

10. Behaviour

Stonemasons are expected to display behaviour appropriate to the cemetery environment. Inappropriate behaviour includes, but is not limited to, loud noise including music, running, shouting and offensive language.

GMCT requires stonemasons to stop construction when working close to a funeral service, at approximately 200 metres or as instructed by a GMCT staff member. Right of way must always be given to funeral traffic and all instructions given by GMCT staff are to be followed.

Stonemasons must act in accordance with the provisions of the Cemeteries and Crematoria Act and Cemeteries and Crematoria Regulations, and the Regulations made by the Trustees.

Leaving the site in an unacceptable state is a serious breach of GMCT policy. Stonemasons are responsible for the removal of their own waste, rubbish and excess materials. This includes cleaning the site and its surrounding areas before exiting. Heavy machinery causing damage to pathways and grounds must also be repaired by the stonemason before exiting. Dumping of excess materials into memorials or on site is not permitted.

11. Review of registration

A stonemason's registration may be reviewed by GMCT for:

- an excessive number of complaints about workmanship or performance, as determined by GMCT
- inappropriate conduct
- breaches of CM3/OHS compliance
- breaches of GMCT policy.

Depending on the severity of the breach/complaint, GMCT may take the following steps:

- first breach reported to GMCT: a GMCT officer will conduct a recorded telephone interview with the stonemason; a verbal warning will be issued.
- second breach reported to GMCT: a GMCT officer will conduct a recorded telephone interview with the stonemason; a written warning will be issued.
- third breach reported to GMCT: a GMCT officer will conduct a recorded telephone interview with the stonemason; a corrective action may be issued.

GMCT reserves the right to issue a corrective action or to cancel registration of any stonemason found to be in serious breach of policies or the Cemeteries and Crematoria Act and applicable Regulations.

12. Advertising

A manufacturer's nameplate may be placed on the memorial. It must not be larger than 100mm x 70mm and it may contain only business name, address, telephone number and email address. Letters must be no more than 12mm high.

In accordance with the Cemeteries and Crematoria Act and the Cemeteries and Crematoria Regulations Part 7 (35):

"A person must not, in a public cemetery, initiate unsolicited contact with another person for the purpose of promotion or marketing of the supply of goods or services relating to the interment, cremation or memorialisation of the dead."

GMCT will issue instruction to remove and correct any nameplates that do not comply with the rules.

Touting is strictly forbidden.



GMCT construction/ materials requirements

1. Construction/ materials

All memorial work must comply with Australian Standard 4204:2019 Headstones and Cemetery Monuments and GMCT requirements.

Safety

During monumental construction works, the stonemason is responsible for maintaining the safety and presentation of the site. Cover boards can be supplied by GMCT on request and used for the temporary cover of incomplete foundations or monumental works.

Materials

Monuments must be constructed of granite, marble, cast concrete or other durable masonry. Construction in brick, concrete block, plastic, timber or fibreglass is not permitted.

Trim items may be of brass, copper, bronze, aluminium, stainless steel, wrought iron, other durable metals or acrylic. Mild steel, whether black galvanised or plated, and glass, are not permitted.

Ashlar

Ashlar is required in sections where GMCT provides common foundations. Each joint in the ashlar must be fixed with stainless steel cramps.

Ashlar components are to be placed directly onto mortar mix. In areas where foundations are not level, mortar can be used to acquire level. Components may be used within mortar mix to ensure maximum rigidity.

Ashlar must be:

- clearance: 800mm minimum internal clearance so that future burials are not impeded
- height: 70mm minimum – 150mm maximum
- thick: 125mm minimum.

When a walkway is requested between two monuments side by side, 1180mm wide ashlar may be used. This will not be permitted if no walkway is to be installed.

Kerbing

70mm thick kerbs can be used subject to the following conditions:

- the ledger overhangs the kerbings
- the ledger and kerbings carry no load other than the usual small ornaments such as vases and/or plaques
- each joint in the kerbs is fixed with a stainless steel cramp and a 12mm diameter stainless steel pin or similar approved material, with a minimum penetration into each stone of 70mm
- the joints are made with approved gap filling epoxy adhesive or similar approved high strength cement mortar mix.

125mm thick kerbs or greater can be used if the following conditions are met:

- the ledger must be a minimum of 850mm wide and 70mm thick
- ledger placement requires a minimum 25mm surface area placement on both kerb sides and footstone
- rustic kerbs must be recessed to accommodate a minimum 25mm surface area placement on both kerb sides and footstone
- a suitable spacer must be inserted between the kerb and ledger to ensure a 3mm gap is maintained
- the ledger seal on both kerbs, or on back stone, requires a minimum 100mm length of open seal area to allow for expansion of air.

A 450mm maximum combined height (of ashlar, kerbs and ledger) from foundation level is permitted.

(This maximum height does not include excess mortar required to cater for uneven foundations.)

A 550mm maximum combined height is permitted with prior written permission from GMCT for:

- new monuments built in vault sections
- Northern Memorial Park, sections Sturt and La Trobe
- review based on area harmony (on request).

GMCT considers the harmony of areas at all times. Harmony means in keeping with the existing area. Builds in new areas must conform strictly to this Fact File

> **Find out more: call 1300 022 298 or email stonemasons@gmct.com.au**

Headstones and ornaments

Minimum headstone thickness has been changed from 70mm to 75mm, to bring it into line with Australian building standards.

Freestanding headstone thickness should be:

- up to 900mm high: 75mm thick minimum
- over 900mm high: 100mm thick minimum

Inscription panels should be:

- 70mm thick minimum for chapel designs
- 20mm to 30mm thick within a chapel design.

Each joint in the construction of the headstone must be dowelled with two units x 12mm diameter stainless steel pins or similar approved material, with a minimum penetration into each stone of 70mm.

Headstones with pillars must be dowelled to each other and to the back stone or base. A headstone base may not exceed 400mm depth on monumental graves. All jobs should be fore pointed (grinded back) to ensure joints properly adhere if cement joints are being used.

Ornaments such as vases and candle boxes must be set back a minimum of 400mm from the front of the ledger.

Additional requirements and exclusions

Pre-dig required

Pre-dig before first burial interment may take place at the family's request.

- > **Find out more: contact GMCT to organise a pre-dig on request.**

Islamic traditional burials

If a memorial is erected at a location before the last interment and the grave requires re-entering, the memorial must be fully dismantled before the burial. The holder of right is financially responsible for this removal.

Exhumation

Full dismantling of the memorial will also be needed in the case of an exhumation. The holder of right is financially responsible for this removal.

Non-standard memorial components

GMCT may require removal of non-standard memorial components (for example, ornate ledgers or side walls) by an external stonemason before burial. This is for designs that may impede future interments or safe ledger removal. GMCT may require the family to provide a statutory declaration stating their understanding of these requirements with the permit application. The holder of right is financially responsible for this removal.

Chapels

American chapel designs are not permitted.

Chapels of more than 400mm in length are also not permitted.

Inscriptions, plaques and designs

Inscriptions, plaques and designs are not permitted on the rear side of a monument or headstone.

Non-English inscriptions or wording require an English translation.

Mausoleums

Plaques, inscriptions and designs must be in harmony with the surrounding designs. Some areas require specific designs, including font and text size. Stonemasons must inspect the area and/or contact GMCT to confirm before submitting an application.

Crypt shutters must be removed from the site for work.

War graves

War graves cannot be built or modified without written consent from the Office of Australian War Graves. Permission should be sought from them directly.

- > **Find out more: call 1300 022 298 or email stonemasons@gmct.com.au**

2. Australian Standards

The standards ensure that once a memorial is erected it will remain in good structural condition, with minimal maintenance, for perpetuity. These standards are minimum requirements.

Stonemasons bear the full responsibility for compliance with building standards. Memorials will be designed and constructed in accordance with Australian Standard 4204:2019. Where there is any conflict between the standard and information in this Fact File, the document that has the higher standard should be used.

GMCT has a duty of care to the public to ensure that memorials are constructed safely, and it is expected that each construction will have a minimum serviceable life of 50 years (AS 4204:2019, section 1.4.30).

3. Types of construction

Different types of construction have different requirements:

- **monumental:** GMCT does not permit construction of a headstone and base in a full monumental area with common foundations
- **headstone:** memorials must consist of a vertical headstone on a base
- **plaque:** plaque sizes differ between different GMCT sites and areas.

4. Size

The size of memorials will depend on the area (see Part B). A grave or plot size may vary across GMCT sites, and plot size differs from the size of monument allowed.

GMCT takes the harmony of areas into consideration at all times. Harmony means in keeping with existing area. Please note builds in new areas will need to conform strictly to the Fact File

Stonemasons must conduct a site check and confirm actual sizes before they submit an application.

It should be noted that 'maximum height' includes all crosses and ornaments.

5. Foundations

In most new areas GMCT has installed common foundations. In areas without common foundations, stonemasons must build them to the Australian standards.

Excavated foundations must not be left unattended by stonemasons without being safely covered or safely barricaded off. The stonemason is responsible for the safety of the site at all times and must supply all required materials or request them from GMCT as needed. Advanced notice is required for these materials to ensure GMCT can accommodate the request.

6. Numbering

The grave location identity, including the section, row and grave number and/or letter (where applicable), must be permanently engraved into the memorial. For example, Roman Catholic section 1, row 12, grave number 64 must be engraved as: RC1-12-64.

7. Working hours

Memorial work may only be carried out between 7.00am and 5.00pm Monday to Friday. Stonemasons may apply for a weekend or public holiday work permit where required.

Stonemasons are required to use the QR check-in codes on site on arrival.

Work must be stopped temporarily if it interferes with a funeral or other cemetery operations (a distance of approximately 200 metres applies).

GMCT accepts no responsibility for the effects of any 'stop work' orders issued by GMCT to a stonemason.

For remote unstaffed sites, if the stonemason requires GMCT staff to open gates for access, stonemasons must phone 24 hours before to book in time for staff to attend.

8. Damage

GMCT appreciates the support of its industry partners (stonemasons and funeral directors) and encourages reporting of all damage incidents to monuments or grounds, regardless of who created the damage or when. This enables GMCT to inspect and rectify, in consultation with the appropriate parties.

Stonemasons are required to report all damage inflicted to any monument or area of the cemetery, in the carriage of their work, including monuments, pathways, lawns and grounds generally.

9. Motor vehicles

Motor vehicles must not exceed the recommended speed of 30km per hour on GMCT property. Driving is permitted on defined roads only. GMCT's nominated site officer may, under certain conditions, give approval for a vehicle to be driven off the road.

If a stonemason needs to perform craning activities next to a road, a traffic management plan will be required.

10. Cranes

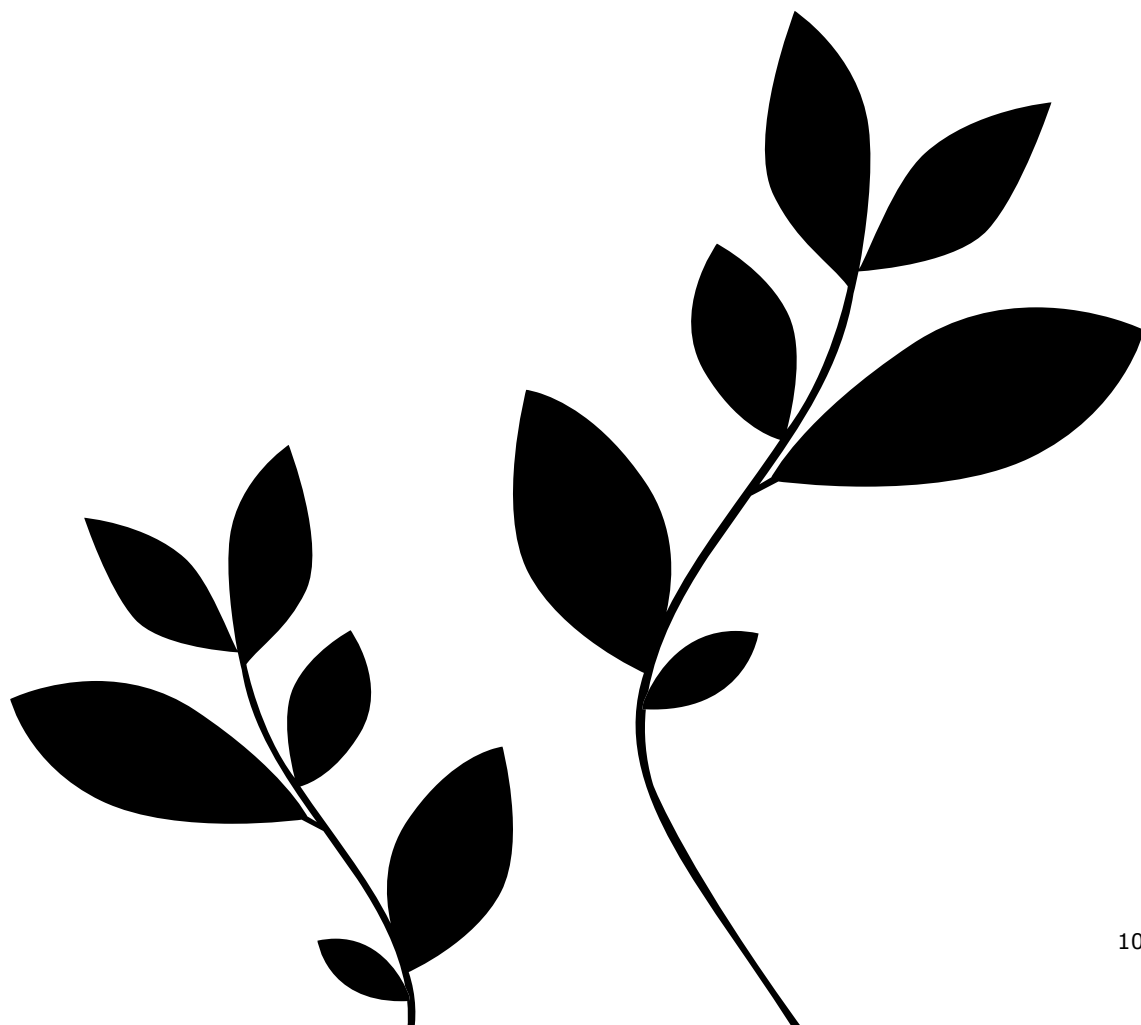
Cranes may be used if GMCT is given 24 hours' notice. Crane operators must have the appropriate licences. Surrounding memorials, roads, lawns and gardens must be protected from damage caused by stabiliser legs and wheels. The stonemason is responsible for the provision and operation of signage and traffic control. This includes traffic detours and flagmen for traffic management. Traffic management and signage must meet all current accepted safety standards (Australian standards).

No road can be totally closed by the use of a crane without prior approval from management and a minimum of one week's notice.

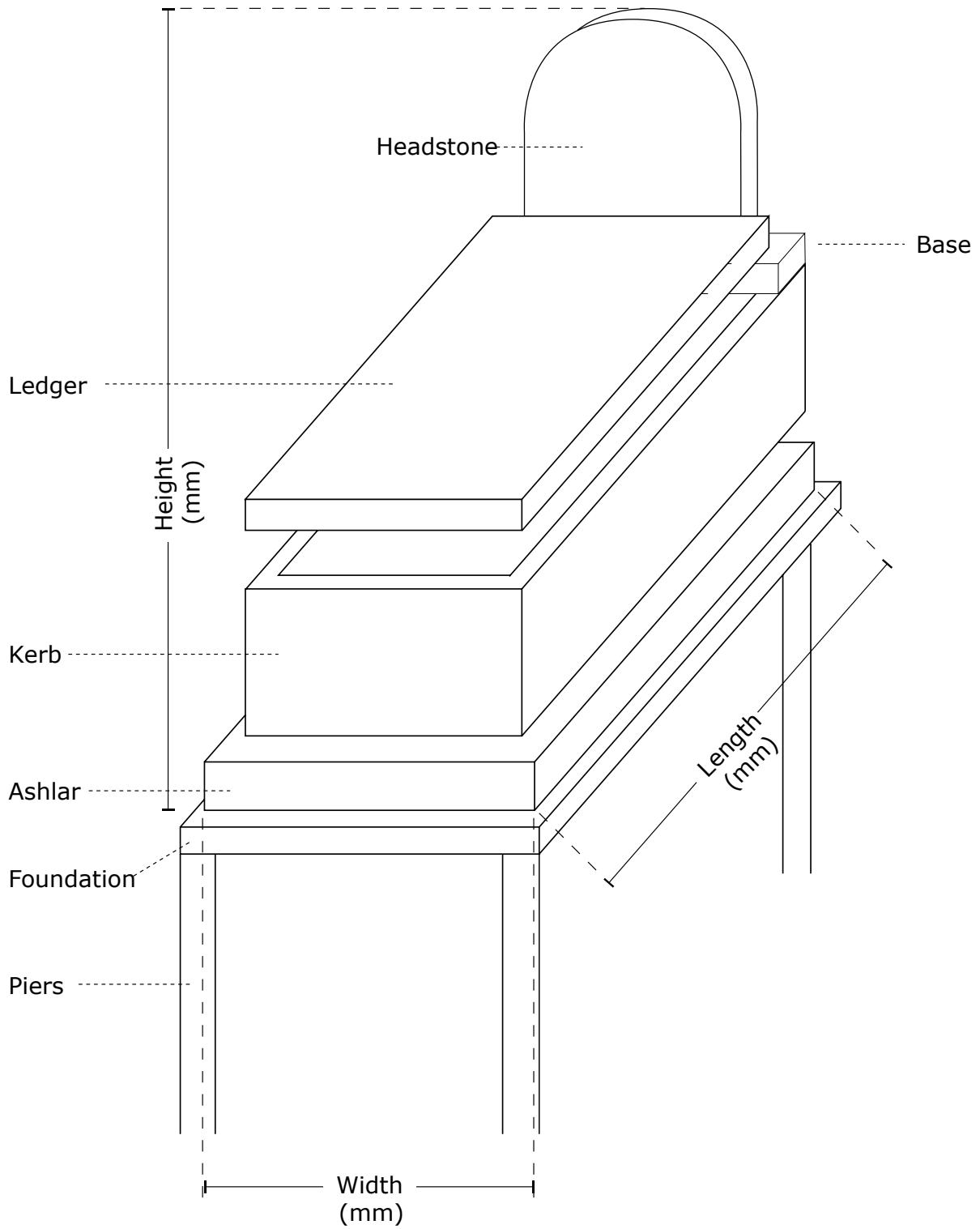
11. Disposal of waste

Waste such as soil, cardboard boxes and construction material is to be disposed of responsibly by the stonemason. Clean up and presentation of the site being worked on is the responsibility of the stonemason. Dumping of waste into a memorial or on GMCT grounds is strictly forbidden and is a serious breach of GMCT policy.

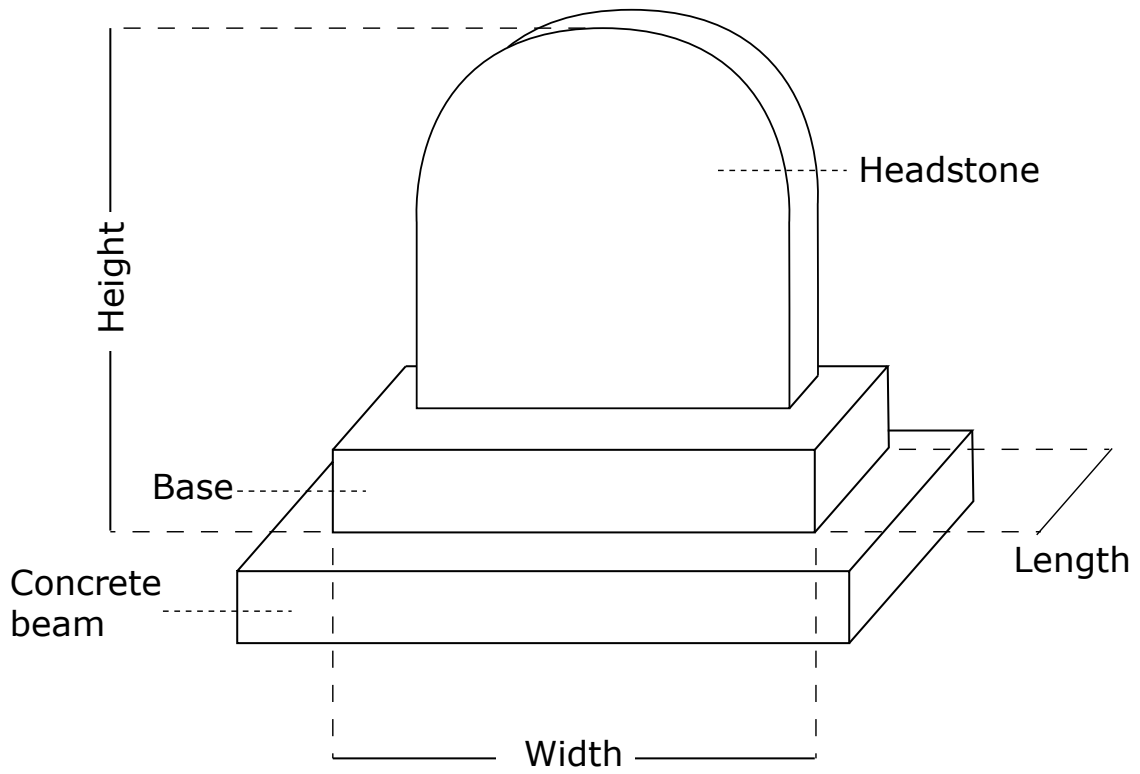
> **Find out more: contact the Works Coordinator listed on the stonemasonry permit**



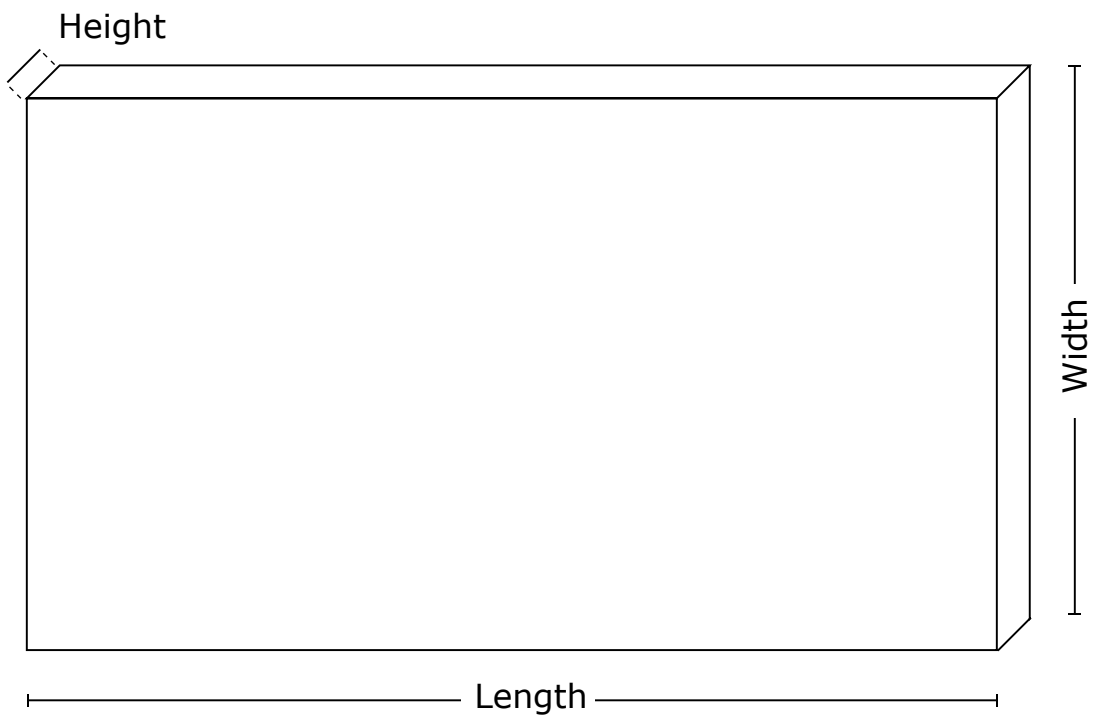
12. Monumental components



13. Headstone components



14. Plaque components



Stonemason permits: definitions

If there is doubt about which permit to apply for, or a need for assistance, GMCT can discuss specific requirements.

> **Find out more: call 1300 022 298 or email stonemasons@gmct.com.au**

Additional inscription and/or photograph

Addition of new text to an existing monument, headstone, base and/or addition of a single ceramic photograph. This must be done without removing the memorial. If a memorial needs to be removed for inscription, a minor or major renovation application is required.

Additional inscription – contiguous grave

An additional fee applies to inscription works on a contiguous memorial (that is, a memorial that spans two or more graves). A fee is applicable for inscription works on any contiguous plot.

Minor renovation

Works including minor repairs, renovations or alterations must be done without removing the memorial from site. If a memorial needs to be removed from site, a major renovation or new build application is required.

- Repairs include surface re-polishing, scratch repair, chip repair, crack repair and re-grouting.
- Restorations include joint, hinge or lock replacement for chapel doors, candle box, headstone replacement (of same dimensions), ledger removal and replace (of same dimensions) and flower vase re-positioning.
- Alterations include addition of flower vases and statuettes.

Minor renovation – contiguous grave

An additional fee applies for minor works on a contiguous memorial (a memorial that spans two or more graves). A fee is applicable to any contiguous plot where works will occur.

Major renovation

This is major repair, restoration or alteration work conducted where there is a need to remove the memorial or part of the memorial from site. It can include:

- any substantial piece of the monument removed for the purpose of repair or replacement of the monument and/or foundations
- any alteration that changes the physical characteristics of the monument, including size, shape, access or other dimension.

The removal of an old memorial and replacement with a new memorial is not considered to be a renovation. Removal of multiple substantial pieces of a memorial is also not considered to be a renovation. These are deemed to be new constructions.

Major renovation – contiguous grave

An additional fee applies for major works on a contiguous memorial (a memorial that spans two or more graves). A fee is applicable to any contiguous plot where works will occur.

Headstone – with existing foundation

This covers installation of a new headstone with or without a base on to a common foundation concrete beam and includes the installation of vase blocks.

Headstone with existing foundation – contiguous grave

An additional fee applies for works on a contiguous headstone memorial (a memorial that spans two or more graves). A fee is applicable to any contiguous plot where works will occur.

Headstone without existing foundation

This covers installation of a new headstone with or without a base and associated foundations, and includes the installation of vase blocks.

Headstone without foundation – contiguous grave

An additional fee applies for works on a contiguous headstone memorial (a memorial that spans two or more graves). A fee is applicable to any contiguous plot where works will occur.

Monument with common foundation

This is installation of a new monument on an existing common foundation; ashlar is required.

Monument with common foundation – contiguous grave

An additional fee applies for works on a contiguous memorial (a memorial that spans two or more graves). A fee is applicable to any contiguous plot where works will occur.

Monument without existing foundation

This covers installation of a new monument (headstone, kerbs, ashlar) and associated foundations.

Monument without existing foundation – contiguous grave

An additional fee applies for works on a contiguous memorial and its foundation (a memorial that spans two or more graves). A fee is applicable to any contiguous plot where works will occur.

Mausoleum crypt shutter

This covers inscriptions, plaques or change of ornaments for a crypt shutter. Standard crypt shutters can be removed by GMCT on request. Oversized shutter removal must be done by stonemasons.

Plaque – affixing of base plaques (lawn)

This covers replacing or fixing of a plaque to an existing beam, desktop, or plaque area.

Plaque – stonemason to affix externally supplied plaque

This covers replacing or fixing of a plaque along with installation of a base, wedge or desktop.

It also includes installation of a plaque to an existing or new memorial within a monumental or headstone section.

Plaque – GMCT staff to install an externally supplied plaque

This covers GMCT installing an externally supplied plaque to a base in the lawn area only.

Weekend permit (up to four hours)

An additional fee applies for any works conducted, in full or in part, on a Saturday or Sunday.

Weekend permit (more than four hours)

An additional fee applies for any works conducted, in full or in part, on a Saturday or Sunday.

Special memorial (plus disbursements)

This is for any works not otherwise defined in this list, including but not limited to works on private mausolea renovations, installation of vaults or family gazebos, or customised family memorials.

Additional site/works inspection

GMCT may apply this to any permit category. It is used in instances where GMCT determines the need for progress inspections during ongoing works.

Stonemason application checklist

Please use this checklist to ensure you have all the correct information when submitting an application.

- Current CM3 pre-qualification
- Stonemasons must inspect all sites before sending an application for works
- Application to be completed in full, listing all below details:
 1. Appropriate fee
 2. Grave location(s)
 3. Right of Interment details
 4. Deceased names
 5. Stonemason name and details
 6. Proposed inscriptions and translation
 7. Plan of proposed works showing all relevant measurements
 8. Details and signature of applicant(s)
 9. Supporting documents as required
 10. All relevant areas of the form signed and dated

Legislation

Extract from the Cemeteries and Crematoria Act 2003

99. Cemetery trust may approve or refuse the application
- (1) After considering an application made under section 98, a cemetery trust—
- (a) may approve the application; or
- (b) may refuse the application if it is satisfied that—
- (i) the memorial or place of interment would be unsafe, dangerous or not of a sufficiently permanent nature; or

- (ii) the establishment or alteration of the memorial or place of interment would be incompatible with the general nature and standard of surrounding memorials or places of interment or would not be sufficiently in keeping with the nature and character of the public cemetery; or
- (iii) the establishment or alteration of the memorial or place of interment would not comply with the model rules or the cemetery trust rules (if any); or
- (iv) the establishment or alteration of the memorial or place of interment does not comply with the prescribed requirements; or
- (c) may refuse the application for any other reason that the cemetery trust thinks fit.
- (2) An approval under this section may be granted subject to—
- (a) a condition that the memorial or place of interment be erected or placed in the position determined by the cemetery trust; and
- (b) any other terms and conditions which the cemetery trust thinks fit.
- (3) A cemetery trust may cancel an approval under this section if the terms and conditions of the approval have not been complied with.
- (4) A cemetery trust must make a decision on an application made under section 98—
- (a) within 45 days after the receipt of the application, if sufficient information has been provided with the application; or
- (b) if the cemetery trust has requested further information because sufficient information was not provided with the application, within 45 days after the cemetery trust has received the further information.
100. Cemetery trust may remove memorials or places of interment
- (1) A cemetery trust may require a person to remove or alter a memorial or place of interment in a public cemetery if that person—
- (a) has established or altered, or caused to be established or altered, the memorial or place of interment in the public cemetery without the approval of the cemetery trust under section 99; or
- (b) has failed to comply with any term or condition to which the approval of the cemetery trust under section 99 was subject.

- (2) If a person to whom sub-section (1) applies fails or refuses to remove or alter the memorial or place of interment, the cemetery trust may—
- (a) remove the memorial or place of interment and dispose of it as it sees fit; or
- (b) remedy the failure to comply.
- (3) A cemetery trust may recover the costs of taking action under sub-section (2) from the person referred to in sub-section (1) as a debt recoverable in a court of competent jurisdiction.
95. Offence to desecrate memorials
- (1) Except in accordance with this Act, a person must not wilfully break open, damage, desecrate or destroy a memorial.
- Penalty: 240 penalty units or 2 years imprisonment or both.
- (2) Nothing in this section prevents a cemetery trust from carrying out any function under this Act.
96. Offence to desecrate places of interment
- (1) Except in accordance with this Act, a person must not wilfully break open, damage, desecrate or destroy a place of interment.
- Penalty: 240 penalty units or 2 years imprisonment or both.
- (2) Nothing in this section prevents a cemetery trust from carrying out any function under this Act.

Area specifications

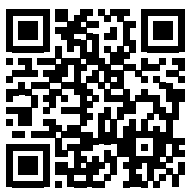
Part B of the Stonemason Fact File contains the essential information relating to individual areas in GMCT sites. In particular, it specifies the type and size of memorials that may be erected.

The areas listed are provided as a guide, as they are representative of the types of graves available at GMCT.

GMCT requires all stonemasons to inspect gravesites before submitting applications due to possible variations that may not be covered in the area specifications information.

QR Codes: Eastern Region

Andersons Creek Cemetery



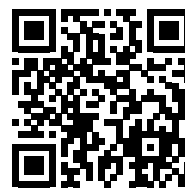
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Healesville Cemetery



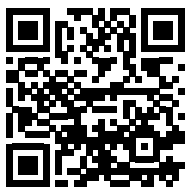
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Templestowe Cemetery



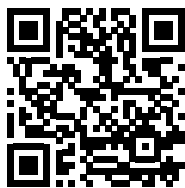
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Burwood Cemetery



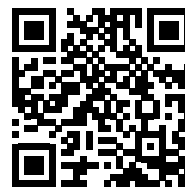
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Lilydale Lawn Cemetery



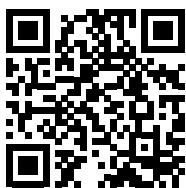
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Yarra Glen Cemetery



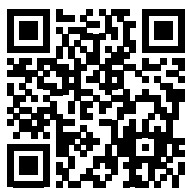
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Emerald Cemetery



<https://onsite.cm3.com.au/v/c/RE2BAF>

Lilydale Memorial Park



<https://onsite.cm3.com.au/v/c/Q1MQA9>



QR Codes: Northern Region

Coburg Pine Ridge Cemetery



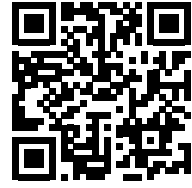
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Northern Memorial Park



<https://onsite.cm3.com.au/v/c/2E5D3Z>

Preston Cemetery



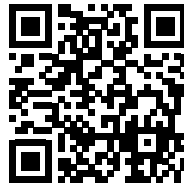
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Fawkner Memorial Park



<https://onsite.cm3.com.au/v/c/NY3X23>

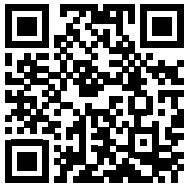
Northcote Cemetery



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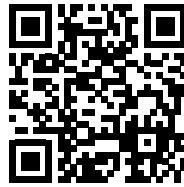
QR Codes: Western Region

Altona Memorial Park



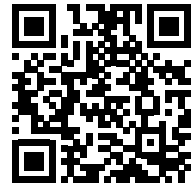
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Keilor Cemetery



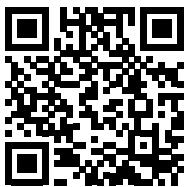
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Werribee Cemetery



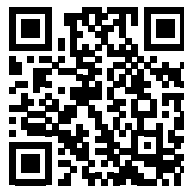
<https://onsite.cm3.com.au/v/c/ATMPA2>

Footscray Cemetery



<https://onsite.cm3.com.au/v/c/A437WC>

Truganina Cemetery



<https://onsite.cm3.com.au/v/c/EM2725>

Williamstown Cemetery



<https://onsite.cm3.com.au/v/c/Y5QXGJ>