

## Hauraki District Council – Cemetery Guidelines

This is a short reference guide to some of the requirements in relation to Council’s cemeteries. It is not the Hauraki District Council cemetery by-law; but does contain some extracts from the by-law.

### What do I need to do?

To reserve the exclusive right of burial in a cemetery plot - Deliver to the Council a **completed and signed** “Application to Reserve the Exclusive Right of Burial” form and pay the reservation fee.

To purchase a vault in the Ngatea Ashes Wall for future use – Deliver to the Council a **completed and signed** “Application to Purchase an Ashes Vault” form and pay the purchase fee.

**PLEASE NOTE:** The exclusive right of burial for a cemetery plot and the exclusive right of placement for an ashes wall vault shall lapse if no burial or placement takes place within fifty years from date of reservation or purchase. If a burial or placement does take place it does not lapse.

To arrange a Burial **without** a Funeral Directors assistance - Deliver to the Council a **completed and signed** “Application for Burial” or “Application for Placement of Ashes” at least two working days before the date of burial. Six to eight weeks notice is required for a placement in the Ngatea Ashes Wall due to the engraving of the plaque. Sign Graveside instructions, provide any Statutory Declarations required regarding plot or vault ownership, pay the plot or vault purchase fee, burial fee and all other applicable fees to Council prior to the burial or placement of the deceased taking place.

If family and friends of the deceased wish to be on site during the preparation of the grave, or assist with the infill of the grave after the burial, then Council must be advised at the time the application for burial is lodged so staff can be prepared and a time can be arranged. You will then be contacted with a time the grave will be prepared. If no one arrives at the pre-arranged time, Council will commence the digging process. Only the Council authorised officer shall dig any grave in, or open the ground for burial in any part of the cemetery. Any infilling will be done under the supervision of the Council authorised officer.

During the wetter months of the year, the plots can have an intake of water due to the high water table. If this is the case, water will need to be pumped from the plot. Under such circumstances, the Council authorised officer will explain the process of the grave setup to the next of kin family member and this family member must take responsibility for explaining to the bereavement party all that will be involved at the grave site.

To arrange a Burial **with** a Funeral Directors assistance - The Funeral Director will organise the application and all applicable fees are paid direct to them. They will forward the payment of fees to Council.

To arrange for a Memorial or Plaque **without** the assistance of a Monumental Mason or Funeral Director - Deliver to the Council a **completed and signed** 'Permit Application to Install/Replace a Memorial or Plaque' form together with the diagram showing measurements and wording for the proposed monument, headstone, plaque or memorial, and any applicable fees. The requirements for which is listed on the back of the Permit application form. Any deviation from the standard requirements needs to be **approved** by the Parks and Reserves Manager. All vases and containers for flowers in cemeteries shall be placed in such a manner as approved by Council. The maintenance of the Memorial or Plaque is the responsibility of the family.

To arrange for a Memorial or Plaque **with** the assistance of a Monumental Mason or Funeral Director - The Monumental Mason / Funeral Director will organise the application and all applicable fees are paid direct to them. They will forward the payment of fees to Council.

All adornments including crosses, dream catchers, rocks, mats, plants etc, on or around the burial site will be removed 30 days after burial. Council reserves the right to remove any such adornments not removed after that period.

### **What is not permitted?**

No person other than the Council authorised officer shall dig any grave in, or open the ground for burial in any part of the cemetery.

No person shall construct, erect or place any monument, headstone or plaque or any other memorial, or any fence or kerb around, or other enclosure covering over a grave or plot without the required Permit issued by Council.

No person shall place any kerbing, fencing or other erection on the grassed part of any grave in a lawn cemetery.

The planting of trees, shrubs or flowers on or around graves is not permitted. Council will remove any such plantings.

Unless authorised by the Council, no person shall take any vehicle of any kind into a cemetery except between the hours of daylight.

No person in control of any vehicle shall drive, or allow the vehicle to be driven on any part of a cemetery except the roads open for vehicle traffic, without the permission in writing of the Parks and Reserves Manager. Any person doing so shall be liable for the repair of any resulting damage.

All vehicles shall give unconditional right of way to any funeral procession.

No person shall, in or near, any part of a cemetery, prevent, interrupt or delay the decent and solemn burial of any deceased person.

No person shall, in or near, any part of a cemetery, cause a nuisance or annoyance to people lawfully within a cemetery, or approaching a cemetery for a lawful purpose.

## What does Council Do?

Council owns the land, installs the berms and ashes gardens for burials, and has toilet facilities in both Waihi and Paeroa cemeteries. Council undertakes the ongoing maintenance of the cemeteries, which includes mowing, drainage, vegetation, road maintenance and hazard minimisation along with general upkeep. Topping up burial sites is also Councils responsibility.

Council excavates all new casket plots to 'extra' depth to allow for two casket burials and up to four ashes burials per casket plot. A standard casket plot is approximately 1.4m x 2.4m while an oversized casket plot is approximately 1.6m x 2.4m.

Council provides ashes gardens and berms in which up to two ashes burials may take place per ashes plot.

When an:

- Application for Burial or
- Application for Placement or Ashes or
- Application to Purchase an Ashes Vault or
- Application to Reserve the Exclusive Right of Burial

is received and the prescribed fees have been paid in full, Council shall issue an Exclusive Right of Burial acknowledgement (for a plot) (or an Exclusive Right of Placement Certificate for the Ngatea Ashes Wall) to the Applicant who has either reserved a plot or purchased a vault.

The exclusive right of burial for a cemetery plot and the exclusive right of placement for the Ashes Wall shall lapse if no burial or placement takes place within fifty years from date of reservation or purchase. If a burial or placement does take place it does not lapse.

By arrangement and payment of all prescribed fees, allows Burials to take place (generally between the hours of 10.00am and 3.00pm from Monday to Saturday inclusive) in the Cemeteries in its care. No burials shall take place on Christmas Day, Good Friday and Anzac Day.

While Council allows funeral parties to assist with the infill of graves after burials, no person other than the Council authorised officer shall dig any grave in, or open the ground for burial in any part of the cemetery. Infill will be done under the supervision of the Council authorised officer and request for this needs to be advised when the application for burial is lodged.

Council reserves the right to remove any adornments including crosses, dream catchers, rocks, mats, plants etc, on or around graves after 30 days after burial.

Upon receiving a compliant 'Permit Application to Install/Replace a Memorial or Plaque' form together with all prescribed fees, Council will issue a Permit to allow the installation of the Memorial or Plaque. The requirements for erecting monuments, headstones and plaques are listed on the back of the Permit application form.

Where an application for a disinterment is received by the Council, the disinterment will be conducted in accordance with Sections 51 and 55 of the Burial and Cremation Act 1964 and subject to the payment of the appropriate fees (if required) as fixed by the Council.

For further information on cemeteries, including application forms and the requirements for erecting a memorial or plaque, please refer to Councils website [www.hauraki-dc.govt.nz](http://www.hauraki-dc.govt.nz)