

## What to do to complete the INSCRIPTION APPLICATION FORM for the Hauraki Plains Memorial Wall

To be completed and returned to the Co-ordinator. The application has to be legible – if it isn't please redo the application. Correct spelling of all names is the responsibility of the applicant.

Fields within the application form(s) to focus on are:

[1.1] Surname: – in capitals and one character per block.

[1.2] First name: – first letter in upper case and subsequent characters in lower case.

[1.3] Middle initials: – all capitals (with no spaces between them).

Note: the maximum number of characters that can contain the above-mentioned fields is **25**. This does not include the **two** blank characters that go between Surname/First name and First name/Middle initials.

Nicknames are accepted if there is enough space available on that line i.e. the total number of characters must not exceed **25**. Also, the nick name must be of an appropriate standard i.e. it must not be offensive. The standard or acceptability of the nickname will be determined informally by the Plains Councillors.

If the deceased was known by their second name then the initial for their first name followed by their second name e.g. MCCLENE E Mandy or, if space allows, MCCLENE Elizabeth M (Mandy) may be applied. Whilst the first option would be preferred in terms of simplicity for the stone mason, the decision rests with the applicant – once inscribed it cannot be changed.

Due to a restriction in space and the intent to keep a consistent format, maiden names cannot be included. This stance is to prevent any debate from those whose maiden name would not fit in the allotted space and may feel discriminated against. For example, HIWOULD Manie L (nee PICHANCE) is not suitable. However, if the deceased was known as HIWOULD-PIRCHANCE Manie L, then that would be acceptable (- as long as the names, including the hyphen, do not exceed 25 characters.)

[1.4] Date of Birth: – this field is used along with the Date of Death field to calculate the age at death. If the birth date is unknown, it is imperative that the applicant provides an age at death and the actual year of death.

[1.5] Date of Death: – this field is used to calculate the deceased age at death. It is essential to have the year of death so that a calculation of age at death can be made.

Note: it is imperative that the applicant agrees with the age at death, and the year of death - there is no way of correcting information once it's inscribed into the panels. If there is uncertainty over this information then it is better not to have the fields inscribed - they can be inserted later.

The age at death is calculated by deducting the year of death from the year of birth and if the deceased died before their birth month then a year is deducted.

[1.6] Place of Death: – reference only. This information would be used if there is a need to confirm the death.

[2.1] and [2.2] Year(s) of residency in the Hauraki Plains and Residential address during that period: – these two fields are used to identify the eligibility of the deceased to have their details inscribed in the panels. This detail may be passed on to known members of the community (e.g. Councillors) to authenticate the request. NOTE: minimum requirement is 6 months residency within the Plains ward.

**The next two sections of the application** are about contact details that are used to acknowledge receipt of the application and for forwarding information for confirmation. Two letters are sent to the applicant:

1. **The first letter** confirms receipt of their application and includes processed data showing the data that will be engraved. The letter will also indicate the day of the 'unveiling' (- generally after ANZAC Day civic service) and, if necessary, confirm payment of the appropriate fee.
2. **The second letter** is sent at least 10 days prior to the mason being given a master copy. This letter would also include a 'mock-up' printout of all data that will be inscribed this term. This may help the applicant put their request into perspective with other applicants, and gives an opportunity for any changes - especially around the order of family representation - to be identified. That is, whilst the listings are in alphabetical order – surname then first name – some families may prefer to have individuals grouped together (still in surname order though); this is not a problem as long as it is consistent.

#### COMMENTS:

- The engraving-unveiling of additions to the wall is currently an annual event – it may eventually become a biennial or even triennial event.
- Applications are received anytime. However, ones received after the advertised cut-off date for the next engraving will not be included with that process - they will be actioned in the next set.

Generally, applications for the next 'unveiling' will be received up to 19<sup>th</sup> March. Between 19<sup>th</sup> March and 29<sup>th</sup> March the received applications database will be double checked and a mock-up of the total engraving to be done is compiled. A letter with this mock-up drawing is then sent to the applicants requesting that they check the data relevant to their application. They are requested to immediately advise the co-ordinator of any error. By 5<sup>th</sup> April the mock-up drawing (modified with any agreed corrections) is then forwarded to the stone mason for processing.

- It is better not to engrave data that may be questionable i.e. if there is a dispute with 'age at death' then do not engrave that data until the dispute is settled.
- Whilst birth or death certificates validate the supplied data, the cost of providing that information may be impractical; we will accept the signed declaration of authority as intention that the supplied information is accurate.
- Any questions - do not hesitate to talk to the co-ordinator.

**Co-ordinator  
Hauraki Plains Memorial Wall  
Hauraki District Council  
PO Box 17  
PAEROA**

Tel: 07 862 8609 (0800 734 834 from within district)  
Fax: 07 862 8607  
Email: [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)  
Contact: Adam Chwesik