

Contract for sale of a perpetual interment right

Agreement statement

We (St Matthew's Anglican Cemetery) grant you (the interment right holder) the perpetual interment right and related services in this contract.

Our agreement includes:

- the Perpetual Interment Right Contract (this contract)
- the Perpetual Interment Right Terms and Conditions (Annexure A)

Some terms in this agreement are defined or explained in Annexure A. Notes on the right side of this contract highlight useful terms and tell you where to find them in Annexure A.



See Definitions for: we, you, perpetual interment right

Part A: Perpetual interment right

1. Premises

Name	St Matthew's Anglican Church Windsor
Address	Moses Street, Windsor. NSW 2756



See Definitions for: premises, interment site

2. Interment site

Type	Church Columbarium
Area	Circular columbarium wall in front of the church
Section	
Row	
Plot	



See Definitions for: interment site

3. Type and maximum number of interments included in the interment right

☐ Ash interment Maximum number of ash interments: 1

4. The interment right holder

Full name	
Home address	
Postal address (if different)	
Phone	
Email	



See Definitions for: interment right holder

5. The person(s) to be interred

Full name	
Date of birth	
Date of death	<i>(if the person is to be interred now)</i>
Home address	
Postal address (if different)	
Phone	
Email	



See Definitions for:
person(s) to be
interred

6. Further contacts (next of kin or other secondary contact):

Full name	
Home address	
Postal address (if different)	
Phone	
Email	

Part B: Services

7. Interment service

We will provide the interment service (placement of ashes in the columbarium as specified above) directly or, where applicable, authorise the provision of interment by a third party.

The applicable fees for the interment service are outlined in Part C of this contract. Please note:

- An ash interment is subject to an administration fee \$200.
- If any amendments to the contract are requested after 10 days from the date the contract is signed and paid for, an additional amendment fee of \$100 will apply.



8. Related services

We will provide the below services in addition to the perpetual interment right.

Memorial Service: \$450

(Church minister to conduct prayers or a funeral service, subject to availability.)

Plaque: \$300 stainless steel, price to be determined if bronze

(Includes purchase, engraving, and installation of a plaque)

For at-need purchases, the cost of any applicable interment service and related services selected here will be included in this contract if specified. **For pre-need purchases**, you may reconfirm these related services or add additional services later by providing written notice, with costs payable at that time based on applicable rates. Some or all of the Related services may involve third parties contracted by us, with payments made directly to them. These payments are classified as non-refundable.

9. Religious, cultural and spiritual and other requirements

This section reflects those requirements that you have requested, and we have agreed to provide.

None

10. Maintenance responsibilities

While we maintain the overall presentation of the columbarium, you are responsible for the costs and activity of maintaining the upkeep of niche, plaque, and fixture installed to your interment site. The management is not responsible for any decline in the appearance or condition of plaques and fixtures; this responsibility rests with the executor or next of kin.

Purchasing a niche grants the perpetual right to occupy the designated niche, with the property remaining under the ownership of the columbarium. We are responsible for maintaining the premises, including any part of your interment site that does not contain a memorial or monument.

The administration team reserves the right to remove unapproved, unsafe, or poorly maintained items or fixtures from niches or from the premises. This includes trees, shrubs, and vegetation, as well as items such as flowers, statues, wreaths, glass jars, vases, broken plaques, or toys that are deemed safety hazards or in disorderly condition.

Part C: General details

11. Price (the total cost includes GST)

Part A: perpetual interment right	\$2750 (Inc GST)
Part B: services	Ash interment administration fee \$200 Plaque If required immediately \$300 (stainless steel) to be determined if bronze
Other fees and charges	Bronze vase beside plaque \$100 if requested
Total price*	

*This total price only reflects the services being paid for now.

12. Interment service price disclosure:

The current price for the interment service mentioned in Item 7 is \$200 for an ash placement. However, if a subsequent or second interment is required, the applicable price at that time will be determined based on the fees in effect at the time of the interment, as prices may change over time.

13. Payment: For at-need purchases, full payment is required to enter into an agreement, unless otherwise agreed in writing. The contract will be considered finalised once it has been signed and the payment has been received in our bank account.

Bank Account Details:

Name: St. Matthew's Anglican Church Windsor
BSB: 082-918
Account Number: 515046841

14. Transfer fee disclosure: If you choose to transfer the perpetual interment right, the current fee for a transfer application is \$300 and this price is subject to change.

 See clause A.4 in the terms and conditions for more about transfers

15. End of agreement: If you terminate this agreement early for your convenience, we will refund the original purchase price minus a \$300 cancellation fee. The interment right will be transferred back to us. We will update all records accordingly, and any withheld documents will be safely destroyed.

 See clause A.5 in the terms and conditions for more about end of agreement

16. Site Access, Safety and Liability:

The columbarium is open to visitors Monday to Friday from 9:00 AM to 5:00 PM, and on Saturdays from 9:00 AM to 3:00 PM. To ensure a smooth visit, please confirm in advance by calling or emailing us with the contact details given below. Visitor details may be recorded and stored for up to 7 years.

Public foot traffic is permitted during daylight hours. Management is not liable for personal injury, property damage, or theft due to negligence. Visitors are responsible for



their own safety and should report any incidents and adhere to health and safety guidelines.

Contact details: For enquiries, sales, site access, or feedback
Email: enquiries@windsoranglican.asn.au Phone: (02) 4577 3193

17. Special conditions

Niche Guidelines and Size Specifications:

Niche for ash interment holds only one urn or container, which must meet specific size specifications with no exceptions allowed. The urn or container must be filled and securely sealed by the client before being brought to the columbarium for interment. We do not collect, handle, or store extra ashes at our facility.

The standard dimensions are as follows:

Urn/container: 117mm (W) x 90mm (H) x 225mm (D)

Stainless steel plaque: 140mm (W) x 100mm (H)

Bronze plaque: 150mm (W) x 115mm (H)

Declarations and signatures

[Optional if signing on paper; required if signing electronically] Both you and we agree that this contract can be signed electronically, in line with the Electronic Transactions Act 2000 (NSW). This will mean using an e-signing platform such as DocuSign or AdobeSign, or another method if we both agree to this in writing.

The agreement starts on the date that all parties sign this contract. We will give you a signed copy once this is done.

Operator declaration and signature

Our representative (employees or volunteer) confirms the following:

- (a) Before offering, negotiating, or making this agreement, we gave you information about our relevant basic product (basic ash interment), our Price breakdown (Annexure B) and the goods and services included in the price.
- (b) We explained the terms and conditions of this contract to you.
- (c) We gave you reasonable time and privacy to read these materials and ask questions about them and about the terms of this agreement.



See Definitions for:
representative

Representative signature

Name and position

Date



Interment right holder (1) declaration and signature

You confirm and declare that:

- (a) The operator, our representative or our authorised agent has explained the terms and conditions of this contract to you.
- (b) Before offering, negotiating, or making this agreement, we gave you information about the operator's least expensive packages (basic ash interment), our Price breakdown (Annexure B) and the goods services included in the price.
- (c) You have had reasonable time and privacy to read these materials and ask questions about them or about the terms of this agreement.
- (d) All information you have given the operator, in this contract or other documents, is true and correct.

_____	_____	_____
Interment right holder signature	Name	Date

Interment right holder (2) declaration and signature

You confirm and declare that:

- (a) The operator, our representative or our authorised agent has explained the terms and conditions of this contract to you.
- (b) Before offering, negotiating, or making this agreement, we gave you information about the operator's least expensive packages (basic ash interment), our Price breakdown (Annexure B) and the goods services included in the price.
- (c) You have had reasonable time and privacy to read these materials and ask questions about them or about the terms of this agreement.
- (d) All information you have given the operator, in this contract or other documents, is true and correct.

_____	_____	_____
Interment right holder signature	Name	Date

Annexures

Annexure A: Perpetual Interment Right Terms and Conditions

These terms and conditions are part of the agreement between St Matthew's Anglican Church Columbarium] (we, us) and the interment right holder(s) (you, your).

A.1. Perpetual interment right

- (a) This agreement gives you the exclusive right to a specific burial place or place for ashes, permanently. This is called a perpetual interment right. As the person who has this right, you are the interment right holder.
- (b) As the interment right holder, you can nominate who is interred into the interment site. This is known as the 'person(s) to be interred'. You may nominate:
 - You or another person, if you are buying the right 'pre-need' - which means you do not immediately need a burial place or a place for ashes, or
 - A person who is deceased, if you are buying the right 'at-need' - which means you need a burial place or a place for ashes now.
- (c) We confirm the perpetual interment rights by this contract which becomes the Interment Right Certificate once signed and paid for, and list current interment right holders and their contact and identity details in [our cemetery operator's register](#). We must keep this register up to date and available to the public for inspection or for copies to be made on payment of a fee (applicable administration fee for amendments listed under Part B.7) subject to any applicable privacy laws.
- (d) A perpetual interment right does not include any rights or title in the land, roads, building or other structures in the interment site or on the premises.
- (e) Both parties to this agreement (you and us) agree that changes to the Cemeteries and Crematoria Act 2013 (the CC Act) and other laws can affect perpetual interment rights.
- (f) If you buy a perpetual interment right when you are 'at-need' the contract will describe the services that you have chosen.
- (g) If you buy a perpetual interment right to use in the future ('pre-need'), you are buying the right now but (unless the contract states otherwise) you will need to pay for the interment service (the burial or placement of a body or ashes in the interment site) at the time of need. Whether you have selected related services (for example, a memorial service) within the contract or choose to add them later when needed, the price for these related services will be the price that applies in future when you need those services (if you still need them), unless otherwise specified in the contract.
- (h) We must issue an order for interment before a person can be buried or their ashes placed in the interment site. We will contact you if we require any further information in order to do this.
- (i) This contract grants you the specified interment right and, upon signing and payment, constitutes the Interment Right Certificate as defined under Section 47 of the Cemeteries and Crematoria Act 2013 (NSW).



A.2 Memorials, maintenance and goods and services



See Definitions for:
memorial

- (a) As the interment right holder, you are the person authorised to place a memorial or monument at the interment site and deal with it in future as long as you comply with the below requirements.
- (b) You must have our written approval to place a memorial or monument at the interment site (if it is not purchased as part of this contract). You also must place the memorial or monument in line with this approval.
- (c) We will guide you on the type of memorial or monument that we will approve. We can prohibit, change or remove a memorial or monument if it does not have our approval or meet the requirements of the approval we provided.
- (d) If you are buying a memorial or monument from us as part of this contract then it is already approved, although some types of memorial/monument are only approved for specific interment sites. You can find out more by visiting our premises or our website.
- (e) You are not allowed to place anything at the interment site that we believe is a public safety risk. Anything we believe is hazardous may be removed by the operator without notice.
- (f) We must maintain the premises regularly, at least to the minimum standard the law requires us to meet. This includes your interment site, with the exception of any memorial or monument built on your site. We may reduce the maintenance level in the future where we are no longer offering future interments at the premises.
- (g) You are responsible for the costs or activity needed to install or maintain a memorial or monument unless otherwise specified in the contract.
- (h) If the contract states we are responsible for maintaining the memorial or monument, we will take all reasonable steps to make sure that the maintenance:
 - is in line with agreed standards
 - respects any religious, spiritual or cultural requirements in the contract.
- (i) We will take all reasonable steps to make sure that our goods and services meet any religious or cultural requirements outlined in the contract.
- (j) You can buy extra goods and services from us after the agreement has started (which must be agreed in writing and will be a variation to this agreement). These items are not part of the total price. You must pay the rates that apply for them at the time.

A.3 Price and payment

- (a) If you are buying the perpetual interment right at the time of need (at need), you agree to pay the total price for the perpetual interment right and any other goods and services selected at the start of our agreement, as listed in item 13 of the contract.
- (b) If you are buying the perpetual interment right to use in the future (pre-need), you agree to pay for the perpetual interment right now (as listed in item 13 of the contract) and pay for all other services or goods later at the time of need (in accordance with items 7 and 14 of the contract). You also agree to pay for any other related services selected at item 8 of the contract later, at the time of need (if you still need them).



- (c) We update our pricing, policies, guides, rules and process documents from time to time in line with our needs and any changes in the law. The updated details will apply to this agreement, except that the updated details will not affect the agreed price or agreed services listed in the contract.
- (d) You will pay for the items included in this agreement as set out in item 15 of the contract. We can charge you interest as described in item 15 if you pay us late.
- (e) Goods and services tax (GST) applies to certain (not all) goods and services that you buy from us. You must pay GST at the same time as you pay for your goods and services. If the contract does not state that GST applies to what you are buying, then you do not have to pay GST.

A.4 Changes and cancellations

- (a) You must talk to us if you want to transfer your rights or duties under this agreement to someone else. Your changes must be legal, and we must agree to them in writing.
- (b) You may request the transfer of ownership of the perpetual interment right to another person. We will respond to transfer requests within 3 business days and charge a fee for this service. The new owner must be an Anglican or a Christian and agree to all terms and conditions of this contract. The transfer must also be approved by us. If the transfer cannot be completed based on our assessment of the new right holder, you would have the option to transfer the right to us and we may refund the original purchase price minus \$300 transfer/cancellation fee. Transfers back to us would only be considered for unused interment sites OR would be accepted if unused and considered in other circumstances. All decisions by columbarium management, including those regarding buybacks and refunds, are final.
- (c) Commercial selling, including advertising in any form, and transfers for monetary gain are not permitted.
- (d) Perpetual interment rights can be held by 1 person (solely) or 2 or more people (jointly):
 - When a sole interment right holder dies, we must transfer the perpetual interment right to the person named in their will, or act as the law tells us if the interment right holder did not leave a will.
 - When a joint interment right holder dies, we must transfer the perpetual interment right to the surviving interment right holder.
- (e) Either party (you or we) can waive their own rights under this agreement by telling the other party in writing.
- (f) We can cancel a perpetual interment right when:
 - the interment site has not been used within 50 years of the time when it was granted (as per the CC Act). The 50-year time period may change if the law changes.
 - we follow all other cancellation requirements under the CC Act.

A.5 End of agreement

- (a) You or we can end the agreement if the other party breaches the agreement and either:



- the breach can be fixed, but the party does not fix it within 15 days of being told in writing about the breach, or
 - the breach cannot be fixed.
- (b) You may terminate this agreement by providing written notice at least 15 days in advance, at no cost, if we are in breach. If you are in breach, termination must comply with clause A.5(c).
- (c) You can only terminate this agreement if the interment site has not been used for a burial or to place ashes and we may refund the original purchase price minus \$300 transfer/cancellation fee.
- (d) The agreement automatically ends when you have paid us all the fees you owe and either:
- the burial or placement of ashes in the interment site has been completed, or
 - we have cancelled your perpetual interment right, in line with section 52 of the CC Act.
- (e) Some rights and duties that you and we have under this agreement continue after the agreement has ended. These include the rights and duties set out in:
- clauses A.1(c), A.2(b), A.2(d), A.2(e), A.2(g), A.2(h), A.2(i), A.4(c), A.4(d), A.5(f), A.5(g), A.7
 - clause A.6 (for as long as legally required)
 - any other terms (including Contract details and Definitions) which are intended to continue after the agreement has ended.
- (f) Where an exhumation has taken place in line with section 66 of the CC Act, the rights and duties set out in clauses A.2(b), A.2(d), A.2(e), A.2(g), A.2(h), A.2(i), A.4(c), A.4(d), A.7 that you and we have under this agreement will no longer continue.
- (g) If any part of the agreement cannot be enforced in court, then that part will be treated separately but the rest of the contract stands.

A.6 Personal information

- (a) You agree that we need to collect and store personal information in line with this agreement, the CC Act and privacy legislation. We will use this personal information to provide the rights, goods and services this agreement covers.
- (b) We must manage personal information in line with our privacy policy and privacy legislation. We may need to share it with other regulatory authorities, if the law requires us to do so.
- (c) The Interment Right Holder (IRH) named in the Contract of Sale must provide a 100-point ID check, including at least one document with a photo and signature (e.g., passport, driver's license). For the person to be interred or next of kin one ID document is enough. Copies of these identity documents must be presented for verification before signing. You must not provide other people's personal information unless they agree that we can have it and use it. During the application of interment the IRH must provide the original documents for verification and for the deceased a notice of death or other required medical documents as proof of the deceased's identity. A 100-point ID check is not required for the deceased.



- (d) You must ensure that we have accurate and up-to-date information (including contact details) for you, any next of kin, or secondary contacts, as necessary for us to provide the rights, goods, and services outlined in this contract. If you need to check, update, or correct any of your personal information, please contact us using the details provided in Part C, item 19 of this contract.
- (e) We will write to you when we need to tell you something, and we will use the contact details set out in the contract, or the updated contact details you have given us.

A.7 Consumer protections, disputes and complaints

- (a) We will follow all relevant laws when we provide you with the rights, goods and services included in this agreement. This includes complying with Australian Consumer Law, laws, work health and safety law, the CC Act, and public health laws.
- (b) Nothing in the contract changes or limits your legal rights as a consumer. Find out more about these rights at <https://www.accc.gov.au/consumers/buying-products-and-services>.
- (c) By entering into this agreement, you, the client, acknowledge and agree to adhere to our dispute resolution process in the event of any disagreement regarding the terms of this contract. As a consumer, you have the right to request further information, provide feedback, or lodge a formal complaint with us.

Should you wish to raise a complaint, it must be submitted via email or registered post. We will respond to your complaint within 10 working days. The final resolution must be reached within 14 days from the proposal of a solution or the agreed resolution date.

If you are not satisfied with the outcome, or if you do not receive a response within 30 days, you have the right to escalate the matter to Cemeteries & Crematoria NSW (CCNSW) at 02 9842 8473 or ccnsw.info@cemeteries.nsw.gov.au.

It is your responsibility to retain and provide relevant supporting documents, such as invoices, contracts, and written agreements, to assist with your complaint or escalation.

- (d) To provide feedback, dispute, or file a complaint, please contact us using the contact details provided in Part C, Section 19 of this contract.
- (e) If you are dissatisfied with how we handle your complaint, our dispute resolution process outlines the steps for escalation. Additionally, you can contact Cemeteries & Crematoria NSW, the government authority that regulates our activities. Visit [Cemeteries & Crematoria NSW Complaints](#) for more information.
- (f) This agreement is governed by the laws of New South Wales. Should you or we be dissatisfied with the outcome of the dispute resolution process, and the matter is taken to court, it will be addressed in a New South Wales court closest to our facility.



Definitions

Some terms in this agreement have specific meanings, as shown below.

Term	Definition
at-need	The circumstances when a person needs a place for ashes immediately. This usually means that a person has recently died (or where death is imminently expected).
authorised agent	A party that we engage to act on our behalf, such as a funeral director.
CC Act	The Cemeteries and Crematoria Act 2013 (NSW)
interment	The process of either: • burying human remains in the earth (directly in the earth or in a container) placing human remains in a mausoleum, vault, columbarium or other structure designed to hold human remains.
interment right holder or you or your	• The person recorded in the cemetery operator's register as the person that currently has the perpetual interment right.
interment site	The specific location on the premises where a person will be buried or their ashes will be placed.
memorial	A gravestone, plaque, cenotaph or other monument, or any other structure or permanent physical object used to memorialise a person.
operator or we, our or us	St Matthew's Anglican Church Windsor as a facility licenced as part of the Cemetery Operator Licence held by the Anglican Church Property Trust Sydney Diocese. The Anglican Church Property Trust (ACPT) Diocese of Sydney is the legal owner and Trustee of all Church Trust property. Pursuant to The Parish Administration Ordinance 2008 the minister and the wardens and their appointees of each parish are authorised and responsible for the Administration of burial grounds and columbaria including to enter into contracts, carryout monetary transactions, receive, share, and sign documents related to the contract of sale, subject to limitations of liability, ensuring that no other trust assets are affected. All liabilities and obligations rest solely at the parish level.
operator's register	A register kept by a cemetery or crematorium operator, in line with section 63 of the CC Act.
order for interment	A written order that the operator creates to confirm the details of the interment immediately prior to it occurring.
person(s) to be interred	The person(s) whose bodily remains or ashes are to be buried or placed in the interment site.

St Matthew's Anglican Church Cemetery

Moses Street, Windsor, NSW. 2756



Term	Definition
perpetual interment right	The right to have a person permanently buried or their ashes placed at the interment site, in line with this agreement and section 44 of the CC Act.
premises	The cemetery or crematorium named in item 1 of the Perpetual Interment Contract.
pre-need	The circumstances when a person needs a burial site or a place for ashes at a future date. This usually means that no-one has recently died.
representative	An officer, employee or volunteer (including wardens and appointees) that the operator authorises to act as its representative for the purpose of making this agreement. To be clear, a representative is not the same as an authorised agent.