

Reservation of Burial Plot

Waikato District Council Cemeteries Bylaw 2016

Details of person/s with the exclusive right of burial – joint ownership acceptable

Full name:		
Residential address:		
Postal address (if different):		
Mobile:	Work phone:	Home phone:
Email:		

Receipt to be sent to – if different to above details

Full name:		
Residential address:		
Postal address (if different):		
Mobile:	Work phone:	Home phone:
Email:		

Signed **Dated**

Reserved Plot Details

Name of Cemetery:
Plot Details:
Plot Reservation Fee: \$

OFFICE USE ONLY

Amount:	Date Paid:	Receipt No:
Cem Register No:	Owner 1 ID:	Owner 2 ID:
Cem Prop No:	ECM Doc ID:	CDO:

Notes from the Cemeteries Bylaw 2016

Exclusive right of burial

An exclusive right of burial may be sold by the Council and may be held for sixty years. The Council will not re-purchase any presold plots.

Any person is entitled to purchase an exclusive right of burial for no more than two plots.

Where doubt of ownership of an exclusive right of burial exists, the Council may satisfy itself, that the use of the respective plot is authorised.

The Council will not sell the exclusive right of burial in respect of any plots located in cemetery areas reserved exclusively for the burial of deceased persons who have served in Her Majesty's Forces.

Plots and graves

Only the Sexton is authorised to dig a grave.

The Council requires prior notification if a person, or persons, wish to fill any grave.

The minimum depth of cover for any casket must be not less than 800mm.

A maximum of two deceased persons may be buried in any one plot.

A grave may be reopened for subsequent burial(s) where consent is given by the Council and:

- by the owner of the exclusive right of burial, or their representative; and
- the relevant prescribed form is provided to the Council.

Ashes

A maximum of eight urns containing ashes that may be buried in any burial plot, or a maximum of two urns may be buried in an ashes plot.

Ashes may not be scattered in any cemetery.

Burials

Before a burial may take place, an application for interment must be lodged with the Council.

The application must be accompanied by:

- a medical certificate or coroner's authorisation, as applicable;
- written permission from the owner of the exclusive right of burial in respect of a plot, where applicable;
- payment of the burial fees set by the Council.

Burials must take place:

- in a specific plot in respect of which an exclusive right of burial has been purchased; or
- in a plot chosen by the Council if no exclusive right of burial has been purchased.

Notification of burial

Interments may take place between the hours of 10.00am and 3.30pm on Mondays to Fridays inclusive, and between 10.30am and 2.30pm on Saturdays. On Sundays and public holidays, cemeteries are closed for all interments.

Burials may take place outside these times by prior arrangement with Council.

Notification of an intended burial must be given to the Council not less than eight working hours prior to the time of burial. If less notice is given, an extra charge may be imposed by the Council.

Fees and Charges

The Council may prescribe fees and charges for burials and disinterments, the purchase of exclusive rights of burial, headstone erections and other services. These fees will be included in the Council's Fees and Charges Schedule. A copy of fees and charges will be available from the Council's website, office or any customer service centre.

No burial warrant will be issued until all fees have been paid or satisfactory arrangements have been made for the payment of fees.

Memorials and adornments

Prior to the installation of any memorial, an application for a memorial must be submitted to the Council, together with: a) proof of an exclusive right of burial for the respective plot; and b) payment of the relevant fee set by the Council.

Memorials must:

- cover no more than two plots, provided the respective exclusive burial rights are owned by the same owner; Cemeteries Bylaw
- limit inscriptions to the front of the memorials for double beam areas;
- be set in a way approved by Council.

Memorials and the associated plots must be kept in good order and repair by the holder of the exclusive right of burial, or their successor.

Only a Monumental Mason who complies with the Council's Health and Safety requirements, and preferably a member of the New Zealand Master Monumental Masons Association may undertake work associated with any monument.

Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, the Council may remove any installation of any kind that falls into a state of decay or disrepair.

No above-ground memorials, including railing or fencing, must be placed in grounds designated as lawn cemeteries.

Removal of any memorial must be approved by the Council using the relevant prescribed forms and accompanied by proof of exclusive right of burial for that plot.

The Council may remove any unauthorised memorials from the Cemetery.

Adornments, including wreaths and floral tributes, may be placed on a plot for up to twenty-eight days following an interment. After this time, all adornments will be relocated to the concrete beam.

Any adornments added after this time must be duly placed in approved receptacles, or on the concrete beam.

Adornments must not inhibit the proper maintenance of the Cemetery or other graves.

Breakable jars, vases or receptacles must not be used as flower containers.

The Council may remove unapproved receptacles, ornaments or memorabilia from graves at any time to facilitate the maintenance of those graves.

In areas set aside as a lawn cemetery, a plaque must be placed centrally on the beam opposite the associated plot.

All foundations for kerbs, tombstones, headstones, monuments, vaults and any other aboveground structure, must be constructed to the satisfaction of the Council and in compliance with the New Zealand Headstones and Cemetery Monuments NZS 4242:1995 or its subsequent amendments or replacement, subject to the following restrictions:

- No memorial stone, fence or enclosure must exceed 1200mm in height.

- In any areas that are designated as Services Cemeteries – all monuments and headstones must be constructed in accordance with the requirements of Veterans' Affairs New Zealand.

Any headstone or other monument, which in the opinion of the Council is offensive, may be removed at the direction of the Council. No Monumental Mason or other person must remove any kerb, headstone, monument or tablet from any Cemetery without permission from the Council.

Any authorised person erecting or repairing any headstone or monument must remove all excess materials, tools and equipment from the cemetery on completion of the works and leave the site in a tidy state.