



Memorial Application Consent

Name of Applicant Company: _____

Date: _____

Deceased

Family Name: _____ Date of Death: _____

First Names: _____

Plot Information

Cemetery: _____ Section: _____

Block: _____ Plot: _____ Reserve: _____

New Headstone Addition to existing Headstone Headstone to be removed and returned

This form is to be completed and forwarded to the **Palmerston North Kelvin Grove Cemetery, Private Bag 11034, Palmerston North** where it will be actioned. All work is to be completed in accordance with the Palmerston North Cemeteries and Crematorium Bylaw 2008, Palmerston North City Council headstone specifications and NZS4242:2005 Headstones and Cemetery Monuments or subsequent revisions, **including that all headstones must be pinned to the base.**

Permission

Permission Granted With Conditions (listed below) **or** Permission Declined

Permission is granted to the Applicant to erect the headstone, monument or tablet described in the Application. Any headstone, monument or tablet in reliance on this permit, must comply with the description referred to in the Application.

Conditions: _____

In accordance with Palmerston North City Council's procedures the Health & Safety in Employment Act 1992 and the 2002 Amendments, all contractors are required to sign in at the Cemetery office, before commencing work in the Cemetery Grounds. No person shall erect a headstone on or around a plot in a cemetery unless a plot certificate has been acquired in respect of the plot and the appropriate fees paid.

For Office Use Only

Deceased name and plot number verified Applicant company advised

Funeral Directors fees paid Permit No.: _____

Approved subject to compliance with Palmerston North City Council bylaws, headstone specifications and NZS4242:2005.

Signed: _____ Date: _____

Return this portion on completion of work to Cemetery Office

Name of Deceased: _____ Permit No.: _____

Cemetery: _____ Section: _____

Block: _____ Plot: _____

Date of Completion: _____ Company Name: _____

Headstone Specifications

All memorial headstones shall be constructed from granite or other naturally occurring stone approved by Council. All concrete bases to have a minimum of one 5 mm reinforcing rod running length ways. All memorials shall be constructed and secured in accordance with the requirements of NZS4242:1995 Headstones and Cemetery Monuments and subsequent revisions.

LAWN CEMETERY FULL BURIAL PLOTS

Height of base.....	50-150 mm
Length of base	Single Plot: up to 1220 mm
.....	Double Plot: no less than 1200 mm and up to 2440 mm
Width of base	330 mm

These stones 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.

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 GARDEN – 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 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.

MEMORIAL PLAQUE AREAS

GK1-GK3 Garden Kerb Bronze Plaque	150 mm x 100 mm
GK4 Garden Kerb Granite (16mm) or Permanite (12mm) Plaque.....	250 mm x 175 mm
GK4 Niche Wall Granite (16mm) or Permanite (12mm) Plaque.....	335 mm x 190 mm
U-1A Granite Plaque.....	360 mm x 230 mm x 16 mm
Sands Memorial Granite Plaque.....	200 mm x 150 mm x 16 mm

Proposed Monument

MATERIALS TO BE USED

Head Stone / Plaque: _____

Base: _____

Attach: Plan of outline of Headstone and Base showing all dimensions

Attach: A copy of text and graphics

13 MEMORIALS

- 13.1) No person may carry out any work in a cemetery including constructing or altering a memorial other than in a manner expressly authorised by the Council. Consent may be issued on conditions. Work does not include the placement of floral tributes.
- 13.2 Applications for consent to erect a memorial must be made on the Council's Memorial Application Consent form. An application for consent shall be accompanied by:
- (a) The plans for the memorial including materials and dimensions;
 - (b) The wording of any proposed epitaph or inscription and associated graphics.
- 13.3 A Memorial must meet the following minimum requirements:
- (a) The plan and/or wording and graphics are acceptable to Council,
 - (b) The applicant is the Plot Holder, the Plot Holder's family or their agent.
 - (c) The foundations and any works described on the plan must comply with either -
 - i) the requirements of Veterans' Affairs New Zealand in the case of memorials in the Services Section of the Cemetery, or
 - (ii) NZS4242:1995 Headstones and Cemetery Monuments or its amendments, and the Headstone Specifications set by Council and available from the Cemetery Office or the Palmerston North City Council website,
 - (d) The memorial headstone is constructed of granite or some other naturally occurring stone approved by Council.
- 13.4 The Council may remove or restore to its original condition any memorial that is -
- (a) erected or altered in breach of this bylaw, or
 - (b) in such disrepair that the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967 apply.
- 13.5 No person may place memorials, plaques or grave markers within the Gardens of Remembrance.