

Central Hawke's Bay District Council CEMETERIES POLICY	POLICY MANUAL	
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1. Council will provide for orderly and respectful burials at all cemeteries in harmonious surroundings; to provide up-to-date burial records; and to carry out improvements as required to provide long-term burial space.
2. To have an orderly and equitable system for reserving plots at cemeteries.
3. The sale of reserve plots be restricted to one plot and then only in conjunction with the burial of a member of the same family.
4. Families who already have reserved plots must use these before further reserve plots can be purchased.

Headstones and Memorials

1. No Person may carry out any work in a cemetery including constructing or altering a memorial other than in a manner expressly authorised by Council. Work does not include the placement of floral tributes.
2. Applications for consent to erect a memorial must be made on the Council's Memorial Application Consent form.
3. An application for consent shall be accompanied by:
 - (a) The plans for the memorial including materials and dimensions
 - (b) The wording of any proposed epitaph or inscription and associated insignia and graphics
4. A Memorial must meet the following requirements:
 - (a) The applicant is the Plot Holder, the Plot Holder's family or their agent.
 - (b) No graphics are to be put on the back of a memorial – this area is to be limited to the Family surname only.
 - (c) No offensive graphics, insignia, words, phrases or offensive nick names are allowed.
 - (d) Maximum size for insignia and photographs to be 120mm high x 120mm wide
 - (e) No more than two insignia and one photograph per headstone
 - (f) The memorial must be approved by Council staff prior to installation. If approval is not granted the applicant can request that the decision be reviewed at a public excluded Council meeting. This decision will be final and binding.
 - (g) The foundations and any work described on the plan must comply with either
 - i) The requirements of Veterans' Affairs New Zealand in the case of memorials in the Services Section of the Cemetery or
 - ii) NZS4242:1995 Headstone and Cemetery Monuments or its amendments, and the Headstone Specifications set by Council.
 - (h) The memorial headstone is constructed of granite stone or other material approved by Council.

5. The Council may at the plot holders expense remove or restore to its original condition any memorial that is:
 - (a) Erected or altered in breach of this policy, or
 - (b) In such disrepair that the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967 apply.

Maintenance of Headstones Policy

1. The upkeep of headstones is the responsibility of relatives of the deceased or any other persons entitled to maintain the monument.
2. Where any headstone, monument or grave is a danger to persons frequenting or working in a cemetery, relatives of the deceased will be sought and asked to make the headstone, monument or grave safe.
3. If no relatives can be found, Council will remove the headstone or monument and restore the gravesite in grass.
4. Where Council removes the headstone or monument and restores the gravesite in grass, the name of the person or persons buried in the grave will be recorded on a plaque either:
 - a) on the gravesite; or
 - b) on a memorial cairn erected on the cemetery site.

Exclusive Right of Burial Policy

1. Any exclusive right of burial granted by the reservation of a plot will expire after sixty years from the date of acquisition. Upon the expiration of the exclusive right of burial, Council will notify the owner in writing and, at its discretion, may offer a renewal of the exclusive right of burial. If the plot is no longer required, the owner will surrender the right of renewal and Council will refund the fee paid upon acquisition. Council may then dispose of the plot in any manner it thinks fit.
2. Any owner of the exclusive right of burial may, with the Council's consent, transfer their interest to any other person.

Services Cemeteries

1. Services Cemeteries are legislated for under Section 15 of the Burial and Cremation Act 1964 and amendments.
2. Council to provide land for the exclusive right of burial for persons who have been on operational service in her Majesty's Forces and their spouses/partners. Council may make application to Veterans' Affairs New Zealand for funding to support the establishment and ongoing maintenance and development of the Service Cemetery.
3. Ex-service personnel who have had war service, or service that is defined as equivalent to war service and their spouses/partners may be buried in a Services Cemetery. A burial plot/ashes plot is provided free of charge however payment of the interment fees as set out by Council is required.

Veteran Affairs New Zealand

- Arrange Installation and replacement of plaques through an installation contract.
- Arrange for payment of the maintenance grant. These amounts are based on the area taken up by the Services Cemetery and cannot be exceeded. These amounts are reviewed regularly.
- Arrange for the payment of agreed development costs. All requests for capital works such as landscaping and development work are considered, but priority is given to the provision of new berms.
- Arrange yearly liaison visits.

For current Levels of Service, refer to the CHBDC LTP: Council Activities - Cemeteries.

For financials, refer to Schedule of Fees and Charges.

For further information refer to CHBDC Cemeteries Bylaw [Part 14] 2008 and NZS 4242 Headstones and Cemetery Monuments 1995 (specifying minimum structural design criteria, performance and renovation requirements for cemetery monuments).