

|  |
| --- |
| Recommended Memorial Permit Fee Application Form |
| Department of Health |
|  |

The department has developed a set of recommended memorial permit fees to promote consistent pricing in the sector. Adoption of the recommended memorial permit fees is optional.

To charge the recommended amount or a fee lower than the recommended amount, the trust must submit a completed Recommended Memorial Permit Fee Application Form to the department for approval. To charge an amount higher than the recommended amount, the trust is required to complete a fee justification model (available on the [health.vic website](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-finance) <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-finance>) and submit this to the department for approval.

Instructions to complete the Recommended Memorial Permit Fee Application Form:

1. Print the cemetery trust name and the cemetery name in the designated space below.
2. Cross out any memorial permit fees the trust does not want added to its fee schedule.
3. If the trust is applying to charge an amount lower than the recommended amount, cross out the recommended fee and write the proposed fee amount.
4. Obtain the signatures of three trust members.
5. Submit the signed form by email to <cemeteries@health.vic.gov.au> or by post to:
Cemetery Sector Governance Support Unit
Department of Health
GPO Box 4057
MELBOURNE VIC 3001
6. The department will inform the trust when the fee application has been processed and the approval published in the Victoria Government Gazette.

# MEMORIAL PERMIT FEE MODEL RECOMMENDED SCALE OF FEES – CPI 2023

|  |  |
| --- | --- |
| Cemetery trust name (hereafter referred to as ‘the trust’): |  |
| Cemetery name (hereafter referred to as ‘the cemetery’): |  |

By resolution of the trust, the following fees will apply in the cemetery from the date of publication in the Victoria Government Gazette.

| Fee code | Memorial permit fees | New fee |
| --- | --- | --- |
| 420 | Additional Inscription | $90.00 |
| 423 | Minor Renovation Work – Single Grave  | $150.00 |
| 422 | Major Renovation Work – Single Grave | $190.00 |
| 421 | Major Renovation Work – Each additional contiguous grave forming the same monument | $48.00 |
| 411 | New Headstone and Base with Existing Foundation – Single Grave | $160.00 |
| 410 | New Headstone and Base with Existing Foundation – Each additional contiguous grave forming the same monument | $48.00 |
| 413 | New Headstone and Base without Existing Foundation – Single Grave | $185.00 |
| 412 | New Headstone and Base without Existing Foundation – Each additional contiguous grave forming the same monument | $48.00 |
| 415 | New Monument with Existing Foundation – Single Grave | $195.00 |
| 414 | New Monument with Existing Foundation – Each additional contiguous grave forming the same monument. | $70.00 |
| 417 | New Monument without Existing Foundation – Single Grave | $225.00 |
| 416 | New Monument without Existing Foundation – Each additional contiguous grave forming the same monument | $90.00 |
| 404 | Crypt Shutters | $130.00 |
| 425 | Supply of Approved products | $200.00 |
| 407 | Affixing Bronze and or Granite Panel or Other Base by External Supplier – To an above ground cremation memorial excludes concrete rest/spacing block | $48.00 |
| 406 | Affixing Bronze and or Granite Panel or Other Base by External Supplier – On an in ground cremation memorial excludes concrete rest/spacing block | $130.00 |
| 405 | Affixing Bronze and or Granite Panel or Other Base by External Supplier – On a lawn grave or lawn beam excludes concrete rest/spacing block | $48.00 |
| 408 | Affixing Bronze Externally Supplied Plaque and or Granite Panel or other Base by Cemetery – Affixing or installation or placement fee | $130.00 |
| 409 | Affixing Bronze Externally Supplied Plaque and or Granite Panel or other Base by Cemetery – Supply of concrete rest, spacing block or other necessary base | $130.00 |
| 418 | Other Fees – Weekend or Public Holiday Access (0-4 hours inclusive) (for memorial installation with prior approval) | $130.00 |
| 419 | Other Fees – Weekend or Public Holiday Access (4+ hours within a given day inclusive) (for memorial installation with prior approval) | $270.00 |
| 403 | Other Fees – Application for second and for each additional inspection for Monument Completion Certificate | $48.00 |

Note: Three trust members **must** sign this fee application.

|  |  |  |
| --- | --- | --- |
| Trust member name | Signature | Date |
|  |  |  |
|  |  |  |
|  |  |  |