

Application to erect a monument or headstone

I hereby apply for permission to erect, in accordance with Burial and Cremation Act 1964 , a monument or headstone on cemetery

Kamo Maunu Onerahi

Plot Number		Fee	\$36.00 GST Incl
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In respect of the late _____

A sketch of the proposed monument and a copy of the inscription is submitted below

Applicant's name _____

Postal address _____

Phone number _____

Signature of applicant _____ Date _____

Sketch of proposed memorial (showing all dimensions)

Permission is hereby granted by
Chief Executive Officer

_____ Date permit issued

Proposed inscription _____

Office use

Receipt no _____ Email sent to cemetery manager

Receipt date _____ Form sent to cemetery office

Customer services representative name _____ CSR initials _____

Section paid for Yes No

Certificate of title no _____ Cemetery admin initials _____

Memorial headstone dimensions

Approved materials

Any combination of solid granite, granite or bronze plaques, concrete – either plastered or tiled with ceramic or granite tiles.

Installation

All installations are to be carried out by a registered monumental mason or a competent tradesperson as authorized by the Cemetery Manager and must comply with the Burial & Cremation Act 1964 and the following criteria

A permit must be obtained by the installer from Whangarei District Council and presented to the cemetery sexton before any work commences.

Lawn cemetery	All memorials must face the front and be 150mm (or more) in from the front and back edge of the berm
Base	1150mm wide x 500mm deep x 350mm high. Flower holder(s) optional, must be recessed into or attached to top of base
Recumbent desk	(Wedge design) 1100mm wide x 250mm high x 480mm deep
Upright headstone	1100mm wide x 950mm high x 250mm deep
Total Maximum height	1100mm

Ash berm - cremation	All memorials must face the front and be 150mm (or more) in from the front and back edge of the berm. A minimum of 40mm to be left between back of headstone and back edge of base; all memorials must have a regulation base
Compulsory regulation base	575mm wide x 300mm deep x 100mm high, 1 flower holder optional, recessed into left side
Flat plaque	400mm wide x 250mm deep x 25mm high
Recumbent desk	(Wedge design) 500mm wide x 250mm high x 250mm deep
Upright headstone	500mm wide x 250mm deep x 650mm high
Total maximum height	750mm

Children's Forest Glade – Maunu – burial or cremation	Memorials must face the front and be 150mm (or more) in from the front and back edge of the berm. Flower holders can be recessed into the base, or with a smaller base, placed alongside
Base	Up to 600mm wide x 300mm deep x 100mm high (plot sizes vary, so must be pre-measured)
Recumbent desk	(Wedge design) 380mm wide x 230mm high x 230mm deep
Upright headstone	450mm wide x 450mm high x 150mm deep
Total maximum height	550mm

Children's Triangle – Maunu – burial or cremation	All memorials must face the front and be set 75mm (or more) in from the front and back edge of the berm. A flower holder can be recessed into the desk or with a smaller memorial, placed alongside
Flat plaque	450mm wide x 450mm deep x 25mm high
Recumbent desk	(Wedge design) 450mm wide x 450mm deep x 125mm high
Total maximum height	125mm

Any other area	The sexton will be able to advise you. Please check before purchasing a memorial
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Guidance notes for the completion of form

Application to erect a monument or headstone

Please complete all sections

I hereby apply for permission to erect, in accordance with Council's by-laws, a monument or headstone on Cemetery.

Kamo/Maunu/Onerahi	Tick the box that applies
Plot number	Enter the plot number in full. For help with this contact the cemetery manager
Account	For office use only
In respect of the late	Enter the full name of the deceased, surname first followed by forenames in full
Applicant's name	Enter the applicant's full surname and forenames
Postal address	Enter the applicant's full postal address
Phone/mobile	Enter the applicant's contact telephone number
You may be contacted by the cemetery manager for clarification and failure to provide a contact telephone number may result in the permit being declined.	
Signature	Applicant's signature
Date	Date of applicant's signature
Sketch of proposed memorial	Draw a detailed sketch of the proposed memorial showing all dimensions. These should include the width at the widest point, the height at the highest point and the depth at the deepest point. Please also include the dimensions of the base.
Proposed inscription	Please enter the proposed inscription in full
Office use	To be completed by the customer services representative and the cemetery administrator
Please note	Whangarei District Council reserves the right to decline a permit for headstones or memorials bearing inscriptions that may offend or disturb other cemetery users.

After completing this application form please return it to Whangarei District Council's customer services reception with payment of the appropriate fee.

Should you require any assistance in completing this form contact a customer service representative, or if you have any related questions, please contact the cemetery manager.