

# Beenleigh Cemetery

## Lawn Section 8

### Information Sheet

logan.qld.gov.au

### Application Process & Requirements

#### What is the application process?

The application process for burials will be handled as per Council's normal processing procedure and time frames. This information is provided below in the Administrative Requirement and Hours of Operation sections.

### Administrative Requirement

To facilitate expedient processing Council will require the following:

1. Full and complete burial application
2. Form 9/Death Certificate
3. Application request and timelines to meet requirements:
  - o Request on day up until 10am – consideration for same day burial
  - o If an application is received after 10am, this will be considered for next business day burial

### Administration Office – Hours of Operation

Application Processing: Mon-Fri 8:00am-4:00pm (Excluding Public Holidays)

Phone calls: Mon-Fri 8:00am-5:00pm (Excluding Public Holidays)

### Contacts

Contact can be made with Council via:

Email: [cemeteries@logan.qld.gov.au](mailto:cemeteries@logan.qld.gov.au)

Phone: (07) 3804 4602 (Jannit, Katie, Aisha & Bettina)

**Contact Point on behalf of the Islamic Council of Queensland** – Habib Jamal (President)

Mobile 0412 601 152

E-mail [president@icq.org.au](mailto:president@icq.org.au)

### Payment

Burial payments will be processed through the Islamic Council of Queensland (<https://www.mfs.asn.au/>) and invoiced at the end of each calendar month. This approach was agreed on to ensure a fast and efficient way to progress the burial process and on the basis that there is no additional cost incurred by the customer in going through the Islamic Council of Queensland and the Muslim Funeral Services as they are not for profit organisations. Payment is due in full and complete as agreed with Logan City Council Terms and Conditions.

### Burial Fees and Charges

Please refer to Logan City Council's website for current fees and charges.

[www.logan.qld.gov.au](http://www.logan.qld.gov.au)

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#### What could delay the application process?

While Council will take every effort to make sure applications are processed within agreed timeframe, there are situations that could affect the application process.

These situations can include, but are not limited to;

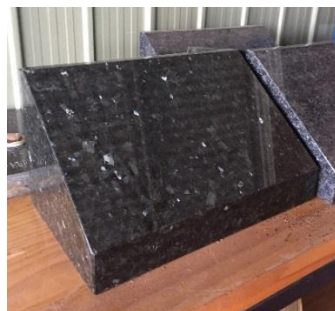
- Incomplete application
- Nil supply of form 9/death certificate
- Short / insufficient notice – for example receiving an application after 10am for same day delivery.
- 

#### Concrete sloper / headstone

It was agreed onsite that the cost of the plot includes the cost of the standard concrete sloper/headstone. The only other option available will be a granite sloper instead and this cost will be additional to the plot price. It must be noted that this price does not include the cost of the plaque, which can be bought from either Logan City Council or privately sourced.



Concrete Sloper  
Included in plot price



Granite Sloper  
Not included in plot  
price

#### How do I organise a plaque?

Plaques can be ordered through Council or privately sourced. The relevant application will need to be submitted to Council with payment of the applicable fee.

Plaque forms & fees can be found on Council's website [www.logan.qld.gov.au](http://www.logan.qld.gov.au)

Forms can also be emailed upon request or collected from Council's Customer Service Centre at Logan Central, Beenleigh or Jimboomba

#### Name Plates and aligning with Subordinate Local Law 14B

When a burial proceeds there is a requirement that either, a rigid plastic or metal name plaque is placed on the top of the coffin and this is completed prior to the burial. This aligns with Subordinate Local Law no 14B:-

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***Subordinate Local Law no 14 (B) contain or otherwise have affixed to the container a metal or rigid plastic plaque upon which is engraved or otherwise permanently marked in a manner approved by the local government, the name of the human being whose remains are located within the container.***

Council do not supply rigid name plaques as this is managed by Funeral Directors and therefore falls outside our process for when a burial application is received.

It is the responsibility of the Islamic Council of Queensland to

1. prepare a rigid plastic or metal name plaque in preparation for a planned burial, displaying:
  - the full name of the deceased
  - date of birth and date of death of the deceased
2. Securely attach the name plaque to the timber sleeper following the burial of the deceased and prior to backfill over the timber commencing.

## Maintenance Practice and Procedures

### Mowing and General Maintenance

Mowing maintenance activities in cemeteries are completed on a regular frequency to keep it neat and tidy. Council uses ride on mowers and light trucks during the undertaking of these activities and often need to traverse burial sites to do so.

We understand that traversing burial sites will cause conflict with your customs. Therefore to try and mitigate this concern and remain as respectful as possible, we direct our staff not to undertake these duties when there are persons in this section of the cemetery.

### Mounding and Backfilling

Our objective in all our cemeteries is to provide an aesthetically consistent look and feel within it in relation to each section. Post burial maintenance such as mounding and backfilling will be managed by Council Staff, in line with current practices at Council. These current practises are visible at recent grave locations and can be viewed at any time for guidance.

### How are the cemeteries maintained?

All cemeteries are regularly maintained to ensure that the grounds are kept in a presentable state. Logan City Council's approach to managing cemeteries is to be respectful to families and visitors to the site ensuring the grounds are presented in a clean, tidy and safe manner.

Any unsafe or unauthorised objects or structures may be removed by Council Cemetery staff as required. This includes objects that have been smashed, broken or damaged as they pose a risk to public safety.

Logan City Council practices uniformity in each cemetery across Logan and do not allow any trees or vegetation to be planted, that will change the appearance of the grounds or plots purchased in each lawn.

### What are the Council requirements regarding plaques and vases?

Only one plaque, base and one vase (Council supplied vase) per plot is permitted in the Lawn section (ornaments are not permitted).