



# *Cemeteries* **BYLAW**

2021



**NAPIER**  
CITY COUNCIL  
*Te Kaunihera o Ahuriri*

[www.napier.govt.nz](http://www.napier.govt.nz)



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## 1. Scope

- 1.1** This bylaw and the Burial and Cremations Act 1964 control activities within the Cemeteries under the Council's area of responsibility to ensure acceptable standards of Cemetery operation and to ensure that convenience, safety, visual amenity and civic values are maintained for the well-being of users of the Cemeteries, residents, monumentalists, and funeral services in the City.
- 1.2** This bylaw comes into force on 21st December 2021.
- 1.3** So far as they are applicable and are not contrary to the provisions of this bylaw the provisions of the Napier City Introductory Bylaw 2021 are incorporated into and form part of this bylaw.
- 1.4** All Licences or Permits issued under the Napier City Cemeteries Bylaw 2014, after the coming into force of this bylaw are deemed to have been issued under this bylaw and are subject to the provisions of this bylaw.
- 1.5** All matters and proceedings commenced under the Napier City Cemeteries Bylaw 2014 pending or in progress on the coming into operation of this bylaw may be continued, completed or enforced under this bylaw.

## 2. Definitions

- 2.1** For the purposes of this bylaw the following definitions apply:
- ASH PLOT** means a plot which is designated as being for the burial of deceased Person's ashes.
- BOOK OF REMEMBRANCE** is the book kept and displayed at Wharerangi Cemetery for the purpose of recording the names and dates of death of persons whose ashes have been interred or scattered in that Cemetery or any other Cemetery. This is an optional service provided by Council.
- CEMETERY** means any area of land within the City boundary which has been designated as a Cemetery and vested in or under the control of the Council. This includes any closed Cemetery within the City boundary.
- CHILDREN'S LAWN CEMETERY** is a Cemetery exclusively for the burial of children aged 14 years and under.
- EXCLUSIVE RIGHT OF BURIAL** means the right to inter human remains in, and place a memorial on, a designated plot or Niche in any Cemetery that has been purchased or acquired by transfer. The acquisition of exclusive right of burial does not include ownership of the land or niche.
- FUNERAL DIRECTOR** means any Person who has as their occupation the directing of funerals and/or burials.
- GRANTEE** means the Person who has acquired the exclusive right of burial in any plot and includes any Person to whom such right has been duly transferred or assigned.
- MANAGER** means any Person appointed by the Council who is responsible for the overall management of all Cemetery assets under its jurisdiction.
- NICHE** means an interment Niche in a Niche wall memorial constructed in a cemetery for the placement of ashes.
- PLOT** means a grave plot in a Cemetery laid off and shown upon the plan of that Cemetery.
- SEXTON** means any Person appointed by the Council to manage the day-to-day activities of any Cemetery under its jurisdiction including arranging for the provision of plots

for burials.

- 2.2** Nothing in this bylaw will derogate from any provision of, or the necessity for, compliance with any other statute or regulation including:
- a) Burial and Cremation Act 1964;
  - b) Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967;
  - c) Cremation Regulations 1973; and
  - d) Health (Burial) Regulations 1946.

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## 3. Burials

- 3.1** Burials must take place in such Plots as the Sexton determines.
- 3.2** In the case of a first interment in any Plot, the Funeral Director or the Person having the management or control of the burial must provide the Sexton with details of the first interment in the form prescribed in the First Schedule no later than eight working hours before the time of the intended burial.
- 3.3** In the case of a second or subsequent interment in any Plot, the Funeral Director or the Person having the management or control of the burial must provide the Sexton with details of the interment in the form prescribed in the Second Schedule no later than eight working hours before the time of the intended burial.
- 3.4** In all cases of intended burial, the Funeral Director or the person having the management or control of the burial shall, prior to the service, notify the Sexton in the form prescribed in the Third Schedule of the intended burial.
- 3.5** The Funeral Director or, where a Funeral Director is not in charge of a burial, the Person having the management or control of the burial will be responsible for the payment to the Council of the prescribed fee for the acquisition of the Exclusive Right of Burial in that Plot and for the prescribed interment fee and other fees incurred in connection with the burial and must indemnify Council for the payment of the prescribed interment fees and other fees in connection with the burial with payment being due within three months of the date of burial.

- 3.6** The forms prescribed in the Schedules of this bylaw may from time to time be amended by resolution of the Council, and any such resolution may from time to time be amended or rescinded by a further resolution of the Council.
- 3.7** No Person other than the Sexton, assistants of the Sexton, or any other Person duly authorised by the Council must dig any grave, open the ground for burial or fill in a grave in any part of the Cemetery. The minimum depth of cover for any casket will be no less than 1.2 metres. The Sexton may from time to time give families verbal permission to fill in graves by hand.
- 3.8** Notification by the Funeral Director of interment arrangements made with the Sexton (First or Second Schedule) must state whether the plot is required for burial of one, two or three bodies.
- 3.9** Should it be necessary in any Cemetery to carry out the work of reopening a grave covered over with concrete or similar permanent material other than earth, no liability will attach to the Council for any costs or damage done in consequence of such reopening.
- 3.10** Where the Plot is required for burial of one body or the remains of one body only, the depth of grave will be 1.5 metres and the Register of Plots will be advised to show the Plot as not available for further burials.
- 3.11** Where the Plot is required for burial of two bodies, the normal depth of a grave will be 1.8 metres and another body may be buried in the same plot if required, provided that there will be at least 1.2 metres of covering at the average surface level of the ground over the coffin last buried.
- 3.12** Where the burial of three bodies in a single Plot is desired, the grave must be dug to such depth as to ensure that there is at least 1.2 metres of covering at the average surface level of the ground over the last coffin buried, and an additional charge of such amount as Council will from time to time by resolution prescribe must be paid.
- 3.13** The dimensions of plots will be determined by resolution of the Council.
- 3.14** Upon application in the form of the First, Second, or Third schedule and the prescribed fees being paid to the Council, the urn containing the ashes of any deceased Person may be buried in the appropriate portion of the Cemetery set aside for that purpose.
- 3.15** With the consent of the Sexton, upon written application in the form set out in the First, Second and Third Schedule (as applicable) and the prescribed fees being paid to the Council, the urn containing the ashes of any deceased Person may be buried in any plot, provided that:
- An Exclusive Right of Burial in that plot has been purchased; and
  - The Sexton is satisfied that the plot has already been used for the burial of a body or that it is intended that the plot be so used in the future.
- 3.16** With the consent of the Sexton, upon written application in the form set out in the First, Second and Third Schedule (as applicable) and the prescribed fees being paid to the Council, the urn or box containing the ashes of any deceased Person may be placed in a Niche provided that an Exclusive Right of Burial in that Niche has been purchased.
- 3.17** The scattering of the ashes of cremated human bodies will only be permitted in the designated areas, except with the permission of the Sexton.
- 3.18** Children aged 14 and under may be buried in the Children's Lawn Cemetery areas and the prescribed fees will be charged.
- 3.19** Stillborn and neonatal infants (less than 28 days old) may be buried in the special area set aside for this purpose free of charge.  
Stillborn and neonatal infants (less than 28 days old) may be buried in any other area of the cemetery and the prescribed fees will be charged.
- 3.20** Returned Services persons may be buried in the Returned Services Cemeteries in accordance with the guidelines set out by the Department of Internal Affairs.

#### 4. Exclusive Right of Burial

- 4.1** Burial plots sold by the Council will be sold upon the terms and conditions as decided by the Council and the Exclusive Right of Burial will be granted in perpetuity.
- 4.2** No Person will be entitled to purchase Exclusive Rights of Burial in more than two plots without the prior consent of the Council.
- 4.3** No burial will take place in any plot in respect of which the Exclusive Right of Burial is held by any other Person unless such person has given written consent to such burial in the form set out in the First or Second Schedule, or where the Funeral Director or other Person having charge of the burial is satisfied on reasonable grounds that such burial in such plot is authorised and has completed the relevant certificate contained in the First or Second Schedule (whichever is applicable).
- 4.4** Any Person by making application to the Manager and paying the prescribed fee may acquire the Exclusive Right of Burial in a plot in any Cemetery, except a Soldiers Cemetery or Stillborn and neonatal cemetery.
- 4.5** Any application for the purchase of the Exclusive Right of Burial in any plot or ground or Niche not previously used for interment will lapse unless the purchase is completed within three calendar months from the date of application.
- 4.6** A Certificate in the form set out in the Fourth Schedule will be issued on payment of the prescribed fee and will be conclusive evidence of the acquisition and ownership of the Exclusive Right of Burial in respect of the plot. A duplicate copy may be given to the entitled Person upon satisfactory proof of the original having been lost.
- 4.7** Any purchaser who has acquired the ownership of the Exclusive Right of Burial in any plot in which no burial has taken place may, with the consent of the Manager and subject to such conditions as the Council may impose and on production to the Manager of conclusive evidence of the acquisition and ownership of the Exclusive Right of Burial, assign their interest in the said plot to any other Person. Transfer of Exclusive Right of Burial shall not be made

for the purpose of financial gain.

- 4.8** Any such exclusive right no longer required by any owner thereof (or the owner's heirs, executors or assigns), on production of conclusive evidence of the acquisition and ownership of the Exclusive Right of Burial, may be surrendered to the Council and the fee paid previously to the Council at the time of purchase will be refunded.

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#### 5. Fees

- 5.1** The Council may by resolution set fees for all services provided for the operation and maintenance of Cemeteries.
- 5.2** Upon written application to the Manager any outstanding debt on a burial plot 30 years and over may be waived when a permit to erect a headstone is granted.
- 5.3** In the case of a burial of a deceased Person not residing in or not a ratepayer of Napier City, "Out of District" fees may be payable as determined by the Sexton. This fee may also apply to the burial of a stillborn child if the parents were not residents or ratepayers of Napier City.
- 5.4** Upon written application, the Sexton will determine in each case whether an "Out of District" fee is applicable. In the event of any dispute, the Manager will determine whether a fee is applicable.

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#### 6. Hours of Operation

- 6.1** Burials will only be allowed as follows:
  - a) Between the hours of 8:00 a.m. and 4:00 p.m. on Monday to Friday inclusive, except on Public Holidays;
  - b) Between the hours of 8:00 a.m. and 12:00 noon on Saturdays; and
  - c) Not on Sundays.Burials outside these times are subject to approval by the Sexton and may take place only under exceptional circumstances or for religious or cultural reasons and on payment of an additional prescribed fee. The times for all burials at any Cemetery will be those fixed by the Sexton.
- 6.2** Unveiling ceremonies will only be allowed at such times approved and fixed by the

Sexton, having regard to any other burials or ceremonies taking place in the Cemetery.

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## **7. Monuments, Headstones and Structures**

- 7.1** A temporary plot marker, as approved by the Sexton, is permitted. Any such marker will be removed upon installation of a memorial.
- 7.2** A memorial is not permitted on any plot subject to the purchase of Exclusive Right of Burial until payment of all associated fees has been made.
- 7.3** Upon written application by the owner of the Exclusive Right of Burial or any duly assigned representative and payment of the prescribed fee a permit in accordance with the Fourth Schedule will be issued for the placement of a memorial.
- 7.4** No monument shall be placed in the stillborn/neonatal area without written authorisation being provided to the Sexton.
- 7.5** Any memorial, monument, headstone or plaque must comply with the criteria set out in the Fifth Schedule. The name, initials or other identifying features of the monumentalist is not permitted in any form on any part of any memorial or Plot.
- 7.6** Only one monument, headstone or plaque memorial is permitted on any Plot, and all inscriptions relating to the interred Person must be on the one memorial.
- 7.7** Vaults, walls, surrounds or similar structures are not permitted in any Cemetery and kerbs, railings, fences or other structures are not permitted around any Plot.
- 7.8** The installation of, or repairs to, all memorials must be undertaken to the satisfaction of the Sexton and in accordance with NZS 4242 and must be kept in good order or repair by the purchasers of the plots or their representatives. Subject to the provision of the Burial and Cremation Regulations 1967 (Removal of Monuments and Tablets), the Council may remove any installations of any kind that fall into a state of decay or disrepair. A photographic record of the memorial will be taken prior to removal and retained in Cemetery records.
- 7.9** No Person will permanently remove any memorial from any Plot or Cemetery without the written permission of the Manager. Temporary removal of any memorial is

permitted for maintenance purposes with the permission of the Sexton.

- 7.10** For additional inscriptions or alterations to an existing memorial, the person carrying out the said work must provide in writing to the Sexton prior to the commencement of any work full details of the proposed work. A photographic record of completed work must be sent to the council.

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## **8. Deposit of Materials**

- 8.1** No Monumental Mason or other Person constructing, maintaining or repairing any headstone, monument, or other work, will use any footpath or other part of such Cemetery for placing or depositing equipment and material in connection with the work beyond a time reasonably necessary for the purpose of completing such work.
  - 8.2** Any Monumental Mason or other Person will be liable for prosecution for an offence against this bylaw if, after being served a notice in writing signed by the Manager requesting the removal of such equipment or material, that Person neglects or refuses to remove such equipment or material from the Cemetery within a time specified in such notice.
  - 8.3** No Person will use any footpath or roadway in a Cemetery for the purpose of mixing cement or mortar, other than upon a proper mixing board or in a manner approved by the Sexton.
  - 8.4** All earth or other material left over from any work done in a Cemetery by a Monumental Mason or other Person must be carefully removed under the direction of the Sexton. Any damage done must be made good and the surroundings cleared to the satisfaction of the Sexton.
  - 8.5** If the Council so requires, a deposit must be lodged with every application for a permit to carry out any work. Such deposit will be refunded when the work has been completed to the satisfaction of the Sexton.
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## 9. Floral Tributes

- 9.1** No Person must plant anything on any Plot.
- 9.2** The use of receptacles for flowers, other than those approved by the Sexton or the Manager, is prohibited in all Cemeteries.
- 9.3** A wreath or other floral tribute may be placed on a plot following an interment but may be removed by the Sexton after of a period of ten (10) days.
- 9.4** In all other cases floral tributes must be restricted to:
- a) In ground lawn plaque: One receptacle of the approved type placed on and contained within the area of the plaque and its surround;
  - b) Limited Headstones: Two receptacles of the approved type are permitted and must be an integral part of the base;
  - c) Plaque Beam: One receptacle of the approved type placed on and contained within the area of the plaque and its surround; and
  - d) Rose Gardens: One receptacle of the approved type is permitted.
- 9.5** In all areas not specified above, the use of one flower receptacle of the approved types will be permitted.
- 9.6** All receptacles for flowers in any Cemetery must be placed in such a manner as approved by the Sexton.

## 10. Book of Remembrance

- 10.1** Upon application being made to the Manager and payment of such fee as is prescribed from time to time by the Council, there will be entered into the Book of Remembrance in the appropriate page; the name, age and date of death of the Person in respect of whom such application is made and such fee paid.
- 10.2** The Book of Remembrance will record the full name, age and date of death of any deceased Person to be commemorated and will display the current day.

## 11. Trees and Shrubs

- 11.1** No tree or shrub shall be planted in any part of any Cemetery by any Person without the consent of the Manager.

- 11.2** No tree or shrub shall be cut down, trimmed, dug up, destroyed, damaged or removed from any Cemetery by any Person without the consent of the Manager.

- 11.3** The management of all trees, shrubs and gardens in all Cemeteries is controlled by the Manager.

## 12. Animals

- 12.1** No Person must allow any animal into, or allow any animal to accompany them into, any Cemetery (except for a dog on a leash), without the consent of the Manager.

## 13. Vehicles

- 13.1** Every Person driving or in charge of any vehicle in any Cemetery must stop or move such vehicle as directed by the Sexton, assistants of the Sexton or an Authorised Officer.
- 13.2** No vehicle must be driven at a greater speed than 20 km/h as indicated on any road within the Cemetery and in any direction other than the direction indicated by traffic notices.
- 13.3** All vehicles other than hearses must yield unconditional right of way to any funeral procession.
- 13.4** Any Person installing or attending to a memorial in a Cemetery must withdraw for the duration of an adjoining funeral service.
- 13.5** No Person must take any vehicle of any kind into any Cemetery between the hours of sunset and 8:00 a.m. the following day or at such other time as the Council by resolution decides.
- 13.6** No Person must permit any vehicle of any kind under his control to remain in any Cemetery after sunset on any day without the permission of the Manager.
- 13.7** No Person in control of any vehicle must drive or conduct the same or permit the same to be on any part of any Cemetery except the roads or pathways provided for vehicular traffic unless authorised by the Council.

## 14. Removal of Items

- 14.1** Any bona fide Person attending to and decorating or caring for any grave or Plot may replace or remove any vase, plant, flower or other thing from that grave or Plot, provided that the Sexton may cause to be removed any neglected, unsafe or broken material of this nature.
- 14.2** Any item placed on a grave/memorial deemed by the Sexton or the Manager to be offensive, unsightly or inappropriate will be removed.

## 15. Conduct in Cemeteries

- 15.1** No Person must prevent, interrupt, delay, or disturb any funeral or burial service or proceedings in or near any part of any Cemetery.
- 15.2** No Person must cause nuisance or annoyance to persons lawfully within any Cemetery or approaching any Cemetery for a lawful purpose.
- 15.3** No Person must enter or remain in any Cemetery between sunset and 8:00 a.m. the following day except with the prior written approval of the Manager.
- 15.4** No child under the age of eight years must enter or be in any Cemetery unless accompanied by an adult in charge of such child.
- 15.5** No Person must advertise or solicit custom from any other Person within any cemetery.

## 16. Burial or Cremation of Poor Persons

- 16.1** In accordance with the provisions of Section 49 of the Burial and Cremation Act 1964, where application is made to the Council for the interment of any deceased poor Person, the burial may be permitted at no charge upon receipt of an order signed by a Justice of the Peace.
- The order must certify that such deceased Person has not left sufficient means to pay the ordinary charge of interment or cremation, that the cost of burial is not covered by any accident compensation entitlement, and that any relatives or friends are unable to pay the same.
- 16.2** In the event of such burial, a headstone or monument will be permitted only on the

payment of all fees deemed owing at the time of burial and with the permission of the Manager.

## 17. Disinterment

- 17.1** Where an application for a disinterment is received by the Sexton, the disinterment must be conducted pursuant to section 51 of the Burial and Cremation Act 1964 and subject to the payment of such fees as the Council prescribes.
- 17.2** Should it be necessary in any Cemetery to carry out the work of reopening a grave covered over with concrete or similar permanent material other than earth, no liability will attach to the Council for any costs or damage done in consequence of such reopening.
- 17.3** The fee payable to the Council for the disinterment of any deceased service personnel and the re-interment in the war graves section of the Cemetery, if application is made by the War Graves Branch of the Department of Internal Affairs, will be as agreed upon between the parties at the time.

## 18. Cemetery Records

- 18.1** Every plot in each Cemetery will be identified by a number which will be accurately recorded in a Register of Plots to be kept in the offices of Council. In addition, a permanent record will be kept of all Plots for which Exclusive Rights of Burial have been purchased, the name of the purchasers, date of purchase, the amount paid for such purchase, and the names and dates of interment of any Persons buried in such plots.
- 18.2** The Register of Plots will be open for inspection without fee during ordinary working hours at the offices of Council. The Cemetery registers will also be open for inspection at all reasonable times and upon payment of such fee as from time to time determined by the Council.
- 18.3** The Council will endeavour to give the correct boundaries of any Plot or Plots when selling the Exclusive Right of Burial therein but will not be liable to the purchaser for any error subsequently found.



## 19. Offences and penalties

- 19.1** Every Person commits an offence under section 239 of the Act who does any of the following:
- a) Does anything, or causes anything to be done, or knowingly permits anything to be done, contrary to any provision of this bylaw;
  - b) Omits or neglects to do, or knowingly permits to remain undone, anything in this bylaw at the time and in the manner provided;
  - c) Does not refrain from doing anything as required under any provision of this bylaw to refrain from doing;
  - d) Knowingly permits any condition of things to exist contrary to any provision of this bylaw;
  - e) Refuses or neglects to comply with any notice duly given under any provision of this bylaw; or
  - f) Obstructs or hinders any Authorised Officer, or Authorised Agent of the Council in the performance of any duty to be discharged by such officer or agent under or in the exercise of any power conferred under this bylaw or any provision thereof.

Any person who commits an offence under section 239 of the Act is liable to a fine as specified in section 242 of the Act, or to the issue of an infringement notice under section 245 of the Act, or to such other sums as penalties as may be prescribed in the Burial & Cremation Act 1964 from time to time.

In all cases the Council may recover costs associated with damage to Cemeteries and/or breach of this bylaw in accordance with section 175 and 176 of the Act respectively.

## 20. Date Bylaw Made

This bylaw was made by the Napier City Council at a meeting of the Council on 21st December 2021.

Sealed with the Common Seal of the Napier City Council in the presence of:

Mayor: 

Chief Executive: 

Date: **21st December 2021**



## FIRST SCHEDULE

## Napier Cemeteries

## Details for Burials

## FIRST INTERMENT



**NAPIER**  
CITY COUNCIL  
*Te Kaunihera o Ahuriri*

This plot will ultimately be required for:				
One <input type="checkbox"/>	Two <input type="checkbox"/>	Three <input type="checkbox"/>	Four (ash only) <input type="checkbox"/>	Interments <input type="checkbox"/>
Cemetery:				

Full Name of Person to be Interred:						
<b>Type of Burial</b>		Casket <input type="checkbox"/>	Ash Urn <input type="checkbox"/>	Scattering of Ashes <input type="checkbox"/>	Memorial only <input type="checkbox"/>	
<b>Areas:</b>	Beam <input type="checkbox"/>	Rose Gardens <input type="checkbox"/>	Services <input type="checkbox"/>	Plaque Beam <input type="checkbox"/>	Upright Cremation Area <input type="checkbox"/>	In ground Plaque <input type="checkbox"/>
Date of Interment:						
Preferred Time:						
Size of Casket / Urn: <b>(widest external dimensions)</b>						
Funeral Director:						
Plot / Niche:		Section / Row:		Page / Wall:		

Complete whichever applies, A or B

(A) Plot owner I \_\_\_\_\_ being the holder of exclusive right of burial for this plot hereby consent to this interment taking place.

OR

(B) Other authorised person I \_\_\_\_\_ being the Funeral Director/ person having charge of this interment and having carried out due enquiry am satisfied that this interment is/was authorised by the holder of the exclusive right of burial or his/her heirs, executors, administrators or assigns.

Signed: \_\_\_\_\_

## OFFICE USE ONLY

I _____ confirm your request for the interment of the late	
Mr/Miss/Ms: _____	
Date: _____	Time of Interment: _____
Plot Details: _____	Plot / Niche: _____ Section / Row: _____ Page / Wall: _____
Cemetery: _____	Signed: _____

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## NAPIER CITY COUNCIL

First Schedule – **Napier Cemeteries**

Details for Burials – **First Interment** | Page 1 of 1

SECOND SCHEDULE

# Napier Cemeteries

## Details for Burials

### SECOND, THIRD OR FOURTH INTERMENT



**NAPIER**  
CITY COUNCIL  
Te Kaunihera o Ahuriri

<b>Second Interment:</b> <input type="checkbox"/>	<b>Third Interment:</b> <input type="checkbox"/>	<b>Fourth Interment:</b> <input type="checkbox"/>
This plot will ultimately be required for a Third or Fourth interment / this is the Final interment in this plot. (Delete whichever does not apply)		
<b>Type of Burial</b>	Casket <input type="checkbox"/>	Ash Urn <input type="checkbox"/>
	Scattering of Ashes <input type="checkbox"/>	Memorial only <input type="checkbox"/>

<b>Full Name of Person To Be Interred:</b>		
Date of Interment:	Preferred Time:	
Size of Casket / Urn: (widest external dimensions)		
Funeral Director:		
Full Name/s of <b>Deceased Already Interred:</b>		
Date of Interment/s:	Cemetery:	
Plot / Niche:	Section / Row:	Page / Wall:

Complete whichever applies, A or B

(A) Plot owner I  being the holder of exclusive right of burial for this plot hereby consent to this interment taking place.

OR

(B) Other authorised person I  being the Funeral Director/ person having charge of this interment and having carried out due enquiry am satisfied that this interment is/was authorised by the holder of the exclusive right of burial or his/her heirs, executors, administrators or assigns.

Signed:

#### OFFICE USE ONLY

I  confirm your request for the interment of the late

Mr/Miss/Ms:

Date:  Time of Interment:

**Plot Details:** Plot / Niche:  Section / Row:  Page / Wall:

**Cemetery:**  Signed:



THIRD SCHEDULE

# Napier Cemeteries

## Notification by Funeral Director of Interment ARRANGEMENTS MADE WITH SEXTON



<b>CEMETERY:</b>			
Funeral Directors must:			
(a) Prior to making funeral arrangements, obtain the approval or concurrence of the Sexton to the date and time of burial and the grave to be used.			
(b) Complete their portion of this notification and hand it to the Sexton or person acting as Sexton prior to the burial.			
1. Full name of Deceased			
2. Sex / Age			
3. Late Residence			
4. Late Occupation			
5. Date of Death			
6. Date of Burial		Time of Burial	
7. Reference to	Plot / <del>Niche</del> :	Section / <del>Row</del> :	Page / <del>Wall</del> :

8. FEES PAYABLE FOR THIS INTERMENT / PURCHASE	Incl. GST	OFFICE USE ONLY
Purchase of Exclusive Right of Burial: Plot / Niche      Section / Row      Page / Wall	\$	
Purchase of Exclusive Right of Burial in plot for future use: Plot / Niche      Section / Row      Page / Wall	\$	
Monument Permit Fee	\$	
Interment / Registration Fee	\$	
Service Fee	\$	
Extra Depth	\$	
Out of District Fee	\$	
Additional Fee (eg. Saturday fee)	\$	
Out of Hours Phone Call	\$	RECORD NO.
<b>TOTAL, incl. GST</b>	\$	DEBTOR NO.
(GST component)	(   )	INVOICE NO.

### SCHEDULE 3 Notification by Funeral Director of Internal Arrangements made with Sexton.

9. Name and address of Funeral Director:	
Date:	Signature:
10. Name and address of Person for Whom Exclusive Right of Burial is to be Purchased	

(For use only where a Funeral Director is not in charge of a Burial)

<b>11. INDEMNITY FOR PURCHASE AND PAYMENT OF EXCLUSIVE RIGHT OF BURIAL AND INTERMENT FEES</b>
In respect of the interment of the late
I (Name in Full)
Of (Postal Address)

#### Please carefully read the following before signing:

I hereby agree to accept liability for the payment of fees to be paid to the Napier City Council within three months of the date hereof. I further agree that no monument or headstone will be erected on the grave / niche until all fees have been paid in full. In respect to a niche, I understand that it is my responsibility to place the ashes therein, sealing and placing a plaque thereon. The plaque must conform to the specification set out in the cemetery bylaw.

Date

Signature of Person Accepting Liability

#### OFFICE USE ONLY

First ☐ Second ☐ Third ☐ Fourth ☐ Interment ☐ Depth:

Name(s) of Person(s) (interred in plot)

#### CERTIFICATION OF INTERMENT BY SEXTON

I hereby certify that the body of the deceased person referred to above was buried on:  /  /

Plot / Niche:  Section / Row:  Page / Wall:

Signature of Sexton

215 Hastings Street, Napier 4110  
Private Bag 6010, Napier 4142  
[www.napier.govt.nz](http://www.napier.govt.nz)

t +64 6 835 7579  
f +64 6 835 7574  
e [info@napier.govt.nz](mailto:info@napier.govt.nz)

#### NAPIER CITY COUNCIL

3rd Schedule – Notification of Funeral Director of  
Interment – Arrangements made with Sexton | Page 2 of 2

**Certificate of Purchase of Plot**..... **CEMETERY****Burial No:** .....

IN CONSIDERATION of the sum of ..... Dollars

..... Cents

THE NAPIER CITY COUNCIL DOES HEREBY GRANT unto .....

of .....

(his/her heirs, executors, administrators or assigns) the exclusive right of burial in perpetuity in the parcel of land in the above Cemetery, being Plot No. .... of Section No. .... Page No. .... of that part of the said Cemetery, set apart for the burial of members of any church shown on the plan of the said Cemetery and measuring ..... metres long by ..... metres wide.

**SUBJECT**, however, to the provisions of the Burial and Cremation Act 1964, and any amendments thereof, and **SUBJECT** also to the provisions of any Bylaws, Rules and Regulations now or hereafter passed or made relating to the said Cemetery.

SIGNED AT NAPIER THIS ..... DAY OF ..... 20.....

..... Cemetery Clerk

**No:** .....**Certificate of Purchase of Niche****At WHARERANGI ..... ESKDALE ..... CEMETERY****Wall No. .... Row No. .... Niche No. ....**

IN CONSIDERATION of the sum of ..... Dollars

..... Cents

THE NAPIER CITY COUNCIL DOES HEREBY GRANT unto .....

of .....

(his/her heirs, executors, administrators or assigns) the authority to have ashes placed in said niche and sealed with an inscribed plaque thereon, **SUBJECT**, however, to the provisions of the Burial and Cremation Act 1964, and any amendments thereof, and **SUBJECT** also to the provisions of any Bylaws, Rules and Regulations now or hereafter passed or made relating to the said Cemetery.

SIGNED AT NAPIER THIS ..... DAY OF ..... 20.....

Record No: ..... Cemetery Clerk

**This Certificate is issued on the condition that the maker's name will not appear on the plaque.**



**Monument Permit**

**This Permit is issued on the condition that the Maker's name  
will not be inscribed on the monument.**

..... **CEMETERY**

**Issued Subject to Notification endorsed hereon**

Authority is issued to .....  
to place new Monument with Inscription thereon as undermentioned on

Plot No: ..... Section No: ..... Page: .....

Owned by Mr/Mrs/Miss/Ms: .....

Record No: ..... Size of Plot: ..... m by ..... m

**Details of Monument:**

**[ inscription ]**

DATE ..... 20..... Cemetery Clerk

**This authority must be produced to the Sexton before any material is placed on the ground,  
or work commenced.**

**A photographic record of the completed installation must be supplied to Council.**

## SCHEDULE 5

### Headstone and Monument Provisions

In all Cemeteries -

1. A permit or written application, whichever is applicable must be delivered to the Sexton before any monumental work is commenced and all work must be completed to the Sexton's satisfaction.
2. No headstone, kerbing, plaque, tablet, wall surround, monumental work or other memorial work conforms in all respects with the type and specifications as set by the Council and must be of a type and dimensions specified and must be constructed of such material in accordance with this schedule.
3. No walls or surrounds must be erected on any plot without the consent of the Sexton.
4. Where applicable no person must erect or place or cause to be erected or placed on any plot any monument or headstone except on the concrete headstone berm provided.
5. No in ground lawn plaque must be erected or placed upon or in any Plot so that any portion of such headstone or plaque is higher than 12 mm below the level of the ground immediately adjoining.
6. No monumental mason's name or initials must appear or be placed on any headstone berm or monument, headstone, plaque or base.
7. Only one monument, headstone, tablet or plaque must be placed on any plot as approved by the manager following written application.

### Returned Services Men and Women Lawn Cemeteries

Burials within the Returned Services Men and Women Cemeteries must adhere to the guidelines as set out by the Department of Internal Affairs. Only plaque memorials are permitted and these must be as supplied by the Department of Internal Affairs. Prior to installation of any plaque written notification must be received by the Sexton.

### Lawn Cemetery Burials

In lawn Cemeteries all monuments must comply with the following specifications -

1. Bases must be so positioned that 150 mm of the concrete berm is left clear of all masonry at the front of the monument or headstone.
2. In flat or level areas, no base must stand above the concrete headstone berm at a height of more than 150 mm measured at the centre of the base.
3. In hill areas, no base must stand above the concrete berm at a height of more than 150 mm measured at the lowest end of the base.
4. All bases must be secured to the concrete berm by mild steel reinforcing rods or approved fibre glass rods; in the case of a base to hold a headstone on a single plot by a 12 mm rod, and in the case of a base to hold a headstone on a double plot by two 12 mm rods.
5. No coloured cements are to be added or used on any bases, nor is any base to be painted, except with the consent of the Council.
6. When necessary to level a granite base, a white plastered concrete wedge will be permitted. The maximum height of the wedge must be no greater than that required to level the base.
7. All monuments and headstones must be made of granite or such suitable material as the manager may from time to time approve.
8. All tablets or plaques used as name plates on monuments and headstones must consist of granite or such suitable material as the manager may from time to time approve. Where an approved plaque is used, it must be fixed as directed by the Sexton.
9. In ground lawn plaques must be set 12 mm below the level of the ground and in such a position and alignment as the Sexton directs.
10. The following colours of granite will be allowed (unless otherwise specified): grey, black, brown, blue, green, red and white.

## SCHEDULE 5

Western Hills Cemetery		Limited Headstone Areas	
	Base:	Plinth:	Headstone:
Granite or White Plastered Concrete		Granite	Granite
A: Single Plot	915 mm x 450 mm	Max. 915 mm x 250 mm	900 mm width
B: Twin Plot	1200 mm x 450 mm	Max. 1200 mm x 250 mm	1200 mm width
Height:	Max. 150 mm	Max. 100 mm	Max. 900 mm above base/plinth
	Plaque: Granite	Plaque Beam Area	
A: Single Plot	600 mm wide x 650 mm long		
	Between 20-25 mm thick, polished edges optional		
Eskdale Cemetery		Limited Headstone Areas	
	Base:	Plinth:	Headstone:
Granite or White Plastered Concrete		Granite	Granite
A: Single Plot	915 mm x 450 mm	Max. 915 mm x 250 mm	900 mm width
B: Twin Plot	1200 mm x 450 mm	Max. 1200 mm x 250 mm	1200 mm width
Height:	Max. 150 mm	Max. 100 mm	Max. 900mm above base/plinth
Taradale, Wharerangi, Park Island & Western Hills In-ground Cemeteries			
Existing plots only with memorials on a case-by-case basis.			

### Children's Lawn Cemeteries

In Children's Lawn Cemeteries monuments must be to the following specifications;

Western Hills Cemetery		Limited Headstone Areas	
	Base:	Plinth:	Headstone:
Granite or White Plastered Concrete		Granite	Granite
A: Single Plot	915 mm x 450 mm	Max. 915 mm x 250 mm	900 mm width
Height:	Max. 150 mm	Max. 100 mm	Max. 900 mm above base/plinth
Park Island Cemetery		In ground plaque	
	Plaque:		
A: Single Plot	450 mm x 500 mm plaque plastered flush in 600 mm x 650 mm concrete surround		

Plaque must be set 12 mm below the level of the ground and in such position and alignment as the Sexton directs.

### Stillborn and Neonatal Cemeteries

In stillborn and neonatal cemeteries monuments must be to the following specifications;

Western Hills Cemetery		Kerb Plot
	<i>Plaque: (placed on the concrete strip provided)</i>	
	Granite - Grey, blue, black or green	
A: Single Plot	205 mm wide x 125 mm long (20 mm thick with polished edges.)	



Park Island Cemetery		Beam Plot
	<i>Base:</i>	<i>Headstone:</i>
	Granite or White Plastered concrete	Granite
A: Single Plot	605 mm wide x 250 mm long	420 mm wide
Height:	Max. 150 mm	Max. 325 mm above base.

## Ash plot memorials

Taradale Cemetery		Rose Ash Plot (desk on concrete beam)	
	<i>Desk:</i>	<i>Plaque:</i>	<i>Planting:</i>
	Concrete	Granite	
A: Single Plot	750 mm x 750 mm	450 mm wide x 300 mm long	One standard rose
Height:	Max. 150 mm	150 mm rear / 25-50 mm front.	(to rear of plaque)
Wharerangi Cemetery		Niche Wall	
	<i>Plaque:</i>		
	Granite - Grey, blue, black or green OR bronze - engraved or cast		
A: Single Space	180 mm x 125 mm		
		Lawn Plaque Plot (1.2 m x 1.2 m)	
	<i>Plaque:</i>		
	Granite - Grey, blue, black or green OR Bronze - engraved or cast		
A: Single Plot	450 mm wide x 500 mm OR 250 mm long		

Set flush in concrete surround to a maximum size of 600 mm wide x 650 mm long and set 12 mm below the level of the ground and in such position and alignment as the Sexton directs.

Ash Beam Limited Headstone Plot		
	<i>Base:</i>	<i>Headstone:</i>
	Granite or White Plastered Concrete	Granite
A: Single Plot	605 mm x 250 mm	420 mm width
Height:	Max. 150 mm	Max. 325 mm above base

Western Hills Cemetery		Rose Garden (Plaque on concrete kerb)	
	Plaque:		
	Beds 1 - 14	Beds 15 onward	
	Granite - Grey, blue, green and black	Granite - Grey or Black	
	OR Bronze - engraved or cast	20 mm thick. Polished edges.	
A: Single Plot	150 mm x 80 mm	205 mm x 125 mm	
		Upright Cremation Area (no plaque)	
	Base:	Plinth:	Headstone:
	Granite	Granite	Granite
A: Single Plot	650 mm x 350 mm	Max. 650 mm x 230 mm	Max. 600 mm width
Height:	Max. 100 mm	Max. 75 mm	Max. 550 mm above base / plinth
		Native Plant Area	
Ashes may be scattered in this sheltered walking area.			

Eskdale Cemetery		Niche Wall
		<i>Plaque</i>
		Granite - Grey, blue, black or green OR Bronze - engraved or cast.
A: Single Space		175mm x 175 mm
B: Double Space		350 mm x 175 mm