

# Application to erect or alter tombstone, monument, or headstone



## Please read this first

This form will be scanned by electronic equipment. It is important that you:

- use a blue or black pen to complete this form; and
- print clearly.

Applications must be accompanied by a permit fee. Approval is subject to compliance with the Cemeteries Bylaw.

Work cannot commence until the permit has been issued. Upon issue, the applicant is required to give 24 hours notice prior to commencing any work.

The schedule of charges is reviewed on 1 April each year and is available from Tararua District Council Service Centres.

## Applicant details *(Please print in CAPITALS)*

Agent (mason or funeral director)

Name of applicant

Address of applicant

Phone number

Fax number

Mobile phone number

Email

## Details of deceased *(Please print in CAPITALS)*

First name(s) of deceased

Family name of deceased

Date of birth

## Cemetery and plot details

Dannevirke - Mangatera

Norsewood

Pongaroa

Ormondville

Woodville

Woodville - RSA

Pahiatua - Mangatainoka

Pahiatua - Mangahao

Eketahuna - Mangaoranga RSA

Eketahuna - Marchant St

Alfredton

Plot  Block

## Office use only

Approved by

Date  /  /

Permit number

Receipt number

Invoice number

# Details of proposed tombstone, monument, or headstone

Please refer to the Cemeteries Bylaw or contact Council if you are unsure of requirements.

Materials to be used

Height (mm)  Width (mm)  Height (mm)

## Signature

I hereby apply for permission to erect a tombstone, monument, or headstone in accordance with Council's bylaws.

Signature of applicant

/  / 2 0   
Date

## Extracts from the Tararua District Council's Cemeteries Bylaw

### Monumental Cemetery Section

#### 1412 Fencing, tombstones etc

1412.1 Purchasers or owners of the exclusive right of burial in any Cemetery other than a Memorial Park or plaque Lawn Cemetery may surround the plots of ground allotted with kerbing in permanent materials. The highest part of such kerbing be not more than 300mm above the highest point of the terrain. Tombstones, headstones or other such monuments may be erected thereon:

Provided always that no such kerbing, tombstone or other monument shall be erected, unless a plan or description or both as required shall have been submitted to the manager and duly approved by them, and a permit issued therefore on payment of the fee prescribed in the first schedule hereto.

1412.2 All foundations for kerbs, tombstones, headstones, monuments and vaults shall be laid to the satisfaction of the local authority and in compliance with sound engineering principles.

1412.3 Where an existing plot requires to be reopened or repairs instituted and is, in part or fully enclosed in permanent materials the plot shall be reinstated in the same permanent materials, or:-

1412.4 Removal of the existing concrete, masonry cover and kerbing is permitted subject to compliance with the following conditions:

- (i) That all concrete structures be completely removed.
- (ii) A 100mm wide concrete kerb be installed to abut the adjoining paths at the level determined by the local authority.
- (iii) The monument, headstone or tombstone be relocated at the level and siting determined by the local authority.
- (iv) The entire surface of the plot be top soiled and grassed to the satisfaction of the Sexton. No other form of surface will be permitted.
- (v) Payment of perpetual maintenance fee as scheduled by the local authority.

The local authority upon application and payment of fees schedule offers to undertake the installation of kerbing, top soiling and grassing of plots.

### Memorial Lawn Cemetery Section

#### 1429 Erection of Memorials

1429.2 Concrete based work for all memorials shall not stand higher than 150mm above the highest point of the concrete berm or ground level, whichever is the higher, and shall be of a depth

(front to back) of 460mm and shall, where required, allow insets for flower containers.

1429.3 The Base shall be set back 150mm from the front edge of the concrete berm provided by Council and aligned with existing adjoining bases if any, to the sides and rear.

1429.4 No erected memorial shall, at the head of the plot, be wider than 1m in the case of a single plot or 2m in the case of a double width (family) plot. Memorials shall be sited, from the back edge of the concrete berm provided by Council, 75mm to the back of the memorial.

1429.5 The maximum height of a memorial above the concrete berm constructed by Council shall be 600mm. Such memorial shall comply with sound engineering principles and shall be aesthetically acceptable to the controlling authority. The plans of such memorial shall be submitted to, and approved by, the local authority before the erection of any such memorial is permitted.

1429.6 No erected memorial shall be of any other material than granite or similar material approved by the local authority. Concrete shall be finished in white or similar cement; no coloured cements shall be added or used.

1429.7 In constructing bases and in erecting memorials, the adjoining roads, paths or allotments shall not be injured. Memorials are required to be firmly fixed to the platform by at least two 24mm dia hollow dowels, or 10mm solid steel dowels.

Non compliance of this fixing may result in the removal of the memorial.

#### 1419 Deposit of Materials

1419.1 No monumental mason or other person erecting or repairing any headstone, monument, fence or other work in, on, or around any grave, or constructing or repairing any vault, in any Cemetery shall make use of any footpath or other part of such Cemetery for placing or depositing thereon any tools, planks, casks or material in connection with the work of such erection, construction or repair for a longer time than is reasonably necessary for the purpose of completing such work, any such mason or other person who, after service upon him of such a notice in writing signed by the Clerk, requesting the removal thereof within a specified time in such notice, shall neglect or refuse to remove any such tools, planks, casks or material from such Cemetery shall be liable to prosecution for any offence against this part of the Bylaw.

1419.2 No person shall make use of any footpath or roadway in the Cemetery for the purpose of mixing cement or mortar otherwise than upon a proper mixing board or in other approved manner.

1419.4 The local authority requires a permit fee of \$35.00 to be lodged with every application for a permit to carry out any work.