

Section C: Placement of Ashes

This section applies to families who wish to place the ashes of their loved one in a niche wall or garden bed.



You should select and reserve a niche wall or garden with the cemetery or crematorium of your choice. You should also make arrangements for the ashes to be taken there and placed.

OAWG will provide the plaque and pay for the niche (one only).

If a double placement has been reserved please contact the crematorium to check if two individual plaques can be placed.

If a garden placement is chosen, OAWG will provide the plaque and contribute an amount equal to the cost of a niche wall placement within the same crematorium. Any additional costs are the responsibility of the family.

In states affected by tenure, OAWG will purchase the first 25 year lease. We recommend that you ask the cemetery authority:

- how much will it cost to renew
- what will happen if the holder of the burial licence does not renew.

However, if tenure is not renewed, the OAWG will transfer the official commemoration to a Garden of Remembrance, at no cost to the family.

Official commemoration plaques do not include a religious emblem or personal inscription.

Placement of ashes will take 4–6 months.

Section D: Undecided / No commemoration

This section applies to families who:

- do not wish for the veteran to be commemorated by OAWG
- are undecided, or
- wish to retain the ashes but plan to have them interred at a later time.

The offer to commemorate a veteran will **never expire** so you may select 'no commemoration' now but change your mind at a later date.

To arrange official commemoration at a later date please contact the OAWG on **1800 VETERAN (1800 838 372)** or email wargraves@dva.gov.au.

Section E: Your Signature

Before signing the form enclosed, please let your family know that the memorial you have accepted cannot be altered or amended in any way without permission from the OAWG.

Please note that by completing and signing the enclosed form you will be authorising the Director War Graves or authorised service providers to establish

and maintain the commemoration as long as it remains in tenure and is compliant with all rules and regulations of the authority managing the cemetery or crematorium. The responsibility for renewal of tenure on the interment site (where applicable) rests with the family of the deceased or the estate and not with the Australian Government.

Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected and used by the Department of Veterans' Affairs for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

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Australian Government
Department of Veterans' Affairs
Office of Australian War Graves

OFFICE OF AUSTRALIAN WAR GRAVES

Information for Official Commemoration

Guide to completing the Application for Official Commemoration

This brochure is intended to make filling out the *Application for Official Commemoration* form as easy as possible. But if you have any queries or concerns please get in touch with us.

The *Application for Official Commemoration* form enables you to apply for a commemoration for someone whose death is attributable to their service in a war or conflict. The veteran's death must have occurred after the official end date of the war or conflict.

What is 'official commemoration'?

Official commemoration is the provision of a personalised physical marker that recognises the service of an eligible veteran or serving member after their death, at a site of their choosing.

The commemoration is established and maintained in perpetuity by the Australian Government in recognition of their operational service.

There are three types of official commemoration available:

- a bronze plaque in a Garden of Remembrance – see *Section A*.
- a monumental or lawn grave with a bronze plaque in a cemetery – see *Section B*.
- a bronze plaque and placement of ashes in a niche wall or garden bed – see *Section C*.

You may also choose not to have a commemoration now.

Our offer to commemorate a veteran will never expire so you may select 'no commemoration' now but change your mind at a later date – see *Section D*.

Completing the application form

Please read each section carefully, choose the commemoration that you wish to apply for, then complete the corresponding section on the form. **Please complete only one section.** You may only choose one type of official commemoration, to be provided by The Office of Australian War Graves.



More information

The Office of Australian War Graves (OAWG) is responsible for the official commemoration of eligible Australian Service personnel.

If you have any questions, please contact (free call) **1800 VETERAN (1800 838 372)** and ask for War Graves.

You may also email wargraves@dva.gov.au.

THEN, NOW AND IN PERPETUITY.



Service details

Only one set of service details can be inscribed on the official commemoration. If the veteran served in more than one war, branch of service, or unit, **the family must decide which set of details will appear on the official commemoration.**

Section A: Bronze plaque in a Garden of Remembrance

This section applies to families who wish to have this form of official commemoration and have:

- already arranged a memorial privately in a cemetery
- already scattered the ashes.

The Garden of Remembrance is an Australian form of official commemoration where veterans are remembered in the company of those with whom they served. Each Garden is landscaped and contains a series of walls upon which memorial plaques are placed. There is no allowance for the placement or scattering of ashes in the Gardens.

Garden of Remembrance plaques are unique in appearance and are free of charge for eligible veterans. Religious emblems and personal inscriptions cannot be included on plaques.

Installing a memorial plaque in a Garden of Remembrance will take 3–5 months.



Generally, veterans are commemorated in the state or territory in which they resided. Gardens are located:

- ACT** Woden Public Cemetery, Phillip
- NSW** Sydney War Cemetery, Rookwood
- NT** Thorak Regional Cemetery, Deloraine Rd, Darwin
- QLD** Pinnaroo Cemetery, Aspley, Brisbane
- QLD** Anzac Park, Townsville
- SA** Centennial Park Civil Cemetery, Pasadena
- TAS** Carr Villa War Cemetery, Launceston
- TAS** Hobart War Cemetery, Cornelian Bay
- VIC** Springvale War Cemetery, Springvale
- WA** Perth War Cemetery, Nedlands, Perth.

Section B: Burial in a Cemetery

This section applies to families who wish to place an official commemoration at the grave, or inter ashes in a purchased burial plot. There are two types of commemoration you may choose from:



Standard Monumental Grave

OAWG can provide a standard commemoration consisting of a rendered concrete kerbing, infill, and a bronze plaque.

Please note some cemeteries and/or councils do not allow placement of an official standard concrete memorial. In these cemeteries OAWG will provide a grave marker, bronze plaque and base only.

Additional burials can be placed within the grave following the installation of the memorial. Plaques for the additional burials

may be placed in the centre or towards the foot of the grave on the infill area. Provision of these plaques is the responsibility of the next of kin.



Lawn Monument

Abiding by the regulations of the cemetery involved, OAWG can provide an official plaque and if required, a single base or headstone.

The family will need to check if additional plaques are allowed for additional burials.

It should be noted that some cemeteries do not allow the placement of official plaques in lawn areas. In these cases official commemoration would take place in an OAWG Garden of Remembrance (Section A).

Personalise your inscription

You can personalise a veteran's plaque with an inscription of two lines (up to 80 characters including spaces and punctuation marks).

The personal inscription can reflect additional service numbers, ranks or units, or abbreviations such as POW that the family may wish to include.

Please note that space on the plaque is limited. Any writing outside of the boxes on the form will not appear on the plaque. Additional letters are not available.



The Grave site

OAWG cannot purchase burial plots. The plot must be purchased by next of kin, or other responsible person prior to the establishment of the monument.

The gravesite must be completely bare of any permanent grave markers, kerbing, plaques, other ornaments or infrastructure etc. before OAWG can provide an official commemoration. If there is already a grave marker, official commemoration will take place in an OAWG Garden of Remembrance (see Section A).

Right of Burial

When you purchase a grave plot or an ashes placement you are purchasing the right of burial or interment.

If the plot has been pre-purchased please contact the cemetery, as they will be able to confirm who has right of burial.

This can be a number of different people including the:

- next of kin
- person organising the funeral
- executor of the will
- funeral director.

Please ensure the person who has right of burial signs Section E of the *Application for Official Commemoration* form.

Burial licence tenure

A tenure for a grave plot or ashes placement is like a lease. In some states, cemeteries and crematoriums place limitations on the period of tenure at the time a plot or niche is purchased. This means it may be reclaimed if it is not extended.

It is the family or estate's responsibility to extend the tenure of these sites when it is due.

If the tenure is not extended and the site is reclaimed, the cemetery or crematorium can request that the official commemoration be removed. If this happens the OAWG will transfer the official commemoration to a Garden of Remembrance, at no cost to the family.

Most states within Australia have regulations which limit the tenure of burial licences for graves and niches in some or all of their cemeteries and crematoria. The tenure periods range from 25 to 60 years and vary across cemetery jurisdictions and forms of interment.

It is advised that you ask the cemetery authority:

- if tenure applies to the grave
- if so, when will it expire
- how much will it cost to renew
- what will happen if the holder of the burial licence does not renew.

It is important to understand that the Australian Government and OAWG have no responsibility for tenure and renewal of tenure. It is the responsibility of the person who holds 'right of burial' to arrange additional payment for renewal of expired tenure.

However, if tenure is not renewed, the OAWG will transfer the official commemoration to a Garden of Remembrance, at no cost to the family.

Memorial in a cemetery will take 6–8 months to complete.



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