



PALMERSTON NORTH CITY

**PALMERSTON NORTH
CEMETERIES AND CREMATORIUM
BYLAW**

2018

Administration Manual

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	Name	Signature	Date
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PART ONE - INTRODUCTION

1 PURPOSE

- 1.1 The purpose of this Administration Manual is to support the administration of the Cemeteries and Crematorium Bylaw 2018 (the “**Bylaw**”), to provide information to the public about decision making processes under the Bylaw, and to provide standard forms for the administration of the Bylaw.
- 1.2 The Administration Manual is made under the Bylaw and it will govern the implementation and operation of the Bylaw. The Administration Manual is a public document and will be made available on Council’s website alongside Council’s Bylaws. A hard copy can be provided on request.
- 1.3 This Administration Manual may be updated from time to time, as necessary, to ensure that it is kept up to date and reflects current practice. Amendments to this document will be authorised by the General Manager responsible.

2 INTERPRETATION

- 2.1 Terminology used in the Administration Manual take their meaning from the definitions at clause 4 of the Palmerston North Cemeteries and Crematorium Bylaw 2018.

3 INTERMENT APPLICATION

- 3.1 Requests seeking authority for any interment must:
 - (a) Include the necessary certifications under the Burial and Cremation Act 1964; and
 - (b) Include all the relevant prescribed forms; and
 - (c) Include payment of the requisite fees; and
 - (c) Be received by Council no later than eight working hours before the planned interment.
- 3.2 Only cemetery staff are permitted to open and dig into the ground for the purposes of preparing a plot for an authorised interment.
- 3.3 Requests to fill in the grave by families attending the burial must be made to Council at the time of seeking authority for the interment.
- 3.4 Requests for a plot that allows up to two body interments must be made to Council at the time of seeking authority for the interment.
- 3.5 Unless otherwise stipulated in the Bylaw, the minimum depth of an interment in the ground will either be:
 - (a) 1600 millimetres deep for a single body interment; or
 - (b) 2100 millimetres deep where a second body interment is required in the same plot; or

- (c) A lesser depth determined by Council for interments in an area designated for the interment of children or for interment of ashes.

4 CREMATION APPLICATION

4.1 Requests seeking authority for cremation must:

- (a) Include all relevant prescribed forms under the Cremation Regulations 1973; and
- (b) Include payment of the requisite fee; and
- (c) Where there is a committal service planned at the Kelvin Grove Chapel, the forms described in (a) above must be received by Council eight hours before the committal service booking; and
- (c) Be demonstrated to the satisfaction of the Council that the deceased has not been treated with radioactive material within the two months prior to death. Otherwise, the safety of cremation must be confirmed by a medical practitioner.

4.2 Any coffin holding human remains for cremation must:

- (a) Not exceed 2200mm in length, 780mm in width and 550mm in depth; and
- (b) Be made of a non-toxic and readily combustible material that is sturdy in nature; and
- (c) Have a smooth flat exterior base and contain no lead, iron or zinc linings.

5 ITEMS PROHIBITED FROM CREMATOR

5.1 The following items are prohibited from entering a cremator:

- (a) Alcohol;
- (b) Batteries;
- (c) Hardhats including crash helmets;
- (d) Lighters;
- (e) Cardiac pacemakers and biomechanical aids;
- (f) Metal excluding medical implants and screws, nails or staples used in coffin hardware;
- (g) Motorcycle leathers;
- (h) Polystyrene foams;
- (i) Rubber boots and shoes;
- (j) Plastic excluding body bags and coffin linings;
- (k) PVC in all forms;

- (l) Electronics;
- (m) Glass;
- (n) Aerosols;
- (o) Jewellery excluding rings made entirely of 9 carats or more of gold;
- (p) Ammunition or explosive material.
- (q) Die cast metals, aluminium, and copper;
- (r) Prosthetic limbs;
- (s) Wet suits;
- (t) Surfboards;
- (u) Mattresses;
- (v) Garden tools.

6 SCATTERING OF ASHES REQUEST

6.1 Requests seeking authority to scatter ashes in any cemetery must be made to Council through the relevant prescribed form.

7 EXCLUSIVE RIGHT OF BURIAL APPLICATION AND CONDITIONS

7.1 Purchasing an Exclusive Right of Burial

7.1.1 Council will only sell an exclusive right of burial for a plot in the following circumstances:

- (a) For interment in the cemetery of a recently deceased person or for the interment of ashes;
- (b) For one plot that is immediately adjacent to a plot sold under (a) for the interment of a family member of the deceased person;

7.1.2 The term of interment shall be in perpetuity unless the Council expressly limits the period of interment at the time an exclusive right of burial is sold.

7.1.3 Requests seeking authority to purchase an exclusive right of burial must include the completed prescribed form and payment of the requisite fees.

7.1.4 Once an exclusive right of burial has been paid in full, Council will issue the approved applicant an exclusive right of burial certificate as proof of authority.

7.1.5 Exercise of an exclusive right of burial will require the plot holder to provide evidence of that right to the Council with an application in the relevant prescribed form. Where the plot holder is deceased and unable to expressly authorise the use of the plot for interment, the evidence of the right to use the plot and the application may be made by the family of the plot holder or a person authorised to act on their behalf.

7.1.6 The Council will allow a plot holder of an exclusive right of burial to transfer that right to another person provided that the transfer is to a family member or otherwise to the satisfaction of Council and an application is made to the Council on the relevant prescribed form.

7.2 *Lapse of an Exclusive Right of Burial*

7.2.1 Where an exclusive right of burial has lapsed or is due to lapse under section 10(4) of the Burial and Cremation Act 1964, Council will inform the plot holder as soon as possible and also offer the plot holder the opportunity to renew the exclusive right of burial on the reserved plot.

7.2.2 Where the Council has made reasonable attempts to contact the plot holder without success, the Council will continue to hold the plot in reserve for a period of twelve months from the date of the last attempted contact with the plot holder or the lapse date (whichever is the later). If after this there is no response from the plot holder, the Council will deem the plot to be available for use or resale.

7.2.3 Where the plot holder does not wish to renew an exclusive right of burial over the reserved plot, the Council will make the plot available for use or resale and the former plot holder will be provided with a letter acknowledging that the exclusive right of burial has lapsed.

7.2.4 If the plot holder wishes to renew the exclusive right of burial, the Council will issue a new certificate to the plot holder upon payment of the prescribed fee for a renewal.

8 DISINTERMENT AUTHORITY

8.1 Requests seeking a disinterment of human remains must include:

- (a) The necessary certifications under the Burial and Cremation Act 1964; and
- (b) The relevant prescribed form; and
- (c) Payment of the requisite fees.

8.2 Requests seeking disinterment of ashes must include:

- (a) Consent from the family of the deceased allowing the disinterment to the satisfaction of Council; and
- (b) The relevant prescribed form; and
- (c) Payment of the requisite fees.

9 MONUMENT PERMIT AND CONDITIONS

9.1 Requests seeking authority to erect a monument must be submitted to Council through the relevant prescribed form, and accompanied by:

- (a) The plans for the monument or alterations to an existing monument including the materials to be used and the dimensions; and

- (b) The wording of any proposed epitaph or inscription and associated graphics; and
- (c) Payment of the requisite fees.

9.2 When considering an application submitted under section 9.1 above the Council will have regard to the following considerations and may grant permission subject to any appropriate terms and conditions as determined by the Council:

- (a) The application was filed by the plot holder or the plot holder's representative if the plot holder is deceased.
- (b) There are no outstanding fees owed to Council in regard to the disposal of human remains or ashes in the plot that is the subject of the monument permit.
- (c) Any proposed wording or graphics are acceptable to Council.
- (d) The foundations and any works described on the plan must comply with either:
 - (i) *NZS 4242:1995 Headstones and Cemetery Monuments* or its amendments, and the headstone specifications set out in schedule one of the Administration Manual; or
 - (ii) The requirements of Veterans' Affairs New Zealand in the case of monuments in the Services Section of the Cemetery.
- (e) The monument is constructed of granite or some other naturally occurring stone approved by Council except where 9.2(f) below applies or where the proposed monument is for installation in the memorial plaque area.
- (f) Any proposed monument in a natural burial cemetery must be a temporary engraved wooden plaque measuring no greater than 250 millimetres by 150 millimetres, positioned on a wooden post projecting no higher than 300 millimetres from the ground surface.
- (g) The proposed monuments must not be for the gardens of remembrance.
- (h) The installation must be carried out in accordance with the requirements of the Health and Safety at Work Act 2015.

10 GRAVE DECORATIONS APPROVAL AND BREACH

10.1 Approval from Council

10.1.1 Requests seeking approval to have decorations on the soil of the grave must be submitted to Council on the relevant prescribed form accompanied by a list of materials to be used for decorations on the soil of the grave.

10.1.2 Approval from Council will last for twelve months and can be renewed annually.

10.2 Breach of conditions

10.2.1 Where grave decorations breach the conditions of the bylaw Council will

- (a) Take a photo of the plot showing the breach;
- (b) Write to the plot holder or their representatives informing them of the breach and providing them with twenty days from the date of receipt of the correspondence to remove or correct the breach;
- (c) Failing a response from the plot holder or their representatives within the allocated time, Council will remove or correct the breach.

10.2.2 Notwithstanding 10.2.1(b) above, Council may immediately remove or correct a breach that poses an immediate threat to the safety of staff and the public, whereby delaying action will be unreasonable in the circumstances.

10.2.3 Non-perishable items that are removed from a plot by Council will be stored by Council for at least thirty days for collection by the plot holder or their representatives'. Uncollected items will be disposed of by Council as it sees fit.

10.3 Permitted Plantings of Plants, Shrubs and Trees

10.3.1 Plantings of plants, shrubs, or trees is only permitted on plots that have been used for an authorised interment in the following manner:

- (a) In the children's area of the Kelvin Grove Cemetery that is not designated as lawn graves, flowers and small shrubs may be planted on the plot;
- (b) Where approval has been granted in accordance with section 11.2 of the Bylaw, flowers and small shrubs may be planted on the plot;
- (c) In the garden kerb area of the Kelvin Grove Cemetery, flowers and small shrubs may be planted in the garden directly behind the plaque;
- (d) In a natural cemetery a single tree may be planted on the plot.

10.3.2 Plots with plantings that have been neglected will be treated according to section 10.2 above.

11 RECORDS

11.1 Any interments within any cemetery must be registered according to section 50 of the Burial and Cremation Act 1964

11.2 Any cremations taking place at the crematorium must be registered according to section 9 of the Cremation Regulations 1973.

11.3 The Council must keep a record of any exclusive right of interment burial certificates issued over plots in any cemetery.

11.4 Interment and cremation records for cemeteries controlled by Council will be available on the Palmerston North City Council website.

12. OPERATING HOURS

- 12.1 Interments, cremations and any other funeral activities may only take place during the following hours:
- (a) Monday to Friday between 9.00 am to 4.00 pm;
 - (b) Saturday between 9.00 am to 12.00 noon.
- 12.2 Interments, cremations and other funeral activities that do not conclude by 4:30 pm during the weekday and 12:00 noon on Saturday will incur additional fees.
- 12.3 Interments, cremations and any other funeral activities may not take place on Sunday and public holidays.
- 12.4 Monument unveiling ceremonies may occur within the standard opening hours of the cemetery the monument is located in, provided that Council are notified 24 hours before commencement of the unveiling ceremony.

PART TWO - SCHEDULES

SCHEDULE ONE – HEADSTONE SPECIFICATIONS

CHILDREN'S LAWN

Height of base	100 mm
Length of base	915 mm
Width of base	200 mm

These headstones can be desks or plates and stand on marble, granite or concrete plastered bases. The thickness of the stones shall not exceed 100 mm. The width of the stones shall not exceed 450 mm. **The overall height of base and stone combined shall not exceed 500 mm.** The rear margins will be 50 mm.

CREMATION MEMORIAL LAWN – SECTION T

Height of base	100 mm
Length of base	610 mm
Width of base	200 mm

These headstones are to be desks only 100/55 on marble or granite bases. The thickness of the stones shall not exceed 100 mm. The breadth of the stones shall not exceed 450 mm. **The overall height of base and stone combined shall not exceed 500 mm.** The rear margin will be 50 mm.

CREMATION LAWN – U 2A

Height of base	100 mm
Length of base	610 mm
Width of base	200 mm

These headstones can be desks or plates and stand on marble, granite or concrete plastered bases. The thickness of stones shall not exceed 100 mm. The breadth of stones shall not exceed 450 mm. **The overall height of base and stone combined shall not exceed 500 mm.** The rear margin will be 50 mm.

MEMORIAL PLAQUE AREAS

GK1-GK3 Garden kerb bronze plaque	150 mm x 100 mm
GK4 Garden kerb granite plaque	250 mm x 175 mm x 16 mm
GK4 Garden kerb permanite plaque	250 mm x 175 mm x 12 mm
GK4 Niche wall granite plaque	335 mm x 190mm x 16 mm
GK4 Niche wall permanite plaque	335 mm x 190mm x 12 mm
U-1A granite plaque	360 mm x 230 mm x 16 mm
Sands memorial granite plaque	200 mm x 150mm x 16 mm

LAWN CEMETERY FULL BURIAL PLOTS

Height of base	50 -150 mm
Length of base	single plot: up to 1220 mm
Length of base	double plot: no less than 1220 mm, up to 2440 mm
Width of base	330 mm

These headstones can be desks or plates and stand on marble, granite or concrete plastered bases. The thickness of the stones shall not exceed 150 mm, normally with a tolerance of 30 mm for rock-backed stones. **The overall height of the base and stone combined shall not exceed 1000 mm.** The rear margin will be 50 - 75 mm.

The breadth of stones for single plots shall not exceed 950 mm.

The breadth of stones for double plots shall not exceed 1220 mm.

All concrete bases to have a minimum of one 5 mm reinforcing rod running length ways.