

**THE FRIENDS OF MAYS HILL CEMETERY INC
PARRAMATTA**



NEW PLAQUES POLICY & PROCEDURE

Definitions:

FOMHC	The Committee of The Friends of Mays Hill Cemetery Inc
CPC	City of Parramatta Council
LEP	Local Environment Plan (Heritage and Conservation)

Purpose:

To ensure that all future plaques placed within the Cemetery are progressed professionally, in accord with appropriate guidelines and with approval of all stakeholders.

Applicants must understand that this procedure is necessary and will take time. No work is to proceed until written confirmation has been received that all necessary approvals have been given. "In writing" includes emails.

Policy:

1. With headstones in the Cemetery being up to 166 years old, there will be deterioration in inscriptions over time due to wear and weathering. It is therefore appropriate that these inscriptions be preserved in situ by the placing of a discreet plaque on the grave concerned which exactly replicates the wording on the original headstone.
2. Generally plaques other than those allowed in 1. above will not be permitted, however consideration will be given if all interested parties (i.e. FOMHC and CPC) agree that it is appropriate.
 - a) Descendants may wish to add later members of the family as a new memorial, or as ashes are added to the plot to commemorate that person/persons.
 - b) New memorials are to follow the same style as previous plaques on the same plot.
3. Plaques may be of varying materials – bronze, marine grade stainless steel or lettering cut into stone.

Procedure:

1. Individuals, family groups or others who wish to install a new plaque within the Cemetery in accordance with the Plaques Policy must, in the first instance, apply in writing to FOMHC. "In writing" includes emails.

- a) A meeting at the Cemetery for those residing within a suitable distance is recommended at this stage. For distant applicants, a phone call would be very useful.
 - b) FOMHC will transcribe and provide to the applicant the exact wording of the entire epitaph for a replica plaque including capital letters, placement of words, spelling, errors and biblical quotes.
2. Following the meeting or phone call, a formal application to FOMHC must contain the following information:
- a) An agreement to abide by the FOMHC Plaques Policy.
 - b) An assurance that the proposal is fully funded by the applicant(s) as no funding for this purpose is available from FOMHC.
 - c) The exact proposed wording on the plaque, either replicating the original or in the same style for new epitaphs.
 - d) The proposed materials to be used.
 - e) The application must be accompanied by a non-refundable fee of \$30.00.

Quotes:

1. Once parts 1. and 2. of Procedure, including a) to e), are approved by FOMHC in writing, it is time to proceed to quotes.
2. Applicants then provide to FOMHC the name of the plaque manufacturer together with a digital copy of the plaque showing exact wording, style, font, size and material. This is readily available from plaque manufacturers. This digital copy is then to be approved by FOMHC.

NB: As the Cemetery is listed on CPC LEP (Heritage and Conservation), in the event an issue is unable to be resolved between the applicant(s) and FOMHC, the application will be forwarded by FOMHC to CPC for their final adjudication.

3. Once confirmation is received the applicant can proceed to have the plaque manufactured. There must be ABSOLUTELY NO CHANGES from the copy previously supplied.
4. Once manufactured, FOMHC are to be forwarded a digital photograph of the plaque and, provided it is identical to that which has been approved, permission will be given for the installer to place the plaque on a sloper in the previously agreed position or complete the epitaph. The proposed position of the plaque is to be determined in consultation with FOMHC. No plaques may be attached to original fabric.

5. FOMHC is to be notified of the installation date.
6. FOMHC has the right to remove any plaques that are installed without following this procedure.

Authorisation:

This policy and procedure was approved by the Committee of the Friends of Mays Hill Cemetery, at its meeting on 15 April 2019.

AGREEMENT TO ABIDE BY THE PLAQUES POLICY AND PROCEDURES

I/We _____ on behalf of the _____ Family,
wishing to place a plaque or add to an epitaph in Mays Hill Cemetery, hereby agree to abide
by the terms and conditions laid out in the FOMHC New Plaques Policy and Procedure.

Section _____ Row No. _____ Grave No. _____ (If known)

Signed: _____ Date: _____