

Application for Monument Installation

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	
	Date Received
Document no: _____	
Approved: Yes / No	