



**WESTERN BAY OF PLENTY DISTRICT COUNCIL  
MEMORIAL/HEADSTONE APPLICATION**

**STONEMASON/APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_  
(Home) \_\_\_\_\_ (Bus) \_\_\_\_\_ (Other) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**APPLICATION ON BEHALF OF THE FAMILY OF THE LATE:**

\_\_\_\_\_ (Name of Deceased)

PLOT: \_\_\_\_\_ CEMETERY: \_\_\_\_\_

DATE OF DEATH: \_\_\_\_\_ VETERAN\*: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**Please include inscription details** to assist in keeping Council's public records accurate. These can be forwarded at a later, if these are not yet confirmed.

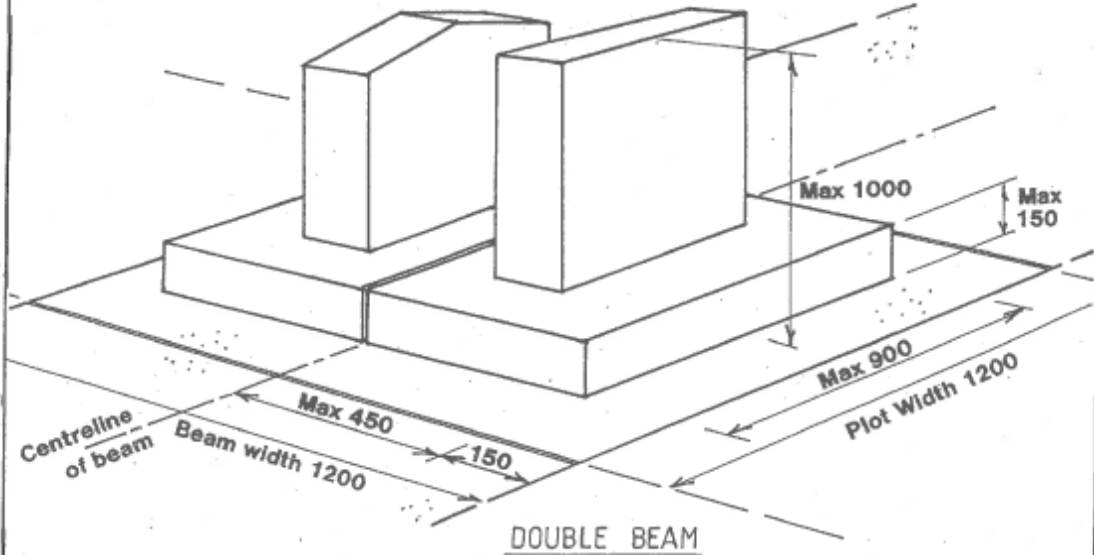
\_\_\_\_\_  
\_\_\_\_\_

**Please include ALL design dimensions on the plan attached.**

E-mail to [Customer.Service@westernbay.govt.nz](mailto:Customer.Service@westernbay.govt.nz)

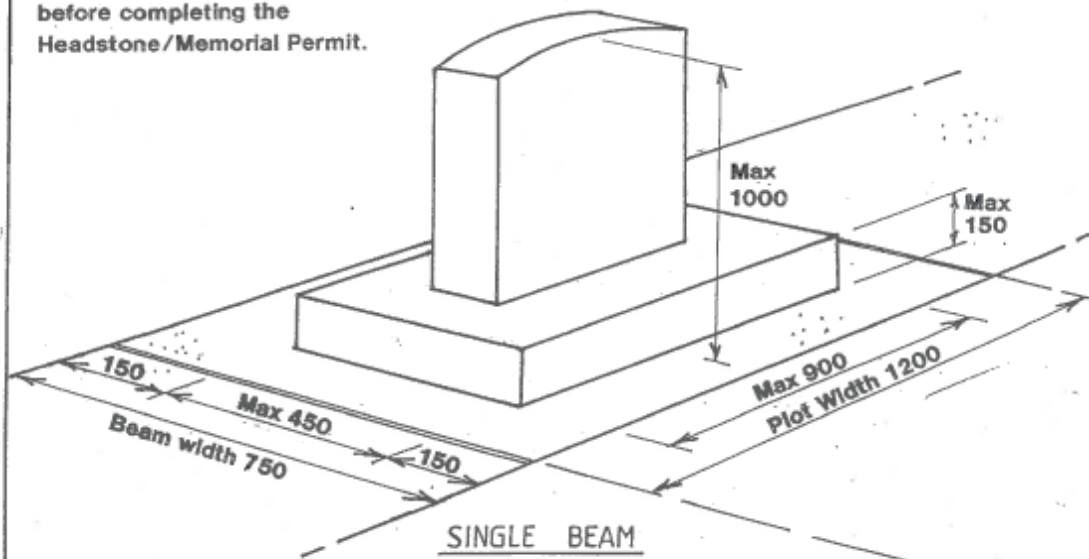
\*Council does not process applications on behalf of Veterans for the RSA sections of the Katikati and Te Puke Cemeteries. Please contact Veteran's Affairs directly [here](#).

# Burial Plot Dimensions



The Stonemason **MUST** verify all plot dimensions on-site before completing the Headstone/Memorial Permit.

All dimensions are in millimetres

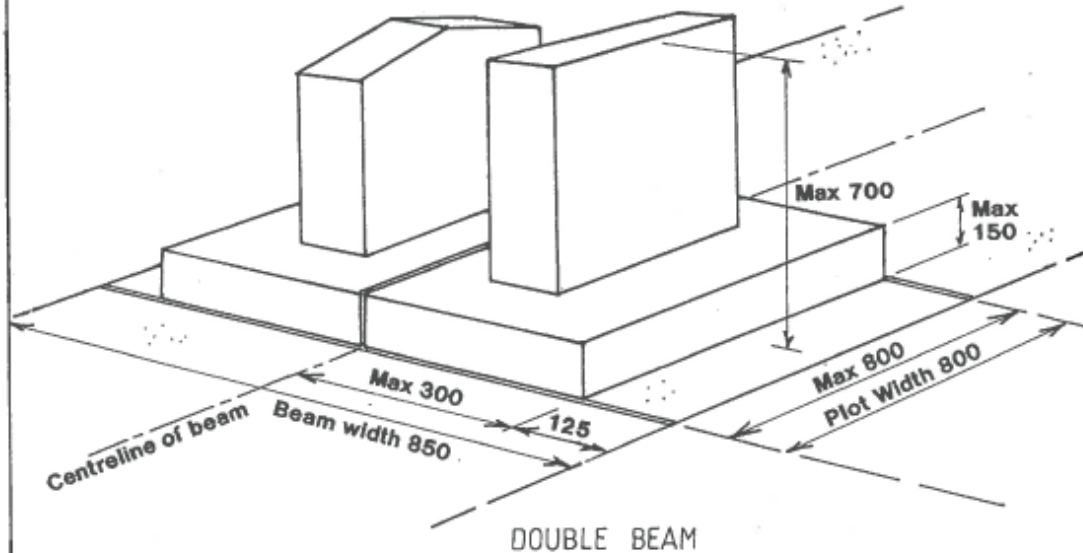


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**PLAN OF**  
**HEADSTONE DETAIL**  
Burial Plots

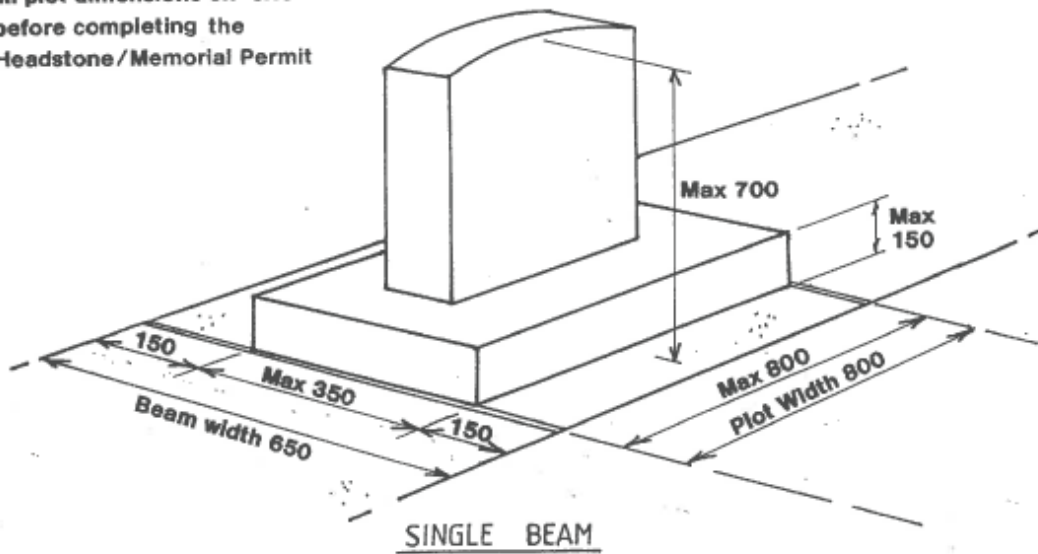


# Cremation Plot Dimensions



The Stonemason **MUST** verify all plot dimensions on-site before completing the Headstone/Memorial Permit

All dimensions are in millimetres

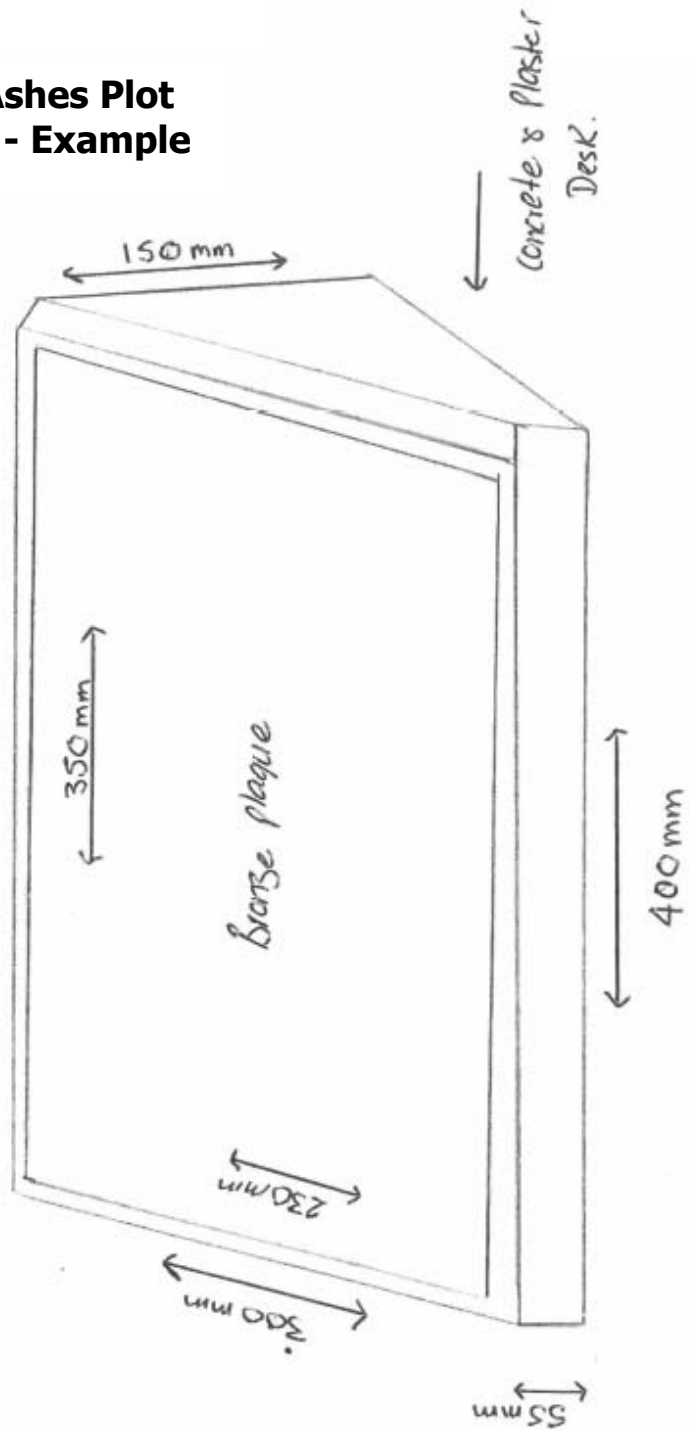


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**PLAN OF**  
HEADSTONE DETAIL  
Cremation Plots

WESTERN  
BAY OF PLENTY  
DISTRICT COUNCIL

## Desk Type Ashes Plot Dimensions - Example



## **WESTERN BAY OF PLENTY DISTRICT COUNCIL MEMORIAL PERMITS**

For Cemeteries under the authority of the Western Bay of Plenty District Council:

- Katikati Cemetery
- Maketu Cemetery
- Oropi Cemetery
- Te Puke Cemetery
- Old Te Puke Cemetery

Permits are required by anyone wishing to erect a memorial on a grave in any of the above named cemeteries. Whether engaging the services of a Stonemason, or the family is intending to construct the memorial themselves; a permit is still required.

If not employing a Stonemason, then the correct placement specifications are available from Council, when applying for the permit. Permit application forms are available from the Reserves and Facilities Department at Western Bay of Plenty District Council, Barkes Corner, Cameron Road, Tauranga, and on Council's website: [www.westernbay.govt.nz](http://www.westernbay.govt.nz).

This requirement has come about due to families constructing memorials from inappropriate materials and/or placing them incorrectly, hindering maintenance of the Cemetery.

A plain white cross is an acceptable memorial until a more permanent memorial is erected.

# **WESTERN BAY OF PLENTY DISTRICT COUNCIL MEMORIAL REQUIREMENTS**

## **MEMORIAL PERMITS**

No memorial work shall be installed within the boundaries of the Council's cemeteries unless the person concerned with the provision of the memorial has first applied for and obtained a permit from the Council for such work. The Council upon receiving any application (accompanied by plans of the intended monument) and on being satisfied that the proposed monument is in accordance with the rules and specifications laid down by Council, shall issue a permit for the installation of the monument.

## **ERECTION OF MEMORIALS - GENERAL**

All concrete bases or if a concrete base is not used then all headstones should be installed at the edge of the centreline of the berm and in such a way that it does not intrude on that portion of the berm intended for burials on the other side of the berm.

No erected memorial shall be of any material other than granite or similar suitable material approved by the Council. Concrete shall be finished in grey or white cement; no other coloured cements shall be added or used.

In constructing bases and erecting memorials, the adjoining roads, paths or allotments shall not be damaged.

A clearance of between 125mm and 150mm shall be maintained from the front edge of the berm.

## **ERECTION OF MEMORIALS – BURIAL PLOTS**

The Council shall construct or cause to be constructed a continuous concrete berm with a width of 1200mm (double berm) or 750mm (single berm), flush with the surface of the ground on which, base foundation work for all memorials will be placed back to back. The cost of the berm shall be included in the purchase of the plot.

The concrete base work for all upright memorials shall not stand higher than 150mm above the beam, and shall be of a depth (front to back) of not more than 450mm and should, where possible, allow insets for flower containers.

All upright memorials shall, at the head of any plot, be no higher than one metre including any concrete base installed.

## **ERECTION OF MEMORIALS – ASHES PLOTS**

The Council shall construct or cause to be constructed a continuous concrete platform or beam with a width of 850mm (double beam) or 650mm (single berm), flush with the surface of the ground on which base, ashes memorials will be placed back to back. The cost of the berm shall be included in the purchase price of the ashes plot.

The concrete base work for all upright ashes memorials shall stand no higher than 150mm above the beam, and shall be a depth (front to back) of not more than 300mm (double berm) or 350mm (single berm) and should, where possible, allow insets for flower containers.

All upright ashes memorials shall, at the head of the plot, be no higher than 700mm including any concrete base installed.

All ashes memorials must be constructed of granite or of concrete finished in grey or white plaster. All memorials constructed of concrete must contain a granite slab or brass plaque and fixed flush within the concrete, and all inscriptions must be entered on the granite slab or brass plaque.

All **desk** type ashes memorials shall have a standard depth (front to back) of 300mm and shall be a standard width of 400mm. The back of the desk shall be a maximum height of 150mm and the front of the desk shall be a standard height of 55mm. Please see the example attached.

No variation of these measurements shall be allowed unless specifically approved by the Council.

## **TE PUKE CEMETERY – ASHES WALL - PLAQUE DIMENSIONS**

Single plaques are to be 230mm wide by 150mm high for each single plaque. Double plaques are to be 460mm wide by 150mm high.

## **MAINTENANCE OF MEMORIALS**

All memorials shall be kept in good repair by the purchaser of the burial or ashes plot or their assignee/family. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, all memorials of any kind which shall fall into a state of decay or disrepair, may at any time be removed from the cemetery by order of the Council and in the event of there being no one available to effect repairs or permit removal, a photographic record of the plot shall be taken before removal and filed with cemetery records.

## **SHRUBS, TREES AND FLOWERS**

NO shrubs, trees or flowers shall be planted and/or maintained in the cemetery except such as shall be planted as and where directed by a duly authorised officer, or those shrubs, trees and flowers planted by Council.

## **VAULTS AND BRICK OR WALLED-IN GRAVES**

No vaults or brick or walled-in graves above ground shall be constructed in any cemetery controlled by the Western Bay of Plenty District Council except in such portion as may be set

aside for the purpose by the Council and subject to complying with engineering and aesthetic requirements of the Council.

### **VASES OR CONTAINERS**

All vases or containers for flowers shall be housed in insets set into the base on which the memorial is placed in such manner as shall be approved by the Council.

Any loose vases or containers which are placed on the graves remain the property of those persons who placed them there and as such remain the responsibility of the owner of the vase or container. Council will take all due care but no responsibility for vases and containers.