

## PERMIT APPLICATION FOR MEMORIALS and PLAQUES

I hereby apply for a permit for a: Memorial  Plaque

New Installation  **OR** Remove (to repair or modify)

at: Waihi Cemetery  Pukerimu (Paeroa) Cemetery  Miranda Cemetery

Date of installation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date and time of unveiling if required: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ at \_\_\_\_\_ am / pm

### Deceased Details:

Full Name: \_\_\_\_\_

Date of Death: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Plot Details:

Plot No.: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

Plot Certificate is in the name of: \_\_\_\_\_

### Customer Details:

I, \_\_\_\_\_  
(Full Name)

Of \_\_\_\_\_  
(Address)

have the Authority to approve the installation of the Memorial/Plaque.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to deceased: \_\_\_\_\_

### Authorised Person (Monumental Mason) to carry out the work:

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permit Application for Memorials and Plaques		M 2118132 V4
Responsibility: Parks and Reserves Manager	Date Issued: June 2015	Page 1 of 3

**Memorial details:**

Base length: \_\_\_\_\_ mm      Width: \_\_\_\_\_ mm      Depth: \_\_\_\_\_ mm

Memorial Height: \_\_\_\_\_ mm      Width: \_\_\_\_\_ mm      Depth: \_\_\_\_\_ mm

Material used: \_\_\_\_\_

**Plaque details:**

Length: \_\_\_\_\_ mm      Width: \_\_\_\_\_ mm

Material used: \_\_\_\_\_

**Please attach a diagram to the application form showing the inscription and design of the memorial or plaque which upon approval will have a permit issued before installation takes place.**

**The Hauraki District Council requirements for erecting a memorial or plaque on page 3 must be adhered to.**

**Monumental Mason to complete:**

*I, the undersigned state this memorial does not contain any offensive or inappropriate wording or images that may cause offence.*

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE:**

Permit Fee: \$ \_\_\_\_\_ Permit No: \_\_\_\_\_ Date Permit Posted: \_\_\_\_\_

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_ Plot Certificate No: \_\_\_\_\_

Invoice No: \_\_\_\_\_ Date: \_\_\_\_\_

Installation inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Digital photo taken: Yes  No  Entered in FRED: Yes  No

Staff Signature/s: \_\_\_\_\_ / \_\_\_\_\_

Permit Application for Memorials and Plaques	M 2118132 V4
Responsibility: Community Services Manager	Date Issued: June 2015 Page 2 of 3

**Following are the requirements for erecting a memorial or plaque in Council administered cemeteries.**

Council provides, in the lawn sections (blocks) of the cemeteries, a concrete strip referred to as a berm which is laid level with the ground. The berm is the base for memorials to be fitted onto. In the older parts of the cemeteries a berm is not provided by Council - the applicant must provide one at their own cost.

For upright memorials in the lawn section of the cemeteries:

1. The foundation base for all upright memorials shall not be higher than 150mm at level.
2. The width of the foundation base for upright memorials shall be no greater than 300mm and where required, allow insets for flower containers.
3. The width of the foundation base for upright memorials at *Pukerimu Cemetery, Paeroa*, where there is a single berm, shall be no greater than 380mm and where required, allow insets for flower containers.
4. The length of the foundation base shall be no longer than 1000mm (1metre) in the case of a single plot; or 2000mm (2 metres) in the case of a double (family) plot.
5. The memorial affixed to the foundation base, shall be no higher than 1500mm (1.5metres) from *ground level* (top of the berm). All memorials shall be constructed with sound engineering principles and shall be aesthetically acceptable to the controlling authority. **The construction plan of the proposed memorial shall be submitted to and approved by the local authority before it can be placed in the cemetery.**
6. A setback of 150mm shall be provided between the front edge of the berm and the front edge of the foundation base. This is to assist Council by providing a mowing strip.
7. No erected memorials shall be of any other material than granite, stone, marble or similar suitable material approved by the local authority. All concrete surfaces shall be grey. No coloured cements shall be added or used.
8. When constructing foundation bases and fitting memorials, no damage or soiling of the grassed areas, neighbouring memorials, berms, roads or paths is permitted.
9. All memorials shall be kept in good repair by the owners of the plot (including their assignee).
10. Memorials of any kind which fall into a state of decay or disrepair may be removed by order of the local authority, an in situ photographic record of the memorial shall be taken before removal and filed with cemetery records.
11. For **ashes gardens** at *Pukerimu Cemetery, Paeroa* where only upright memorials are permitted, the foundation base shall be up to 150mm in height (above the berm). The base shall be up to 300mm in width and 600mm in length. The memorial affixed to the base shall be up to 400mm in height.
12. For **ashes gardens** where only plaques are permitted, and **lawn ashes plots** where only plaques are permitted, the dimension of the plaque shall be up to 230mm in width and up to 380mm in length. They shall be constructed of granite, bronze, marble or ceramic.

**A permit to install a memorial or plaque must be obtained before any work is carried out in the cemeteries. Council will remove any memorial or plaque installed without a permit.**

**IMPORTANT NOTE:** No work is to be carried out to install or replace headstones at the cemetery by any unqualified person i.e. general public. All work is to be completed in a professional workmanlike manner and is subject to our final approval i.e. work may be requested to be redone.

Any request to install or replace headstones to be completed by someone other than a qualified monumental mason or funeral director will need to be considered by the Parks & Reserves Manager.

Permit Application for Memorials and Plaques	M 2118132 V4
Responsibility: Community Services Manager	Date Issued: June 2015 Page 3 of 3