

MEMORIAL CONSENT APPLICATION FORM



This form is to be completed and forwarded to the Palmerston North Cemetery Office at cemetery@pncc.govt.nz

Name of Applicant Company		Date
Name of Client / Plot Holder		
Phone	Email	

DECEASED

Surname	Date of Death
First Names	

PLOT INFORMATION

Cemetery	Kelvin Grove	Terrace End	Ashhurst	Bunnythorpe
Section	Row	Plot	Reserve / if applicable	
New Headstone		Addition to Existing Headstone	Headstone to be removed and returned	
Expected Date of Completion				

PERMISSION

Permission Granted With Conditions / Listed below	Permission Declined
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Permission is granted to the Applicant to erect the headstone, monument or tablet described in the Application.

All work is to be completed in accordance with the Palmerston North Cemeteries and Crematorium Bylaw, Palmerston North City Council headstone specifications and NZS4242:2018 Headstones and Cemetery Monuments or subsequent revisions, including that all headstones must be pinned to the base.

In accordance with Palmerston North City Council's procedures, and the Health & Safety at Work Act, all persons must follow any Health and Safety instruction given to them by PNCC and must also take reasonable care of their own Health and Safety and reasonable care that others are not harmed by something that they do or don't do.

All Contractors are required to check in at the Cemetery Office before commencing work in the Cemetery grounds. No person shall erect a headstone on a plot in the cemetery unless a plot certificate has been issued and the relevant fees paid.

Other conditions:

Signed	Date
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FOR OFFICE USE ONLY

Deceased Name and Plot Number Verified	Applicant Company Advised
Funeral Directors Fees Paid	Permit Number

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 NZS4242:2018 Headstones and Cemetery Monuments and subsequent revisions.
- Monumental Masons shall measure the dimensions available for the base before cutting the stone.

LAWN CEMETERY FULL BURIAL PLOTS

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

These stones can be desks or plates and stand on marble, granite or concrete plastered bases. The thickness of the stones shall not exceed 150mm, normally with a tolerance of 30mm for rock-backed stones. The overall height of the base and stone combined shall not exceed 1000mm [on sloping beams the height is measured at the centre of the plot]. The rear margin will be 50-75mm. The length of stones for single plots shall not exceed 950mm. The length of stones for double plots shall not exceed 1220mm.

CHILDREN'S LAWN

Height of Base	100mm	Length of Base	915mm	Width of Base	200mm
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These headstones can be desks or plates and stand on marble, granite or concrete plastered bases. The thickness of the stones shall not exceed 100mm. The length of the stones shall not exceed 450mm. The overall height of base and stone combined shall not exceed 500mm. The rear margins will be 50mm.

ASH BURIAL PLOTS / SECTION T / P2A / VA

Height of Base	100mm	Length of Base	610mm	Width of Base	200mm
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These headstones are to be desks only 100/55 on marble or granite bases. The thickness of the stones shall not exceed 100mm. The length of the stones shall not exceed 450mm. The overall height of base and stone combined shall not exceed 500mm. The rear margin will be 50mm.

MEMORIAL PLAQUE AREAS

GK1-GK3 Garden Kerb Bronze or Permanite Plaque	150mm x 100mm
GK4 Garden Kerb Granite [16mm] or Permanite [12mm] Plaque	250mm x 175 mm
GK4 Niche Wall Granite [16mm] or Permanite [12mm] Plaque	335mm x 190mm
P1A Granite Plaque [16mm]	360mm x 230mm
Sands Memorial Granite Plaque [16mm]	200mm x 150mm

PROPOSED MONUMENT

Materials to be used

Headstone / Plaque

Base



ATTACH

Plan of Plaque or Headstone and base showing all dimensions, text and graphics

A large, empty white rectangular area intended for the user to upload or draw a plan of the proposed monument, including dimensions, 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] NZS4242:2018 Headstones and Cemetery Monuments and subsequent revisions, 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.