

# MELBOURNE CHEVRA KADISHA CEMETERY TRUST

50 BROWNS ROAD SPRINGVALE VIC 3171

Registered Office: 115-119 INKERMAN STREET, ST KILDA VIC 3182

Postal Address : PO BOX 105, ST.KILDA VIC 3182

Telephone : (03) 9534 0208 Continuous Service

Fax No. : (03) 9525 3954

10 June, 2015

**To: All Stone Masons**

**From: Melbourne Chevra Kadisha Cemetery Trust (MCKCT)**

## Clarified regulations and requirements for monuments

- Please find following an amended **single page addendum to the Permit form** that clearly states the Plot and Monument rules and regulations as they apply to all MCKCT cemeteries. To ensure there are no misunderstandings, MCKCT will require all stonemasons to explain and obtain a client signature on this addendum to accompany the Monumental Permit Form. (A modified form is available for Springvale Compartment 13 and Lyndhurst Compartment 4 North.)
- The single page addendum to the Permit Form is attached and is also available on our website under the resources tab.
- MCKCT requires all stonemasons to **register with required insurances, prebook planned work with the permit number, sign in** at the cemetery onsite office **before any works** are performed, **and sign out**, at both Springvale or Lyndhurst Cemeteries.

If you have any further questions, please do not hesitate to contact me on the above number.

Yours,



Fred Grossman  
General Manager

# MELBOURNE CHEVRA KADISHA CEMETERY TRUST

Addendum to "Application to Establish or Alter a Memorial or Place of Interment".

- No monument, tombstone or any other item whatsoever shall be erected or placed on a cemetery plot until **both the plot and the funeral service are fully paid** for. Should a **double monument be requested, the second plot and a prepaid funeral service must also be paid.**
- Any monument or tombstone shall require a Monumental Permit Form to be presented to the Trustees or their appointed officials and their express authority given for the erection thereof.
- The grave and the monument or tombstone shall be maintained and kept by the person/persons named below or his/her representatives in proper repair to the satisfaction of the Trustees.
- All new monuments are to have a maximum height of 1220mm from ground level to the top of the headstone.
- Monuments designed to match an existing adjacent monument will be accepted.
- All new monuments are to be of SINGLE monument style.
- Double monuments are permitted. A double headstone is acceptable as is a double backstone. The top of the monument should consist of three pieces, 2 ledgers of 900mm width and a central piece of 200mm in width (x 90 -100mm thick or) slightly higher than the two single ledgers.
- The opening of a pre-need monument at the time of the funeral will be at the risk of the Holder of the Right of Interment and not the Trustees.
- Pictures, drawings, photos, etchings are **not** permitted (Standard Jewish symbols are permitted)
- Trees, shrubs, plants or any item placed upon the plot or monument must have express written permission of the trustees, either at the time of submitting the permit, or at some later date.
- All tombstones must contain a **minimum of 4 lines of Hebrew text**, consisting of
  1. פ"נ
  2. Hebrew Name in Hebrew font
  3. Hebrew date in Hebrew font
  4. תניצי"ב
- All renovations, additional inscriptions, gilding etc must be approved in advance of works being undertaken.

*Under legislation of the Victorian Government Cemeteries & Crematoria Act 2003, the Trustees reserve the right to alter or remove any item within the Cemetery that has not been approved by the Trust or its appointed official.*

**I have read, understood and acknowledge all the conditions above.**

CEMETERY: **Springvale / Lyndhurst** NAME: \_\_\_\_\_

PLOT: Compartment. \_\_\_\_\_ Row: \_\_\_\_\_ No. \_\_\_\_\_

Holder of Right of Interment: Name \_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Monumental Mason Name \_\_\_\_\_ Signature \_\_\_\_\_

## MELBOURNE CHEVRA KADISHA CEMETERY TRUST

Addendum to "Application to Establish or Alter a Memorial or Place of Interment".

**(Springvale Compartment 13 / Lyndhurst Compartment 4 North)**

- No monument, tombstone or any other item whatsoever shall be erected or placed on a cemetery plot until **both the plot and the funeral service are fully paid** for. Should a **double monument be requested, the second plot and a prepaid funeral service must also be paid.**
- Any monument or tombstone shall require a Monumental Permit Form to be presented to the Trustees or their appointed officials and their express authority given for the erection thereof.
- The grave and the monument or tombstone shall be maintained and kept by the person/persons named below or his/her representatives in proper repair to the satisfaction of the Trustees.
- All new monuments are to have a maximum height of 1220mm from ground level to the top of the headstone.
- Monuments designed to match an existing adjacent monument will be accepted.
- All new monuments are to be of SINGLE monument style.
- Double monuments are permitted. A double headstone is acceptable as is a double backstone. The top of the monument should consist of three pieces, 2 ledgers of 900mm width and a central piece of 200mm in width (x 90 -100mm thick or) slightly higher than the two single ledgers.
- The opening of a pre-need monument at the time of the funeral will be at the risk of the Holder of the Right of Interment and not the Trustees.
- Pictures, drawings, photos, etchings are not permitted (Standard Jewish symbols are permitted)
- Trees, shrubs, plants or any item placed upon the plot or monument must have express written permission of the trustees, either at the time of submitting the permit, or at some later date.
  - **All tombstones must contain only Hebrew text (The English name on the Basestone is acceptable) with a minimum of 4 lines of consisting of**
    1. פ"נ
    2. Hebrew Name in Hebrew font
    3. Hebrew date in Hebrew font
    4. תניצ"ב
- All renovations, additional inscriptions, gilding etc must be approved in advance of works being undertaken.

*Under legislation of the Victorian Government Cemeteries & Crematoria Act 2003, the Trustees reserve the right to alter or remove any item within the Cemetery that has not been approved by the Trust or its appointed official.*

**I have read, understood and acknowledge all the conditions above.**

CEMETERY: **Springvale / Lyndhurst** NAME: \_\_\_\_\_

PLOT: Compartment. \_\_\_\_\_ Row: \_\_\_\_\_ No. \_\_\_\_\_

Holder of Right of Interment: Name \_\_\_\_\_ Date \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Monumental Mason Name \_\_\_\_\_ Signature \_\_\_\_\_