



**CENTRAL
HAWKE'S BAY**
DISTRICT COUNCIL



Cemeteries Policy

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Together we Thrive! E ora ngātahi ana!

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Introduction

Cemeteries play an important role in our society by not only providing a site for departed family members to be put to rest but supporting our sense of community and history. Cemeteries reflect the history of local people and cultures that founded and influenced our District but are also an expression of the different cultures of today's residents.

The population of Central Hawkes Bay District is now growing and associated with this are the changing demographics and increasing cultural diversity. The management of cemeteries needs to meet changes in community expectations and enhance sustainable use of cemetery reserve land.

Council has a statutory role in providing cemeteries via the Burial and Cremation Act 1964. The Central Hawkes Bay District Council manages 15 cemeteries. They are well maintained and are peaceful places for family and friends and are open to visitors 365 days a year during daylight hours. They are:

Cemetery	Location	Status
Ashley Clinton Cemetery	324 Mill Road, Ashley Clinton	Open – approximately 7 years remaining
Central Hawke's Bay District	13 Warwick Road, Waipawa. Adjacent to the Waipawa Cemetery	New and a large area for future burials
Church Knoll	3375 Pourerere Road, Pourerere	Unofficial and closed cemetery, reserve land
Elsthorpe	2629 Kahuranaki Road, Patangata	Open
Forest Gate (Ongaonga)	82 Blackburn Road, Ongaonga	Open
Kaikora North	Knorp Street, Otane	Closed
Makaretu	127 Clinton-Makaretu Road, Ashley Clinton	Open
Old Hampden Bush	16 Holden Road, Tikokino	Closed
Otane	State Highway 2 Otane	Maximum capacity. Only interring in reserved burial plots or ash plots
Porangahau	Adjacent to the Anglican Church of St Michael and All Angels, C31-33 Keppel Street, Porangahau	Open
St. Peter's Church	5a Church Street, Waipawa	Unofficial and closed – passive reserve
Takapau	4456 State Highway 2, Takapau	Open
Tikokino Hampden Bush	15 Cemetery Road, Tikokino	Open
Waipawa	31 Cemetery Road, Waipawa and adjacent to the newer Central Hawke's Bay Cemetery	Open
Waipukurau	166 Porangahau Road, Waipukurau	Maximum capacity. Only interring in reserved burial plots or ash plots

Policy Objectives

This policy sets the direction to ensure our cemeteries are a safe way to care for our deceased, are managed efficiently and with standards that protect public health and the environment.

This Policy should be read in conjuncture with the Central Hawkes Bay District Council Bylaws – Part 14 Cemeteries. The government is currently reviewing the Burial and Cremation Act 1964 and the Cemetery Bylaw may be reviewed following on from the enactment of amendments to this Act.

Intent of this policy is to:

- Maintain peaceful and reflective spaces that are appropriate and sensitive to all cemetery users
- Set out rules that ensure an orderly and equitable system for reserving plots at cemeteries
- Provide up-to-date burial records
- Carry out improvements as required to provide long-term burial space

Application

Allocation of Plots

Plots are allocated by the Council staff. Where a request is made for a particular plot, agreement to such a request is at the sole discretion of the Places and Open Spaces Manager who will endeavour to accommodate such a request providing this does not conflict with effective operational management of the cemetery.

Reserving Plots for Future Use

1. Council recognises that families and close relatives often wish to be interred in close proximity. The allocation of plots is carefully managed to ensure the best use of available cemetery space and resources.
2. Pre-purchasing plots is permitted at the time of an interment if the family of the deceased wish to reserve a plot adjacent to the burial. The sale of reserve plots is restricted to one plot and then only in conjunction with the burial of a member of the same family or close relative.
3. Families who already have reserved plots must use these before further reserve plots can be purchased.
4. Family and Families is defined as - Grandparent, parent, sibling, child, spouse, civil union partner, de facto partner of the deceased.

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. NZS4242:2018 Headstone and Cemetery Monuments, 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.
 6. Adornment of graves and ash plots are managed in a way to maintain peaceful and reflective spaces that are appropriate and sensitive to all cemetery users as well as minimise harm to visitors, maintenance staff, and the environment. The Council encourages visitors to limit the use of plastic and select tributes made of natural materials and confine their decoration to the beam headstone area.

Maintenance of Headstones and Safety

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.

Cemetery Records

1. All Cemetery applications and interment records are kept on file
2. Cemetery maps are kept updated.
3. Reservation and interment data are entered into Council's digital record-keeping system
4. Photos of newly installed plaques and headstones are added and/or updated into Council's digital record-keeping system.
5. Links are made available from the Council's website for the public to access cemetery records.

Exclusive Right of Burial

1. Any exclusive right of burial granted by the reservation of a plot will expire after sixty years from the date of acquisition (under s of the Burial and Cremations Act 1964). 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 will 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.
 - a. Council staff will work with Veteran Affairs New Zealand to arrange for maintenance grants and capital works.
3. Ex-service personnel who have had war service, or service that is defined as equivalent to war service and their spouses (including partners - persons who have lived in a relationship in the nature of marriage), 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.
 - a. The Council will on application consider the interment of the spouse/partner prior to the death of the qualifying veteran. Approval is at the discretion of the Manager.

References

For current Levels of Service, refer to the current CHBDC Long Term Plan: Council Activities – Places and Open Spaces - Cemeteries. [long-term-plan-final.pdf \(chbdc.govt.nz\)](#)

For the costs of Cemetery services, refer to Schedule of Fees and Charges. [Current Fees & Charges | Central Hawke's Bay District Council \(chbdc.govt.nz\)](#)

For further information on the hours of operations and other operational rules refer to CHBDC Cemeteries Bylaw [Part 14] 2018 [CHBDC:Part 1:2008](#), and NZS 4242:2018 Headstones and Cemetery Monuments (specifying minimum structural design criteria, performance and renovation requirements for cemetery monuments).

Burial and Cremation Act 1964

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967 Cremation Regulations 1973

Health Act 1956

Health (Burial) Regulations 1946