

FACT SHEET

SINGLE MEMORIAL PLAQUES

Burial Plaques



The information contained below describes what is a Standard Single Memorial Plaque is.

Designs for plaques can be almost limitless with examples and inspiration found at phoenixfoundry.com.au. Anything in addition to a Standard Single Memorial Plaque will incur an additional charge. A proof and quote will be supplied before the plaque is ordered.

Appointments with a customer resolution officer can be organised by emailing cemetery@chcc.nsw.gov.au or phoning 0266484000. Please bring with your Single Memorial Plaque Application form and any information you want to include on your plaque.

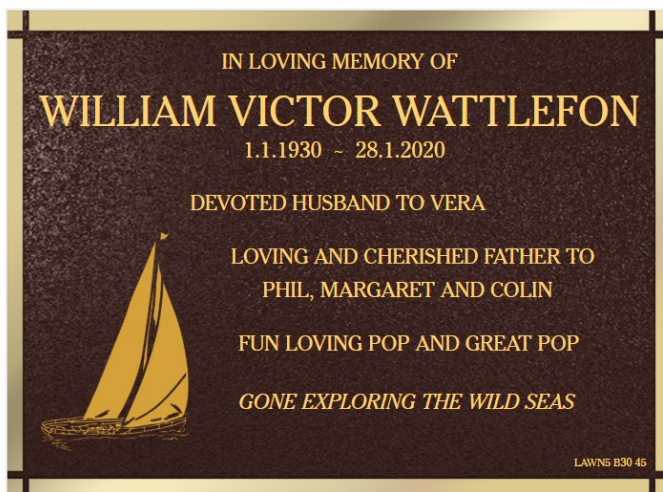
Appointments are limited to 9.00am – 12.30pm weekdays.

STANDARD MEMORIAL BURIAL PLAQUE

These plaques are included in the burial costs at Coffs Harbour & Woolgoolga Lawn Cemeteries.

A Standard Single Memorial Burial plaque is 380mm x 280mm and consists of 8 lines of text (approx. 40 letters / spaces per line) and 1 x FM Flat motif. Motifs can be viewed at - <https://emblems.bronzedots.com/>

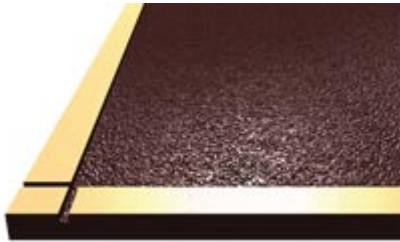
An example is shown below:



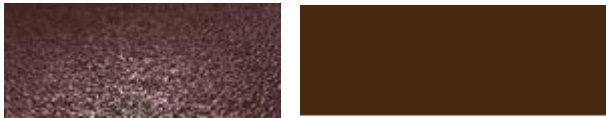
You can choose from either Phoenix Brown or Dark Brown :



Includes a Standard Border :



Choose a Stipple or Non Stipple (smooth) background



USE OF MILITARY INSIGNIA FOR PLAQUES

For the inclusion of an Australian Military Insignia to be used on a plaque, written permission from the OAWG must be obtained. The written permission from OAWG must also specify which insignia can be used on the plaque.

Additional Extras

As previously advised, the Standard Burial Plaque is included with the burial costs, however you can choose to add extra to the standard plaque and options are almost limitless, depending on your budget. Extras can include different colours, extra FM or BR motifs, different backgrounds/borders and inclusion of a ceramic photo tile.

For examples of burial plaques and motifs can be viewed at www.phoenixfoundry.com.au

Ceramic Photo Tiles

Ceramic Photo Tiles can be added to plaques for an additional fee (fees depend on size of photo tile chosen). Photos can be colour, black/white or sepia and are oval in shape, either portrait of landscape in orientation. They should be supplied either in hard copy, usb stick or email at the highest resolution possible to ensure the best outcome.

Please see attachment for Photo Tile sizes.

The Process

When Council receives your signed plaque application form, a proof of the plaque will be requested and emailed to you, usually within 7 working days of receipt. Changes can be made to the proof however once the proof has been signed and the plaque has been ordered, any changes will incur a fee. The plaque will take approximately 1 month from the date of order to be returned to Council and placed.

SINGLE MEMORIAL PLAQUE APPLICATION

Local Government Act 1993

Locked Bag 155, Coffs Harbour 2450

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487



1. Cemetery and plaque details

Please tick appropriate cemetery and plaque size

Coffs Harbour Lawn Cemetery

Single Burial Plaque: CODE: CB

Standard cast bronze cemetery plaque with raised edge (Landscape, Phoenix Brown or Dark Brown, flat back, size 380mm x 280mm)

Single Columbarium Plaque (Wall 3 / Wall 4 RSL): CODE: GH

Computer set bronze cemetery plaque with raised edge (Portrait, Phoenix Brown, straps C7, size 160mm x 220mm)

Single Columbarium Plaque (Memorial Gardens): CODE: KZ

Computer set bronze cemetery plaque with raised edge (Landscape, Phoenix Brown, flat back, size 152mm x 114mm)

Single/Double Columbarium Plaque (Wall 1 / Wall 2): CODE: GD

Computer set bronze cemetery plaque with raised edge (Landscape, Phoenix Brown, straps S1, size 150mm x 115mm)

Single Columbarium Plaque (Wall 6): CODE: 1BHA

Computer set bronze cemetery plaque with bevelled edge (Landscape, Dark Brown, BR334, strap T10V, size 150mm x 115mm)

Woolgoolga Lawn Cemetery

Single Burial Plaque: CODE: CB

Standard cast bronze cemetery plaque with raised edge (Landscape, Phoenix Brown or Dark Brown, flat back, size 380mm x 280mm)

Single Columbarium Plaque (Wall 1/Wall 1 RSL / Wall 2): CODE: 1FWZ

Standard cast bronze cemetery plaque with raised edge (Portrait, Phoenix Brown, straps C7, size 180mm x 220mm)

Section

Row

Plot / Niche

2. Inscription (PLEASE USE BLOCK LETTERS AND BLACK PEN)

Please Note: Any departure from the standard inscriptions (8 lines of text and 1 fm flat motif), eg., extra lettering, special verses, badge, photo tile etc will involve extra costs which are payable prior to the ordering of the plaque. Please check the spelling of the final proof before signing. Council will not be liable for any additions or alterations to the plaque after the plaque has been ordered.

Examples of Religious Motifs: C of E Cross RC Cross Star of David Masonic Emblem

Optional (The foundry have a library of motifs if you wish to choose from: www.phoenixfoundry.com.au / Design Information / Emblem Library)

Memorial	1.	<input type="text"/>
Name	2.	<input type="text"/>
Birth/Death Dates	3.	<input type="text"/>
<i>Col 22 / Lwn 40 letters/spaces</i>		
Any Quotation	4.	<input type="text"/>
<i>Col 22 / Lwn 40 letters/spaces</i>		
Any Quotation	5.	<input type="text"/>
<i>Col 22 / Lwn 40 letters/spaces</i>		
Verse/Message	6.	<input type="text"/>
<i>Col 22 / Lwn 40 letters/spaces</i>		
Verse/Message	7.	<input type="text"/>
<i>Col 22 / Lwn 40 letters/spaces</i>		
Verse/Message	8.	<input type="text"/>
<i>Col 22 / Lwn 40 letters/spaces</i>		

OFFICE USE ONLY ECM P & R Plaque Spreadsheet Scanned Customer copy

Form Received

Application Fee

Receipt Number

Plaque Order No / Requisition No.

Photo Tile Order No/Requisition No.

3. Executor

Last address of Deceased	<input type="text"/>		
Suburb / City	<input type="text"/>	Postcode	<input type="text"/>
Interment Right Holder	<input type="text"/>		
Postal Address	<input type="text"/>		
Suburb / City	<input type="text"/>	Postcode	<input type="text"/>
Phone Number	<input type="text"/>	Mobile Number	<input type="text"/>
Email Address	<input type="text"/>		
Name of Funeral Director	<input type="text"/>	Clergyman	<input type="text"/>

4. Indemnity

- The applicant indemnifies the Coffs Harbour City Council from and against all claims (including any injury, damage, or loss), costs, expenses and damages (including the costs of defending or settling any action or claim) resulting from or by reason of anything done or omitted to be done by the Applicant or the Applicants agent arising out of your activities undertaken at or near Council's cemetery.
- The Applicants liability to indemnify the Coffs Harbour City Council is reduced proportionally to the extent that a negligent act or omission of the Council or its employees or agents has contributed to the injury, damage or loss.

5. Release

- The Applicant unconditionally releases the Coffs Harbour City Council from all actions, suits, demands, actions or proceedings (whether at law, in equity or arising under a statute) arising out of or in connection with an act, default, or omission of the Applicant or the Applicants Agents. You agree not to sue or make any claim or demand against Council in respect of the matters covered by this release and application.

6. Information and conditions

- The Council is responsible for the administration, maintenance and appearance of the Cemetery.
- You are not allowed to place any structure or construction in any part of the Lawn Cemetery. Trinkets, wooden crosses, vases, glass jars, ceramic containers, statues, metal containers, solar powered lights, flags/windmills on spikes or any other object in the Lawn Cemetery are not permitted and will be removed. For Occupational Health & Safety and Public Safety reasons such items will be removed without notice, the items will be tagged and stored at the rear of the map cases located in each lawn section for a period of up to three (3) months, after which they will be disposed of.
- The Council is responsible for the procurement of plaques and their fixings in the Lawn Cemetery.
- Bronze memorial plaques have been selected for their long lasting qualities. However, plaques will exhibit signs of natural ageing or may be affected by the elements and environment. The resultant changes should not be confused with faulty workmanship. Plaques can be restored to their original condition at the expense of the executor/grantee.
- Painting of plinths or plaques is not permitted.
- Use only approved plastic vases available at distribution points in the cemetery and gardens.
- Cut flowers can be left in the vases provided by Council. Decaying flowers/wreaths will be removed without notice.
- Aged Silk flowers will be removed at Council's discretion and without notice.

7. Privacy and personal information protection notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

8. Applicable fees and charges

- Executor of estate to obtain an estimate of costs from Council as plaques vary depending on size and special requirements, please contact Customer Services Officer on (02) 6648 4000.

Executor's signature/s

I declare that to the best of my knowledge all particulars supplied by me are correct and completed and that I have read the information and conditions under Point 6. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s : **Date:**/...../.....

EXAMPLES OF WORDING FOR PLAQUES

- Always in our thoughts, forever in our hearts
- Always remembered
- At rest with God
- Beloved friend
- Cherished companion / friend / memories
- Dearly loved
- Faithful companion
- Forever in our hearts / thoughts
- Forever loved / missed
- Fondly remembered
- Forever remembered, forever missed
- Gone but not forgotten
- Gone too soon
- Happy memories of
- His legacy lives on
- I will never forget you
- In memory of
- In loving memory of
- In God's Care
- Loved and Remembered
- Loved always, sadly missed
- My beloved companion
- My beloved friend
- My faithful friend
- My precious love
- My wonderful companion
- Ours for a short time, with Jesus forever
- RIP
- Rest in Peace
- Remembrance of
- Remembering you as time goes by
- Sadly missed, Lovingly remembered
- So dearly loved – so sadly missed
- The Lord is my Shepherd
- Treasured memories of
- Thoughts today, memories forever
- Together forever
- Thanks for the memories
- The love of my life
- Your memory will live forever
- We will always love you
- We will never forget
- With all our love
- In the hearts of those who loved you, you will always be there
- A page in our book of memories, is gently turned today
- Mum/Dad holds her/his children's hands for a while, their hearts forever
- Though absent you are very near, still loved, still missed and very dear
- The tears in my eyes I can wipe away, the ache in my heart will always stay
- Love's greatest gift Mum/Dad, remembrance
- Your beauty is missed in every way, "forever in our hearts"
- Dearer still as the years depart, he/she lives forever in my heart
- As you were you will always be, treasure forever in our memory
- Remembering you on this day, comforted by so many memories
- Tenderly we treasure the past with memories that will always last
- A little tribute, small and tender, just to say we still remember
- You still live on in the hearts and minds, of the loving family you left behind
- A garden of beautiful memories, sprayed with a million tears
- Beautiful memories are treasured ever, of happy days when we were together
- Loved with a love beyond all feeling, missed with a grief beyond all tears
- His/Her memory is as dear today, as in the hour he/she passed away
- Memories are like threads of gold, they never tarnish or grow old
- He laboured hard for those he loved, then left us to remember
- Wherever I go, whatever I do, memories keep me near to you
- I lost my best, my dearest friend when I lost you
- Gentle, unselfish, a friend ever true, my best possession, Mother/Father was you
- While you, dear Mother/Father, rest and sleep, your loving memory we'll always keep
- I keep in my heart the love of the past, for there it was planted forever to last
- Together in the same old way, would be my dearest wish today
- Loved with a love beyond telling, missed with a grief beyond all tears
- Safe in the arms of Jesus, safe on his loving breast
- Sweet little flower of heavenly birth, she/he was too fair to bloom on earth
- No length of time can take away my thoughts of you today
- "I have fought a good fight, I have finished the race, I have kept the faith." 2 Timothy 4:7
- "Grieve not, nor speak of me with tears, but laugh and talk of me as if I were beside you. I loved you so - 'twas heaven here with you."

24x30
\$100

30x40
\$100

40x60
\$100

CERAMIC PHOTO TILES

5x7
\$110

6x8
\$132

7x9
\$141