

APPLICATION FOR PLOT DECORATION

Please use this form if you'd like to decorate a loved ones grave.

Graves in Sections U and S/16-22 can be decorated.

Please return this form to the Cemetery Office or cemetery@pncc.govt.nz

Please await confirmation before decorating.

Your permit to decorate needs to be renewed annually. Please ensure decorations remain in a safe and tidy condition. Council may remove any unpermitted or neglected decorations that fall into a state of deterioration or disrepair and return the plot back to grass.

Section	Block	Plot
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Full name of plot holder

Full name of deceased

Date of burial

PLEASE SEE THE PLOT DECORATIONS GUIDANCE / On the reverse

Decoration description

THIS APPLICATION IS FOR

Initial decoration

Annual renewal



For drawings,
please attach separate sheet

PLOT OWNER'S MAINTENANCE RESPONSIBILITIES

Person responsible

Address

Contact phone number

Email

I agree that it is my responsibility to ensure that the decorated grave will be maintained in a safe and tidy condition.

I have received and read the Decorated Burial Plot Guidance for decorated graves.

Signature

Date

DECORATED BURIAL PLOT GUIDANCE

Please note: The general guidelines for the decoration of Burial Plots within Sections U and S/16-22 at Kelvin Grove Cemetery, Palmerston North are as follows:

1.	The decoration of graves is limited to plots located within specified sections/rows of the lawn cemetery where a burial has already taken place.
2.	We advise families not to decorate until at least six months following burial to allow for natural settling.
3.	The area of the grave that may be decorated is indicated in the diagram below - total decorations and mowing strip should not exceed 1 metre wide and be 300mm back from the pathway. This allows us to continue cemetery operations without the risk of our mowers, digger and trucks accidentally damaging your decorated plot.
4.	The area surrounding the decorated area must have a ground level mowing strip, at least 100mm wide.
5.	We discourage families from including live plants in their decoration plans, due to the ongoing care required. If plants are desired, these should be limited to small plants contained within small pots located on the surface of the grave.
6.	The planting of trees, shrubs, and roses and any other plants directly in the soil, is not permitted.
7.	Bark or stones of all kinds can be used within the contained area as a ground cover with a weed mat underneath.
8.	All decorations should be contained within a border e.g. wood, sleepers, low 50mm barrier, etc, to prevent them from spilling onto the mowing strip and grassed area.
9.	All decorations such as potted plants and solid structure including fencing and bench seats must not be higher than 500mm.
10.	Should the burial plot already be occupied at extra depth, it will be the responsibility of the family to remove and take away the decorated items before a second burial can take place.
11.	Decorated burial plots must be kept in a good repair by the person responsible signing this application.
12.	Please book your plot decorating day, including date and time with the administration office. This will ensure there is no conflict with burial services.
13.	Please notify the Cemetery Office if any of your contact details change.



Headstone - for specification see Memorial Application form



OFFICE USE ONLY

Permission granted

Permission granted with conditions

Permission declined

Notes

Approved by

Signature

Date

Copy to applicant

Sketch drawing received: YES \ NO

Scanned to cemetery register