

CEMETERIES MANUAL



July 2024

WAITAKI DISTRICT COUNCIL

CEMETERIES MANUAL

Waitaki District Council operates the following cemeteries:

Oamaru Public Cemetery

Kurow Public Cemetery

Omarama Public Cemetery

Duntroon Public Cemetery

Palmerston Public Cemetery

Livingston Public Cemetery

Ngapara Public Cemetery

Otepopo/Herbert Public Cemetery

Maheno Public Cemetery

Hampden Public Cemetery

Macraes Public Cemetery

Cemetery services are delivered by the Councils Recreation Unit.
Responsibility for records administration is delegated to the Museum.

All requests for cemetery information or services should be referred to the Cemetery Administration on 027 308 4501

Cemetery maintenance and burial services are maintained under contract.

This document incorporates information relating to all of the key operational areas of Council cemeteries. It reflects the Council's desire to provide an environment and services that support the needs of the community and is intended as a ready reference for funeral directors and other customers. Further information is available by contacting Customer Services, refer to section 3 in this document.

Products and services

The following services and products are covered in this document:

1. Opening hours	4
2. Contact phone numbers	4
3. Plot Purchases	4
4. Locating graves	4
5. Booking procedures for burials and ashes interments	5
6. Ashes burials	10
7. Special Procedures for Maori burial	10
8. Disinterments	10
9. Installation and Care of Memorials	11
10. Management on non-compliant memorabilia	13
11. Miscellaneous	14
12. Fees and Terms of Trade	14

INTRODUCTION

Council operates Cemeteries at

- Oamaru
- Palmerston
- Maheno
- Kurow
- Livingston
- Hampden
- Omarama
- Ngapara
- Macraes
- Duntroon
- Otepopo/Herbert

Private/Trust Cemeteries are also available at Papakaio

1. OPENING HOURS

The cemeteries are open to visitors all year round. Burials are to be completed between the hours of 9 a.m. and 3.30 p.m. (to allow time for the Sexton to have the grave filled in). Monday to Friday, Saturday's to 1.00 pm. An additional fee may be charged to cover extra costs associated with burials on weekends and public holidays.

2. CONTACT PHONE NUMBERS

CEMETERY AREA	CONTACT
Oamaru, Kurow, Omarama, Duntroon, Livingston, Maheno Palmerston, Otepopo/Herbert, Hampden, Macraes	Contractor – Green By Nature via Cemetery Administration 027 308 4501
Museum enquiries	(03) 433 0852

3. PLOT PURCHASES

Plot purchases can be made directly from the Contractor, or through a Funeral Director if done as a part of an interment. The fees for plot purchases are set from time to time by Waitaki District Council, and are available from Council's Customer Services, or on the website www.waitaki.govt.nz. Funeral Directors or family must furnish a certificate of death or a Coroners Certificate.

3.1 Pre-Purchase

To maximise use of space and minimise ownership and administration issues Pre-purchasing of plots is not permitted, with the exception of relatives purchasing an adjacent plot at the time of burial as per clause Policy 11 of the Waitaki Reserves Management Plan 2014. Contact should be made directly with the Contractor. Process to revoke pre-purchased plot – unpaid (Appendix 5).

3.2 Plot Renewal and Selling Back of Unused Plots

Sometimes pre-purchased plots are never used, and thus take up valuable space in cemeteries. To prevent this from happening, if no interment occurs within 60 years then the Council will try and locate the purchaser or next of kin to confirm if the plot is still required. If they are unable to be located, then the plot ownership reverts back to Waitaki District Council as per Policy 13 of the Waitaki Reserves Management Plan 2014. Council will not buy plots back.

4. LOCATING GRAVES

Museum staff or the Contractor are able to assist the public in locating graves in Council owned cemeteries. There is an online cemeteries database, available through the Council's website for Oamaru Cemetery:

<http://www.waitaki.govt.nz/services/Pages/cemeteries.aspx>. Other cemeteries will be added as resources allow.

Information on burials at other cemeteries located in the Waitaki District is available from the owner of the cemetery.

5. BOOKING PROCEDURES FOR BURIALS AND ASHES INTERMENTS

5.1 Booking

All booking details are to be arranged directly through the Contractor.

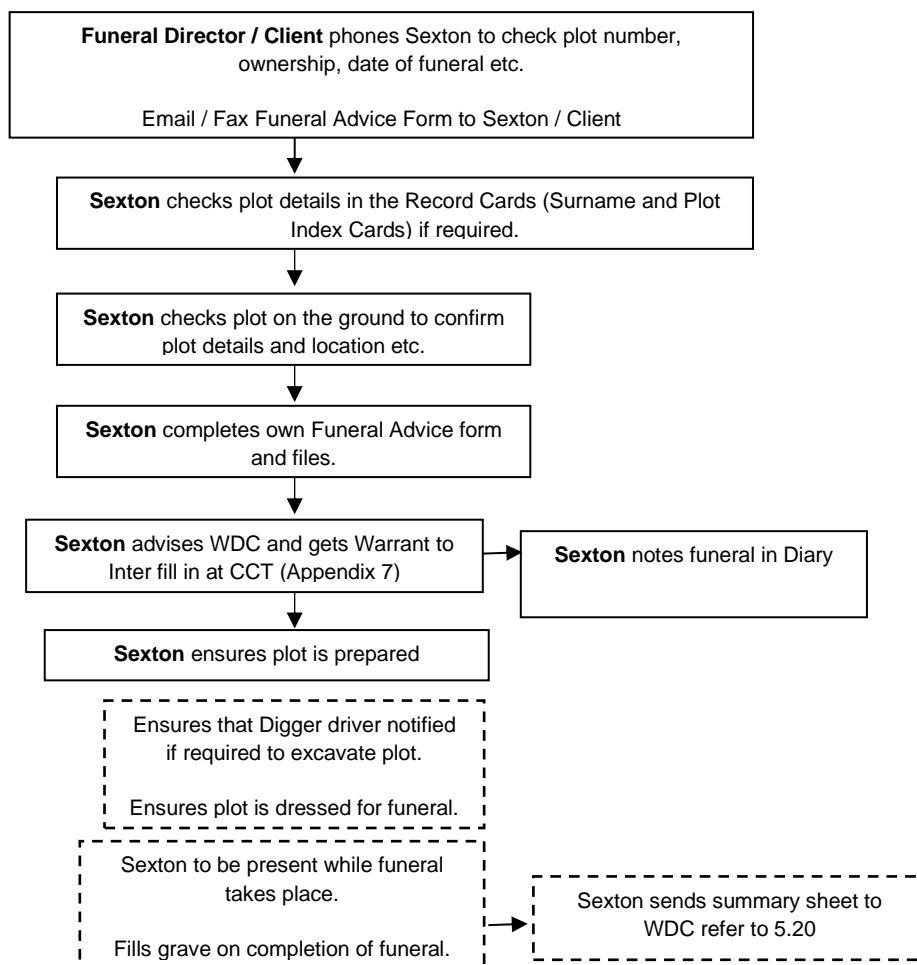
5.2 Compliance with regulations

Provisions of the Burial and Cremation Act 1964 and any amendments must be complied with.

5.3 Burial bookings

An application for the right of burial must be made to the Council using the official Application for Burial (burial booking form Appendix 1)

Procedures:



5.4 Minimum notice

Burial documentation must be received by the Contractor no less than 48 hours prior to the specified time of burial. The minimum notice may be reduced only by agreement with the Contractor (in consultation with the Sexton). This could occur in exceptional circumstances including where the religious beliefs of the deceased and the time of death make normal notice untenable.

Burials: Between the hours of 9 a.m. and 3.30 p.m. Monday to Friday, Saturday's to 1.00 pm only, not Sunday or Public Holidays.

No interment in the same cemetery to take place within 90 minutes of a previous interment without the Contractors approval.

5.5 Exclusive Right of Interment

When the Council “sells a plot” it sells an exclusive right of interment of 60 years.

In the event that the rights holder wishes to transfer the right of interment to another person, the parties must apply for the right to be transferred by filling in an Application to Vary an Existing Cemetery Deed (Appendix 3). In the event that any person other than a party having the exclusive right of interment seeks interment in the plot, the Parks and Recreation Manager may refuse to allow the interment in the plot if there is some doubt about that person’s entitlement to burial in that plot.

Council will only allow the transfer of an exclusive right of interment to another party if the applicant has provided evidence to the satisfaction of the relevant Council department manager that they are a direct descendant of a plot owner and have inherited rights to the plot, and other descendants do not dispute the transfer or have a claim on the plot.

5.6 Rights Holder

The purchaser of the plot on the Application for Burial form is considered by Waitaki District Council to be the rights holder. The rights holder has the right to determine what parties may be interred in the plot, and to place a headstone on the plot. No burial or headstone placement can take place in an existing plot without the authority of the rights holder. If the burial rights holder is deceased, the immediate next of kin may give authority, or a person acting on behalf of the deceased or the estate can make the application. This application must be made on an Application to Vary a Cemetery Deed form.

5.7 Plot Allocation

Plots are allocated by the Contractor in the area of the cemetery requested by the funeral director or client. This is generally the next available plot in the current berm. Where a request is made for a particular plot, agreement to such a request is at the sole discretion of the Sexton. The Sexton will endeavour to accommodate such a request providing this does not conflict with effective operational management of the cemetery.

5.8 Grave preparation

Only properly qualified staff or contractors are permitted to dig a grave for full burial or ash interment in any part of the cemeteries. Arrangements for family members of the deceased to fill in the grave may be made when the burial is booked, acceptance of any special arrangements is at the discretion of the Sexton. Where families wish to fill in the grave, sufficient time must be allowed to complete the burial within the cemetery burial hours. This means burials to be completed before 3.30 pm (to allow time for the Sexton to have the grave filled in) and must follow instructions of the Sexton.

5.9 Facilities available

The following interment facilities are provided by the Council:
grave mats, tapes, boards and bearers, dirt box and trowel.

5.10 Temporary grave markers

The Council does not provide temporary grave markers.
Funeral directors may provide temporary grave markers in the form of a cross (up to 500 mm height) This can be left as long as it remains in good condition. This is the only type of temporary grave marker permitted. Markers should have name and plot number.

5.11 Burial Attendant

The Council will provide a representative on site for the duration of the burial. Where the funeral director or client is aware that they will not arrive at the scheduled time, they should make every attempt to call and advise the Sexton of their likely arrival time.

The funeral director is responsible for moving the mourners away from the grave site after the burial to allow access for the contractor's machinery to fill in the grave.

5.12 Role of the Council's representative during the burial service

The Council representative is available to assist at the burial service as follows: meet the funeral director and funeral party, brief the funeral director about technical site issues - as necessary, assist with loading and lowering of the casket by prior arrangement, overview and remain responsible for safety of the grave site before, during oversee any special arrangements agreed at the time of booking the funeral.

Visitors to the cemeteries must follow any safety instructions of the Contractor's representative. Prior to a burial, the open grave shall be covered over by boards. The boards will remain in place until such time as the funeral director is in attendance and takes over responsibility for the security of the open grave.

5.13 Site safety at graveside

Funeral Director(s) will advise the Sexton upon arrival at the grave site and the site will be handed over to the Funeral Director. The Funeral Director is then responsible for the safety of the members of the public at the grave site until the Funeral Director formally hands the site back to the Sexton after the public have left the site.

If there is no Funeral Director controlling a burial then the site safety remains in the care of the Sexton and members of the public must follow the directions of the Sexton.

5.14 Reinstatement of graves

Graves are reinstated as soon as practicable after the burial has taken place. This involves back filling the grave, compacting and re-sowing. In some sites the grave may need to be topped-up up to a year after the burial.

5.15 Maintenance of Graves and memorials

All maintenance of plots and any associated grave markers or monuments is the responsibility of the next of kin or family of the deceased. Council reserves the right to remove or lay down monuments that may become a hazard.

The Cemetery Contractor shall sow out in grass and top up any graves after burial. Waitaki District Council will maintain all plot surrounds, carparks and other associated assets.

No tree or shrub may be planted anywhere in a cemetery or in pots without the prior permission of the Waitaki District Council. Floral tributes will be removed no sooner than 10 days after a burial has taken place.

5.16 Grave re-use

Where a second or subsequent interment takes place, only properly qualified staff employed by the Council's contractor or a monumental mason (with a permit) can break any Monument on graves with a concrete covering. Council retains the right to refuse to allow the breaking of such concrete. It is the sole responsibility of the owner or client to cover all costs to reinstate the grave after

the burial and the reinstated cover must comply in all respects with the cemetery monumental specifications.

5.17 Grave testing (probe)

Where there is doubt about whether an original burial was at double depth, the Council can test graves in order to ascertain whether there is room for a subsequent interment. A charge may apply for this service. Minimum cover to be 1 meter from ground level.

Testing by probe is not always conclusive, therefore an alternative burial site must be nominated where there is any doubt regarding the depth of a previous burial.

The Parks and Recreation Manager may refuse to allow a second burial in any plot where there is doubt about the depth of the first burial.

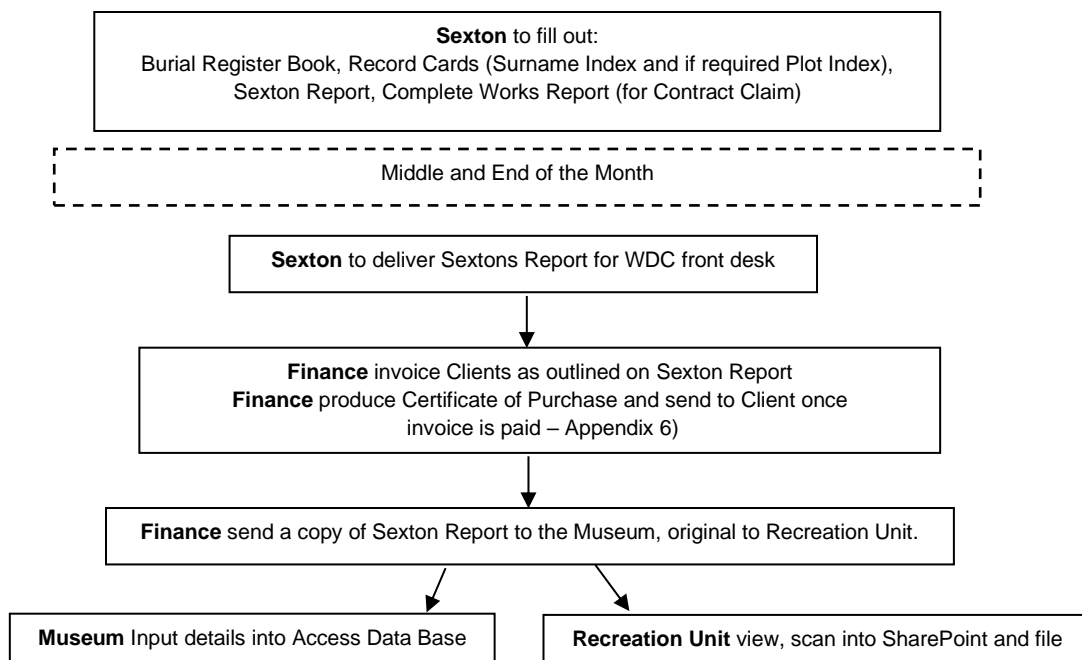
5.18 Ash interments in burial Plot

Ash interments are managed in the same way as casket interments. Permission must first be obtained from the owner of the relevant plot. Ash interments are booked through the standard interment booking process (see section 5 of this manual). Ash plots will be prepared by the Contractor's staff. The Contractor's representative will close the grave after the funeral director or client has left. The family of the deceased may close the grave after an ash interment by arrangement with the Council. There is no maximum per plot.

5.19 Cemetery deed

A cemetery deed will be generated by Council staff after the burial is complete and all fees are charged. The deed will be forwarded to the funeral director where the funeral director is the party organising the burial, or otherwise directly to the client.

5.20 Administration following a burial



5.21 Returned serviceperson's areas

Ex-Service personnel who have had war service or service that is defined as equivalent to war service and their spouses or partners may be buried in a Service area.

If the interment of a deceased veteran is to be in a Service area, a standard ex-service memorial either as a plaque or a headstone, depending on the type of cemetery, is available at a subsidized rate through Veterans' Affairs New Zealand. In a Service area only the standard ex-service memorial is permitted. The memorials are of a uniform style and there is no provision for personal messages or photographs.

If the interment is to be in a public cemetery (but not within the Services area), the next of kin can order a standard ex-Services memorial, either a plaque or headstone, at a subsidised rate.

Details of service needs to be supplied on the "Application for Interment" form. Failure to provide this information could result in the application for interment in a Services plot being declined.

Order forms for ex-service memorials can be obtained from Veterans' Affairs, a funeral director, or a RSA Welfare Officer. The form should be completed with as much detail as possible. Any documents to verify the service details should be photocopied and sent with the form and cheque payment to:

Veterans' Affairs
PO Box 5146
Wellington 6145

Only service personal and their spouse or partner may be buried in the Return Services area. Double depth burials are permitted in Services area to allow the spouse or partner of the deceased veteran to be interred in the same plot. A double plaque commemorating both deceased persons is provided at a subsidised rate.

If a spouse is interred in the RSA area before the ex-service personnel a full plot fee will be charged. The plot fee will be refunded when the ex-service personnel is interred in the same plot.

Children or grandchildren may be interred with an eligible serviceperson only if they are eligible for interment in a service cemetery in their own right; i.e. they also have qualifying war service.

War Services Eligibility & Contacts

Please refer to Veterans Affairs website for eligibility

<http://www.veteransaffairs.mil.nz/memorials/eligibility.html>

Application for an Ex-Service memorial or for recognition of a Services area apply to:

Supervisor Services Cemeteries
Veterans' Affairs New Zealand
PO Box 5146
Wellington 6145

Freephone (NZ) 0800 483 8372 (0800 4 VETERAN) or from overseas 07 859 767,

Email: veterans@xtra.co.nz

Service records: Please refer to New Zealand Defence Force Archives

<http://www.nzdf.mil.nz/personnel-records/nzdf-archives/default.htm>

6. ASH BURIALS

6.1 Facilities available

Separate facilities are available for ashes burials at the Oamaru, Herbert, Palmerston, Hampden, Maheno and Kurow cemeteries. A maximum of 4 ashes burials is permitted per plot.

6.2 Ash Disposal

Ash disposal within Council owned reserves is prohibited as outlined in the Reserves Act 1977 and for Health and Safety and cultural reasons.

7. SPECIAL PROCEDURES FOR MAORI BURIAL

The Council recognises, and provides for, the spiritual and cultural values of Maori regarding the departure of mate (dead people). These include the choice to select a Plot this is significant to them, the availability of water at the cemetery, the opportunity for Maori to fill in the grave and to have a ceremony to unveil the headstone, if desired.

8. DISINTERMENTS

8.1 Legal process

When an application for a disinterment is received by the Council, the disinterment shall be conducted pursuant to Sections 51 and 55 of the Burial and Cremations Act 1964 and any amendments thereto.

8.2 Disinterment bookings

All disinterments must be booked with the Council. A disinterment licence must also accompany the application (Appendix 4). A minimum of 10 working days is required for the processing of the application and completion of all arrangements relating to the disinterment. A disinterment application is required for ash disinterments.

8.3 Obtaining a disinterment licence

Applicants for disinterment should apply to the Ministry of Health, via the Public Health Office for a disinterment licence. A disinterment licence is not required for ash burials.

8.4 Scheduling of the disinterment

All disinterments are controlled by the Council. The manager will arrange a suitable time for the exhumation by liaising between the applicant and the Ministry of Health's Health Protection Officer who is required by law to attend the exhumation.

8.5 Attendance at disinterments

Attendance by relatives of the family is permitted but this must be indicated when completing the Application for Disinterment.

8.6 Special requirements

The Council will endeavour to meet any special requests made by the applicants for the disinterment. However all decisions relating to the conduct of the disinterment are at the absolute discretion of the manager who must be mindful of the impact of any requests on other users of the cemetery and on staff.

8.7 Disinterment of ashes

An application is required to disinter any ashes from a Council cemetery. Disinterments are carried out by the Council's contractor.

9. INSTALLATION AND CARE OF MEMORIALS

9.1 Right to erect a memorial

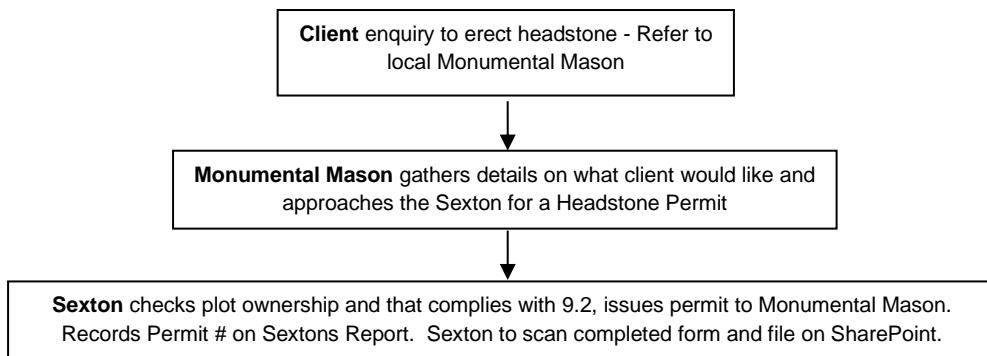
Owners of the exclusive right of interment, or if the owner is deceased, the next of kin or executor of the Deceased's Estate, can authorise the erection of a memorial plaque or headstone.

9.2 Allowable specification

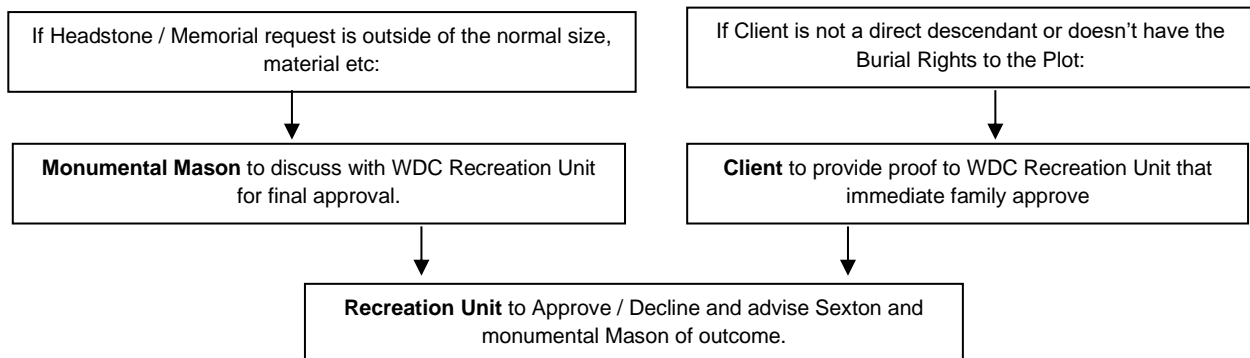
Owners of plots, or if deceased, the immediate next of kin, may apply (using the Monument Permit form) for a plot marker or monument to be erected. Concrete base work for all monuments shall not stand higher than 150mm above the highest point of the concrete beam or ground level, whichever is the higher, and laid to the satisfaction of Waitaki District Council and in accordance with sound engineering principles as set out in NZS 4242:2018 Headstones and Cemetery Monuments. Application for all Monument Installation (Appendix 2) are required prior to any installation taking place.

- The headstone is to be no higher than 1200mm (excluding Oamaru Lawn Cemetery where the maximum height is 1000mm), and shall be no wider than the width of the plot.
- A "Monument Permit" must be obtained from the Sexton prior to any work beginning. Family can construct a monument if they can provide evidence of expertise and a site safety plan.

Procedure for Monument Permits within NZS 4242:2018 standards



Procedure for Monument Permits outside NZS 4242:2018 standards



- No person may mix cement or mortar anywhere in the cemetery other than on a watertight platform.
- All necessary precautions shall be taken to ensure that no damage is done to footpaths, roads, plots or grass during monument installation.
- Plaques must have a minimum clearance of 10mm from the edge of the plaque to the edge of the plot on any ash beam and be no more than 10mm thick. It is the responsibility of the plot owner to ensure that the plaque is of the correct dimensions for the particular plot concerned.

If the Waitaki District Council is asked to remove a plaque, no responsibility will be taken for any damage done in the process of removal.

9.3 A Veterans Affairs plaque

A Veterans Affairs plaque may be installed next to a headstone for returned service persons interred in areas outside the services cemetery area.

9.4 Permit required

No memorial plaque or headstone may be erected, or placed, or additional wording/rewording without the authorised party, or that party's agent first applying for and obtaining a permit to work in the cemetery. The permit fee only applies to new installations.

9.4.1 Type of work for which a permit is required

No significant work of any kind can be carried out at the cemeteries without first applying for and obtaining a Permit to Work in a Cemetery. Normal work covered by the permit includes activities such as removing or erecting a headstone, removing or placing a plaque or any other work on a memorial or grave. A permit is not required for very light maintenance work, e.g. cleaning a headstone, carried out by family or friends of the deceased or contractor engaged by family.

9.4.2 Why permitting is necessary

Work permits are issued for the following reasons:

- It is essential that cemetery standards are maintained for the benefit of all cemetery users.
- The permitting process enables qualified staff to ensure that anyone doing work is aware of relevant standards, and to check compliance with those standards upon completion of the work.
- Council staff can ensure that the correct plot is identified before any work is carried out.
- Permitting facilitates the management of accurate cemetery records relating to the existence of memorial structures.

9.4.3 Applying for a permit

Application for such a permit is made on a Council Application for Memorial Permit form. Payment must be received prior to a permit being issued.

9.4.4 Time to issue

At least eight normal working hours is required to process an application for a permit. The Sexton will do his best to assist where it is not possible for the applicant to give the required notice.

9.4.5 Person responsible for permit

Permits are issued to the applicant who is the person responsible for the

conduct of the work in compliance with the requirements of the permit. The permit will also specify the nominated contractor where relevant.

9.4.6 Health and Safety

Any contractor working in the cemeteries must have a current Health & Safety Management Plan. This must be provided with the permit application form. A copy of this plan must be provided with the permit application form unless Council already hold a copy.

9.4.7 Work to be conducted in a professional respectful manner taking in to consideration of all other users of the Cemetery.

9.5 Memorial / Headstone installation

In the course of constructing bases and placing headstone all roads, paths and plots in the cemetery must not be damaged or any rubbish hard fill, or surplus materials be left on site. If any damage occurs or any rubbish, hard fill or surplus materials are left on site, the Council will repair or remove at the cost of the person constructing the base or placing the headstone.

9.6 Removal of monuments

No one is permitted to remove a memorial plaque or headstone without first applying for and obtaining a Council permit to Work in a Cemetery. See Permit to Work in Cemetery (section 11) of this manual.

9.7 Responsibility for maintenance

The holder of the Exclusive Right of Interment, or if the holder is deceased, the immediate next of kin, is responsible for maintaining the memorial plaque or headstone in good order and condition.

9.8 Responsibility for damage

The Council does not accept any responsibility for damage or vandalism to monuments unless such damage is the direct result of negligence by the Council's contractor.

10. MANAGEMENT ON NON-COMPLIANT MEMORABILIA

10.1 Non-compliant memorabilia will be removed

In order to maintain the overall cemetery environment for the benefit of all users, grave memorabilia that does not comply with the cemetery standards will be removed by the Parks and Recreation Manager or their representative. The Council may determine what fences, memorials, adornments or memorabilia may be placed or erected in any portion of the cemetery.

The following memorabilia is not permitted:

- temporary grave markers other than described in clause 5.10.
- any memorial that does not comply to the specifications set out in this manual.
- planting of vegetation on any area of the cemeteries, live plants in pots.
- any glass.
- any adornment that encroach on the mowing strip and obstruct or impede the operation of grass maintenance in front or behind a headstone.

10.2 Concrete Beam

Where a concrete beam is provided for the placement of a memorial, no adornments, vegetation or other objects can be placed on or beyond the beam provided.

10.3 Process prior to removal

Prior to removing non-compliant memorabilia Council staff will endeavour to contact the plot owner and request the items be removed. If there is no response after 30 days, the Contractor's staff will remove and hold the memorabilia for a further 30 days. After 60 days the Contractor will dispose of the non-compliant memorabilia. Council staff will photograph the plot prior to removal and file with cemetery records.

11. MISCELLANEOUS

11.1 Indigent (Poor) Persons

The Burial and Cremation Act 1964 requires the Council to bury the bodies of poor persons, and persons from any hospital, penal institution, or other public institution free of charge upon order from a Justice of the Peace. An "Application for Interment" form must still be completed before the burial takes place.

No monuments or crosses are permitted on a poor person's grave as the exclusive right of burial has not been purchased and still belongs to the Council.

If a family wishes to erect a monument on a poor person's grave this can be facilitated when all the cemeteries fees and charges have been paid. The Council will issue a Certificate of Right of Burial, which entitles the person to apply for a Monumental Work Permit.

11.2 Burial of Stillborn Babies

A stillborn baby can be interred in a new plot. The definition of a stillborn baby is one that weighed 400g or more, or was delivered after the 20th week of pregnancy (burials under this size/age can be made although not legally required).

11.3 Vehicles in Cemeteries

Vehicles are only permitted to use designated roadways and carparks whilst in the cemetery. Vehicles may only access cemeteries from:

- 7.30 am to 7.30pm during the months October through to the end of March
- 8.00am to 5.30pm during the months April through to the end of September
- The speed limit in all cemeteries shall not exceed 10km/hr unless posted otherwise. All vehicles to give way to any funeral procession.
- Consideration to be given to other Cemetery users when parking.

11.4 Dogs and Horses

Dog's on leads are allowed in Waitaki District Council cemeteries. No horses are permitted.

12. FEES AND TERMS OF TRADE

12.1 Fees

A schedule of interment prices and all fees and charges can be obtained from the Council office. These fees are subject to a review carried out in the annual plan – open to submissions in February each year, to take effect from the following 1 July. Additional fees may be payable where the contractor is required to work outside the standard hours of operation.

12.2 Terms of trade

As outlined in Appendix 1 Burial Booking Application - *This form must be signed by a representative who has 'Power of Attorney' to authorise payment for Plot Purchase / Interment Fees as set out in the Waitaki District Council Annual Plan.*

Others – Any other party arranging an activity will be required to pay cash at the time of the booking a plot purchase, or on the 20th of the month following the date of invoice if the fee is for a burial.

Source Documents and Source Document Lead Times

ACTIVITY	SOURCE DOCUMENT	MINIMUM TIME SOURCE DOCUMENTS REQUIRED PRIOR TO ACTIVITY	ACTIVITY COMPLETED BY
Casket interment	Application for Warrant to Inter (and booking form)	48 hours	As specified by customer
	Application to Purchase a cemetery plot.	48 hours	
Attended Ash interment	Application for Warrant to Inter	48 hours	As specified by customer
	Application to Purchase a cemetery plot (if required)	48 hours	
Unattended Ash Interment	Application for Warrant to Inter	48 hours	
	Application to Purchase a cemetery plot (if required)	48 hours	
Disinterment	Application for disinterment and (booking form)	10 normal working days	As soon as possible, as agreed with PHO*
	Disinterment Licence	from the Ministry of Health via the Public Health Office	
Plaque removal and placement	Application for Memorial Permit	48 hours	

Please contact Cemetery Administration on 027 308 4501 as soon as possible to check available dates and times before submitting your application.



Waitaki
DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Burial Application

Details of funeral arrangement for the Waitaki district

Details of deceased

Christian Name(s): _____ Surname: _____

Address: _____

Age: _____

Death Certificate ☐

Coroners Certificate ☐

(Copy of Certificate to be provided with Application if applicant is not a Funeral Director)

Spouse: _____

Next of Kin Details (original plot purchaser)

Owner of Plot: _____

Living Next of Kin: _____

Relationship to deceased: _____

Address: _____

Funeral Details

Funeral Director/Organiser: _____

Address & Phone No: _____

Time of Service: _____ Place of Service: _____

Date of Death: _____ Date of Funeral: _____

Name of Cemetery: _____ Ash Garden: _____

New Plots: _____ Extra / Ord Depth: _____

Block & Plot No: _____ Size of Casket: _____

RSA No: _____ Concrete Top: _____

Special arrangements: _____

(reopen) _____

Account to be paid by ¹: _____

Name: _____

Address: _____

Signed: _____

Dated: _____

¹ This form must be signed by a Trustee of the estate if account not going to a Lawyer, to authorise payment for Plot Purchase / Interment Fees as set out in the Waitaki District Council Annual Plan, which can be view at www.waitaki.govt.nz

Application for Monument Installation



Waitaki
DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

1. **Name of cemetery:** _____

2. **Details of Installer:**

Installer's name: _____

Company name: _____

Postal address: _____

Phone: _____ Mobile Phone: _____ Fax: _____

Qualifications: _____

3. **Details of Plot Location:** of the Late: _____

Plot owner: _____

Block No: _____ Row no: _____ Plot no: _____

Note: Will the monument, when sited, cross more than one plot?

☐ No – Go onto Section 4

☐ Yes – List other affected plots: _____

Name of Applicant: _____

Relationship to deceased: _____

Next of kin: ☐ Yes ☐ No

(if not next of kin please provide documentation (Family tree) and written approval from next of kin)

Address: _____

Home Telephone: _____ Mobile: _____

Email: _____

Date: _____

4. Installation and Design Requirements

There are several installation and design requirements that are applicable to all cemeteries. Please read the following details carefully to ensure you will be allowed to install your monument:

- A **maximum building envelope** applies to the installation and design of headstones. *(Please refer to your copy of requirements for the specific building envelope of your proposed cemetery).*
- The headstone is to be no higher than 1200mm (excluding Oamaru Lawn Cemetery where the maximum height is 1000mm), and shall be no wider than the width of the plot.

5. Details of Monument to be Installed

Materials: _____

Dimensions:

Please add the relevant dimensions of your planning monument to the diagram below. For plaques being mounted on a plinth, please provide plinth details.

Please sketch here

Proposed Plaque Inscription:

I hereby declare that all monumental masonry work will be completed in accordance with NZS 4242:2018 (Headstone and Cemetery Monuments).

I hereby give permission for the erection of the work mentioned above, and in consideration of Council permitting the execution of such work on the above plot, I the undersigned DO HEREBY INDEMNIFY and hold safe and harmless the Council against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever which may be made on or instituted against or suffered by the Council in any manner whatsoever by reason of the Council having consented to the execution of such work.

Signature: _____ Date: _____

Office Use Only	
Document no: _____	<div style="border: 1px solid blue; border-radius: 15px; padding: 10px; text-align: center;"> Date Received </div>
Approved: Yes / No	


APPLICATION TO VARY CEMETERY DEED
Reason for Request (tick more than one if appropriate)

- ☐ The existing Deed Holder to the cemetery plot wishes to transfer the Deed to another person
- ☐ The existing Deed Holder is deceased and the next of kin or person acting on behalf of the deceased or estate wishes to arrange for transfer of the Deed.
- ☐ The existing Deed Holder wishes to change the parties named as holding the Right of Interment in the plot.

Plot Information

Cemetery: _____

Plot Identification Number: _____

Name of Current Deed Holder: _____

New Deed Holder (complete if relevant)

Name of Person to whom the Deed is to transfer: _____

Address: _____ Phone: _____

- Status: ☐ Next of kin to Deed Holder
- ☐ Executor of will or estate of existing Deed Holder
- ☐ Other (state relationship with Deed Holder) _____

Parties to Hold Right of Interment (complete if relevant)

Surname: _____ First names: _____

Address: _____

Date of Birth: _____

Applicant's Declaration

I am the person making this variation. I declare that the information given on this form is correct and that I am properly authorized by all interested parties* to execute the variation requested in this application.

Name: _____

Address: _____

Phone No: _____

- Status: ☐ Existing Deed Holder
- ☐ Next of kin to Deed Holder
- ☐ Executor of will or estate of existing Deed Holder
- ☐ Other (state relationship with Deed Holder) _____

* Interested parties includes the next of kin and all of the close living relatives.

Interested Parties

Name	Relationship to existing Deed Holder	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approval (Office Use only)

Waitaki District Council certify that this application has been approved and that records have been updated in accordance with the instructions set out on this form.

Notes (Record any significant issues) _____

New Deed Generated ☐ Cemetery Database updated ☐ Confirmation to applicant ☐

Signature (Authorised officer) _____ Dated: _____

APPLICATION FOR DIS-INTERMENT WARRANT

Please sign and return, with copies of required approvals:

(NB: Dis-interment Warrant must be completed by a suitably qualified Funeral Director or Permit Holder)

WAITAKI DISTRICT COUNCIL

Private Bag 50058, Oamaru 9444

APPLICATION COMPLETED BY:

Permit Holder Name:		Company Name (if applicable):	
Address		Contact Details:	

CEMETERY DETAILS:

Cemetery :		Physical Address:	
Section:		Plot Number:	
Cemetery Sexton:		Contact Details:	
Council Representative:		Contact:	

DECEASED PERSONAL DETAILS:

Deceased Full Name:					
Date of Death:		Date of Burial:		Age:	

APPLICATION MADE ON BEHALF OF:

Applicants Full Name:		Contact Details:	
Postal Address:			
Email:			

PLOT DETAILS

Name of Plot Owner:		Contact Details:	
Plot Purchase Date:		Plot Purchase Amount:	
Is the plot owner intending to relinquish ownership of this plot to Council following dis-interment?	Yes	No	
Is there an Existing Headstone to be removed? <i>NB. Only required if the plot is to be relinquished to Council</i>	Yes	No	

REQUIRED APPROVALS and SUPERVISION OF DIS-INTERMENT

Have you obtained the following required approvals, you will need to supply copies of the these as records as part of you disinterment warrant application

Ministry of Health Department (District approving disinterment permit)		Copy Attached	Yes	No		
Authorising Signatory Name:		Contact Details:				
Designated Attendee at Disinterment :		Contact Details:				
Dis-interment approved by Ministry of Health Department for the purposes of:	Forensic	Yes	No	Relocation	Yes	No

If answered Yes to **Forensic** New Zealand Police Approval must be obtained and present for the disinterment.

Office issuing New Zealand Police Warrant:		Copy Attached	Yes	No
Authorising Signatory Name:		Contact Details:		
Designated Attendee at Disinterment Name:		Contact Details:		

Is re interment /re-committal expected?	Yes		No			Expected Date:				
If answered Yes to Relocation										
Location and Address										
Cemetery Name					Plot Number:					
DIS-INTERMENT DETAILS										
Date of Dis-interment:					Estimated time of arrival at Cemetery					
Burial Requests – Special Requirements (cultural , customary, additional shoring, screening, protection, other)										
The dis-interment is of a:		Casket	Yes	No	Urn	Yes	No	Other	Yes	No
Width		Length		Depth		(Maximum measurement if known)				
GRAVE SITE RESTORATION REQUIREMENTS										
<i>All costs associated with restoration, relocation and remedial works to the grave site by a Council approved Contractor will be at the APPLICANTS EXPENSE</i>										
The Grave site will be reinstated and made good (at the applicants expense):						NB. This reinstatement is Mandatory				
The existing Headstone removal is going to be arranged by the Applicant :						Yes	No	Removal Date		
Council approved Contractors are requested to remove and deliver the headstone to the following address (at applicants expense)					Yes	No	Recipients Name:			
Deliver Headstone to (Address)						Contact Details:				
Council Approved Contractor Representative Name:						Contact Details				
I acknowledge liability for the fees for the above services, acting as or on behalf of the applicant										
Name:				Signed:				Date:		
Permit Holder/Funeral Direct Company:										
Address:										
Email:										
Fax:										
Phone:										
Warrant Authorisation for dis-interment from Waitaki District Council (WDC) Administered Cemetery										
(WDC) Delegated Representative Name										
Delegated Representative Signature										
Delegated Representative Contact										
Date Issued										

Process to revoke Pre-purchased Cemetery Plot (purchased beside a family member)

Once payment is 3 months overdue:

- Letter sent advising that invoice hasn't been paid, allowing 1 month to arrange payment otherwise pre-purchase of plot to be revoked.

[name of cemetery] Cemetery – Pre purchased burial plot

Councils records show an outstanding amount of \$ is now overdue in regards to the pre purchase of a burial plot under your name for the [name of cemetery] Cemetery. This purchase took place in [date], however to date no funds have been received by Council.

I wish to advise that if payment is not received by the [date] Council will be revoking agreements relating to this purchase.

If you wish to discuss this matter further please contact me at the above number.

- Call Sexton to advise that you are currently trying to get payment on a Pre-purchased plot and that it may be revoked.
- No payment received: Arrange for copy of original invoice and get a credit note processed. Collect from finance the original forms from the Sexton regarding purchase of plot (these are normally sent out once payment is received)
- Letter sent advising no funds received pre-purchase now revoked. Enclose copy of first letter, copy of original invoice and credit note.

[name of Cemetery] Cemetery – REVOKED Pre purchased burial plot

I refer to Councils letter dated [date] (please find copy enclosed) requesting payment for the above burial plots.

Councils records still show that the amount of \$ remains unpaid. As no communication has been received Council now revoke all prior agreements relating to this purchase.

Please find enclosed for your records a copy of the original invoice and a credit now clearing this account.

If you wish to discuss this matter further please contact me at the above number.

- Take a copy of all information for Sexton, include the original forms (post to Contractor).
- Update in the Cemetery folder the Sextons report (A3 form), scan and send through to the Archivist at the Museum for the Museum's files to be amended.

..... Cemetery

Certificate of Purchase

Date:

No:

This is to certify that

has purchased plot no. _____ block _____ in the

above cemetery and has paid

Into Account _____

Waitaki District Council

..... Cemetery Plot Purchase

Receipt No: _____

Credit Account _____

WARRANT TO INTER*Forwarded this warrant to the Sexton as soon as possible.***Waitaki**DISTRICT COUNCIL
TE KAUNIHERA Ā ROHE O WAITAKI

Location:

No. **12401**

Block: Plot:

The Sexton is Authorised to inter in the cemetery

the body/ashes of

Address:

Name: Signature: Date:

ON BEHALF OF WDC CEO

The body / ashes of

..... was interred on

Owner of the plot

..... Sexton