



TAURANGA CITY COUNCIL

CEMETERY RULES

Issue Date	August 2010	These rules are effective from August 2010
Next Review Date	August 2012	
Version	2	

CEMETERY RULES	4
Purpose	4
Part A General	5
A 1 Compliance with Relevant Legislation	5
A 2 Opening Hours of Cemetery	5
A 3 Notice of Services	6
A 4 Responsibility for Arrangements	6
A4.1 Cremations	6
A4.2 Burial	6
A 5 Fees	6
A 6 Chapel	6
A 7 Responsibility for Work	6
A 8 Work Not to Cause Unnecessary Obstruction	6
A 9 Care in Mixing Cement	7
A 10 Withdraw During Funerals	7
A 11 Burial or Cremation of Poor Persons	7
A 12 Traffic and Parking in Cemeteries	7
A12.1 Hours of Entry	7
A12.2 Traffic to Keep to Roads	7
A12.3 Speed Limit	7
A12.4 Right of Way for Funerals	7
A12.5 Drivers to Obey Instructions	7
A12.6 Traffic Signs	7
A 13 Shrubs, Trees & Flowers	7
A 14 Vaults & Brick or Walled-In Graves	8
A 15 Flowers and Memorabilia	8
A 16 Food or Drink	8
A 17 Use of Cemetery	8
A 18 Erection of Memorial Seats	9
A 19 Book of Remembrance	9
A 20 Records	9
Part B Memorials	9
B 1 Memorials general	9
B 2 Memorial Permits	10
B 3 Erection of Memorials – Burial Plots	10
B 4 Erection of Memorials - Childrens Burial Plots	10
B 5 Erection of Memorials – Infants Burial Plots	10
B 6 Erection of Memorials – Ashes Plots	10
B 7 Maintenance of Memorials	11
Part C Burials - General	11
C 1 Exclusive Rights of Burial	11
C1.1 Sale	11
C1.2 Transfer or Repurchase	12
C1.3 Lapse of Right of Burial	12
C1.4 Lapsing of Applications	12
C2 Burial Warrant and Authority To Open	12
C2.1 Burial Warrant	12
C2.2 Authority to Open a Reserved Plot	12
C2.3 Disinterment	13
C2.4 Plot Dimensions	13
C2.5 Burial of Ashes into a Existing Burial Plot	13
C2.6 Burial of Stillborns	13
C2.7 Muslim Burials	13
C2.8 Returned Services Section	14
Part D Cremations	14
D 1 Cremations - General	14
D 2 The Casket	15

D2.1 Materials	15
D2.2 Fittings	15
D2.3 Storage & Collection of Ashes	15
D2.4 Attendance at the Cremation	15
D2.5 Cremation of stillborns	16
E Miscellaneous	16
E 1 Dispensations	16
E 2 Appendixes	16
Appendix A: Memorial Permit Application	17
Appendix B - Cemetery Burial Warrant	18
Appendix C - Authority to Open a Pre-Purchased Plot or Occupied Plot	19
Appendix D: Certificate of Purchase of Exclusive Right of Burial	20

l

CEMETERY RULES

Purpose

The purpose of these Rules is to enable Council to control and set standards for the operation of cemeteries and crematoria, now and in the future, within the boundaries covered by the Council's responsibility of ownership.

These Rules apply to every cemetery and crematorium now or in the future under the control of Tauranga City Council.

By way of information only, the following cemeteries and crematorium are currently (as at the time these Rules first came into force) within the control of Tauranga City Council

- Methodist Cemetery cnr of 17th Avenue and Devonport road
- Presbyterian Cemetery 18th Avenue, Tauranga
- Anglican Cemetery cnr of 17th Avenue and Grace road
- Catholic Cemetery cnr of 18th Avenue and Fraser street
- Pyes Pa Memorial Park Cemetery and Crematorium 403 Pyes pa road
- Latter day Saints – Cnr 17th ave and Fraser street

Definitions

In these Rules the following words have the following meanings except where inconsistent with the context:

Ashes	means the cremated remains of an individual person.
Burial Warrant	means a certificate in the form in Appendix B, issued by Council authorising the Council Representative to bury the person specified in that certificate.
Cemetery	means any land held, taken, purchased, acquired, set apart, dedicated or reserved under the provisions of any Act, exclusively for the burial of the dead generally and includes a closed cemetery now or in the future established by or under control of the Council.
Close relative	grandparent, parent, sibling, child, spouse, civil union partner, de facto partner of the deceased
Council	means Tauranga City Council.
Council Representative	means any individual or Council approved contractor to whom the Council delegates the authority to act in a specified area.
Crematorium	means a building and plant established by the Council for the cremation of the deceased and any buildings used in connection therewith.
Funeral Director	means a person who in the course of their business carries out burials and related matters, and includes a person who holds themselves out as prepared to carry out body

preparation for burial or cremation.

Memorial	means a plaque, tablet, upright memorial/headstone or Monument on any grave as permitted by these Rules.
Monument	means an upright memorial of dimensions and materials approved by the Council erected in a Cemetery or area of a Cemetery set out for that purpose.
Plot	Means a gravesite as shown on a Cemetery plan held available for public inspection at a Cemetery and /or office of the Council.
Prescribed Fee	means the price of a service related to burial or cremation as specified in a schedule of charges set in terms of a Council resolution.
Weekday	means any day from Monday through to Friday but excludes a public holiday.

PART A GENERAL

A 1 Compliance with Relevant Legislation

All burials and cremations must be conducted and recorded in compliance with the requirements of any relevant legislation, including the following:

- a) Burial and Cremation Act 1964;
- b) Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967;
- c) Cremation Regulations 1973;
- d) Health (Burial) Regulations 1946;
- e) Health Act 1956; and
- f) Any subsequent amendment of the above Acts and Regulations.

Nothing in these Rules shall detract from any provision of, or the necessity for compliance with, any of the above legislation.

A 2 Opening Hours of Cemetery

Hours of Services and Burials:

Except to comply with the duties of Council under section 86 of the Health Act 1956 relating to the burial of people who have died of an infectious and/or notifiable disease, burial or cremation services shall take place between the hours of 8.30am to 4.00pm on ordinary Weekdays and by prior arrangement on Saturday. Burial and cremation services may take place at other times by special arrangement with the Cemetery Operations Supervisor (being the person appointed by the Council to manage the Cemetery and/or Crematorium) and on payment of an additional fee.

The latest time a booking will be accepted for a casket burial will be 4.00pm winter and summer. Burial bookings required to be made later than this time must be arranged and prior approved by the Cemetery Operations Supervisor.

Pyes Pa Cemetery Grounds Opening Hours will be:

Summer and Winter – Sunrise to sunset

Operating hours of Pyes Pa Crematorium/Cemetery Office will be:

Monday to Friday – 8.30am to 5.00pm

Saturday – 10.00am to 4.00pm

Sunday - Closed

The Cemetery Office will be closed on all public holidays.

Council reserves the right to change the opening hours specified above.

A 3 Notice of Services

The Sexton at Pyes Pa Cemetery shall be given not less than **24 hours** notice prior to any burial, cremation or service. If such notice is not given the burial, cremation or service may be delayed for up to **24 hours** to enable the completion of necessary arrangements. Any extra expenses incurred shall be payable by the Funeral Director or the person arranging the funeral.

A 4 Responsibility for Arrangements

Funeral Directors or those responsible for funeral arrangements must ensure that the casket is presented to the graveside for interment or carried into the Chapel for a cremation service or delivered to the Crematorium at the time booked. Unless this is done there may be delays in completing the burial or cremation and any extra expenses incurred by the Council shall be payable by the Funeral Director or the person(s) arranging the funeral.

A4.1 Cremations Caskets for cremation must be delivered to the Crematorium or Chapel at the time booked.

A4.2 Burials Casket for burial must be delivered to the gravesite at the time booked.

A grace period has been allowed for any unforeseen delays that may occur. The grace period for Cremations and ashes burials is 1 hour past the time booked and for casket burials 30 minutes past the time booked. Cremations or Burials that arrive later than the time booked including the grace period will incur the late fee. **Please refer to Council's latest fees and charges information for the current fee.**

A 5 Fees

The Council may by resolution, publicly notified, set fees for all services provided for the operation and maintenance of Cemeteries and Crematoria. Unless specifically stated to the contrary, burials, cremations and related services will only be carried out on payment of the Prescribed Fee.

A 6 Chapel

The Chapel will be available for the conduct of service upon the payment of the Prescribed Fee.

A 7 Responsibility for Work

No person other than the Council representative or any other person duly authorised by the Council shall dig any grave, or open the ground for burial, or fill any grave, in any part of any Cemetery.

No person shall, without the prior written authority of Council:

- a. Remove any Memorial from any grave, Plot, or other area of a Cemetery.

- b. Remove or take from any grave, Plot or other area of a Cemetery, except for the purpose of tidying the same, any vase, wreath, plant, flower or any other thing.
- c. Disturb, damage, take or pick any cutting or flower from any tree, shrub, plant or other growth in the Cemetery.
- d. Plant, cut down, or destroy any tree or shrub in any Cemetery.

A 8 Work Not to Cause Unnecessary Obstruction

Paths are to be kept clear. No person erecting or repairing any Memorial or carrying out other work in any Cemetery shall use any footpaths or other part of the Cemetery for placing or depositing any tools, planks or materials for a longer time than is reasonably necessary to complete that work. All work is to comply with relevant Health and Safety Legislation. The contractor must take all necessary precautions to ensure safety of the public at all times while work is being performed.

A 9 Care in Mixing Cement

Any person mixing cement or mortar within a Cemetery shall do so on a proper mixing board or similar and shall ensure all surplus material and marks are removed from the site on completion of the installation or the repair of the Memorial.

A 10 Withdraw During Funerals

Any person installing or attending a Memorial or carrying out any work in any Cemetery shall withdraw for the duration of a nearby funeral service. Such person shall also remove tools, planks and other materials which may obstruct access to an adjoining service for the duration of the service.

A 11 Burial or Cremation of Poor Persons

Where application is made to Council for the interment or cremation of any deceased poor person to be undertaken without charge, the applicant shall, on making the application, provide to Council a duly signed certificate as required under the Burial and Cremation Act 1964, certifying that such deceased person has not left sufficient means to pay the current charge of interment or cremation fixed by Council and that the cost of burial is not covered by an ACC or WINZ entitlement and that their relatives and friends are unable to pay for the same. If a WINZ grant has been approved then Council are to be provided with a copy of this documentation.

A 12 Traffic and Parking in Cemeteries

A12.1 Hours of Entry

Unless authorised by the Council, no person shall take any vehicle of any kind into any Cemetery except between the hours of sunrise and sunset at the Pyes Pa Cemetery, nor allow a vehicle to remain in a Cemetery past sunset.

A12.2 Traffic to keep to roads

Within the Cemeteries, vehicles may only be driven on formed roads which are open to vehicular traffic.

A12.3 Speed Limit

No vehicle may be driven at a speed of greater than 15 kilometres an hour in any Cemetery.

A12.4 Right of way for Funerals

Funeral processions have right of way over other vehicles within the Cemetery.

A12.5 Drivers to Obey Instructions

Any person driving a vehicle in a Cemetery shall stop or move that vehicle as directed by the manager (being the person appointed by the Council to manage the Cemetery) or a police officer or other duly authorised person.

A12.6 Traffic Signs

Any person driving a vehicle in a Cemetery shall obey all signs, road markings or notices concerning traffic displayed in that Cemetery.

A 13 Shrubs, Trees and Flowers

No shrubs, trees or flowers will be planted and maintained in the Cemetery except as and where directed by the Council or Council Representative. All requests for planting of trees or shrubs in the Cemetery must be made in writing to Council.

Council does have a Memorial tree policy please contact the City Arborist for more information.

A 14 Vaults and Brick or Walled-In Graves

No vaults or brick or walled-in graves above ground level will be constructed in any Cemetery controlled by the Council.

A 15 Flowers and Memorabilia

Flowers, wreathes and floral tributes may be placed on graves at the time of interment. After the lapse of seven days from the date of interment, a Council Representative may remove from any grave any flowers, wreaths, or floral tributes placed there at the time of interment and cause the surface of the grave to be levelled off and sown down in grass.

After a grave has been levelled and sown as described above, artificial or natural cut flowers may be placed in a container approved by Council or in the flower receptacle built into the base of the Memorial.

Any object or artificial or natural cut flowers placed or remaining on any grave which have become unsightly, or any receptacle which has become broken or damaged, may be removed by a Council Representative. Artificial or natural cut flowers or foliage or a broken or damaged receptacle may be destroyed. Any other object removed will be held by Council/the Council Representative to await the disposal instructions of the next-of-kin of the deceased. If no instructions are received before the expiry of one month the object may be destroyed or disposed of by the Council/Council Representative. The Council and the Council Representative shall be under no liability to any person in respect of such removal, destruction or disposal.

A 16 Food or Drink

No food or drink is to be consumed in Cemetery grounds. The consumption of alcohol is not permitted in any Cemetery controlled by Council. Rubbish receptacles are provided for public use.

A 17 Use of Cemetery

Any person entering or present in a Cemetery must not:

A17.1 Behave in a manner that creates a nuisance or is offensive to any other person;

A17.2 Bring into or exhibit in the Cemetery any article that is a nuisance or is offensive to any other person;

A17.3 Bring any animal into the Cemetery without the prior written approval from the Council Representative.

A17.4 Damage, paint, write or carve onto any Cemetery property, or damage or interfere with any Memorial, decoration or the property of any other person;

- A17.5** Take any photograph or make video recordings for commercial or editorial purposes, or for the purposes of publication, without the prior written approval of Council Representative.
- A17.6** Without limiting Rule 17 every person entering or present in a Cemetery for the purposes of monetary reward must obtain prior approval from the Council and comply with any conditions of that approval.
- A17.7** Unlawfully or improperly interfere with or interrupt the carrying out of any burial, cremation, funeral service or ceremony in the Crematorium or chapel or within any Cemetery.
- A17.8** Solicit trade or accept orders for goods and services within a Cemetery.
- A17.9** Play music in such a manner as to unreasonably interfere with the peace, comfort and convenience of any person in the Cemetery.

A 18 Erection of Memorial Seats

All requests for the erection of a memorial seat in any Cemetery must be made in writing to the Council. Written approval from Council will be required before a memorial seat is erected in any Cemetery. All memorial seats are gifted to the Council and form part of the Council's assets. Memorial seats may be removed or moved as required to meet the future needs of the Cemetery. Council will maintain the memorial seats to Council's specification. The purchaser of a memorial seat can write to the Council requesting permission to perform maintenance on their donated seat. The request must detail the work proposed.

A 19 Book of Remembrance

A Book of Remembrance will be provided by the Council and will be placed in a location at the Pyes Pa Cemetery where the page of the current day may be viewed and on request the viewing of an inscription on any other page may be arranged. On application and on payment of the Prescribed Fee, the name of any deceased person may be recorded in that book (regardless of whether that person is memorialised elsewhere in the Cemetery). No person, other than a person employed by the Council for that purpose, shall inscribe, print or write any name or other matter whatsoever in the Book of Remembrance.

A 20 Records

The Council will keep plans of the Cemeteries it controls, records of all exclusive rights of burial granted and all burials and cremations in the Cemeteries. Plans and records will be open for inspection by the public at the Council office during normal office hours.

PART B MEMORIALS

B 1 Memorials - General

Only one Memorial will be allowed on any one Plot/grave, including extra depth burial graves (being a grave of sufficient depth to allow two interments while still meeting the requirements for cover between caskets), and it shall be placed on the grave in a position approved by Council. Any one Memorial may include 2 or more inscriptions. Inscriptions may be engraved onto the Memorial or raised on bronze plaques or recorded on any other Council approved material affixed to the permitted concrete base or low rise or upright Memorial. Every plaque shall be securely attached to the base, low rise or upright Memorial with a permanent adhesive material approved by the Council Representative.

No Memorial is permitted on the Plot. However, markers are allowed to be installed at the head of the grave recording the name of the deceased and date of death.

The delivery and installation of the Memorial will be at the expense of the person who commissioned it and will be carried out only after a Memorial Permit has been approved and at times agreed with the Council.

B 2 Memorial Permits

No Memorial shall be installed in the precincts of the Cemetery unless the person properly concerned with the providing of the Memorial has first applied for (in the form attached as Appendix A to these Rules) and obtained a Memorial Permit from Council for such work. The Council, upon receiving any application accompanied by plans of the intended Memorial, and on being satisfied that the proposed Memorial is in accordance with the Rules and specification hereby laid down, shall issue a Memorial Permit for the installation of the Memorial. The design and inscription on the Memorial shall be approved by Council.

Council may at its sole discretion refuse to grant a memorial permit for a Memorial where it deems any wording, insignia or images on the proposed Memorial may cause offence to other users of the Cemetery.

No Memorial Permit shall be issued until all Cemetery, cremation and Funeral Director fees have been paid.

B 3 Erection of Memorials – Burial Plots

The Council shall be responsible for the construction of a continuous concrete platform or berm at ground level of a width of 1200mm (one side of berm to other) flush with the surface of the ground on which base foundation work for all Memorials will be placed back to back. The dimensions of each Plot marked on the berm is 1100mm wide by 600mm depth. The cost of the berm shall be included in the purchase price of the Plot.

All concrete bases or Memorial must be installed at the edge of the central line of the berm and not intrude on the area intended for burials on the other side of the berm.

Concrete base work for all Memorials will not stand higher than 150mm above the berm, and will be of a depth (front to back) of not more than 450mm and, where required, allow for insets for flower containers.

A space of 150mm clear of the Memorial foundation base shall be maintained on the berm, measured from the foundation base to the edge of the berm at the relevant burial Plot.

No erected Memorial will, at the head of the Plot, be wider than 950mm, 450mm deep and have a maximum height of 950mm including the concrete base installed.

All Memorials shall be constructed and secured in accordance with the requirements of NZS4242:1995 Headstones and Cemetery Monuments and subsequent revisions.

No erected Memorial will be of any other material than granite, or similar suitable material approved by the Council. Concrete will be finished in grey or white cement; no other coloured cements will be added or used. In constructing bases and erecting Memorials, the adjoining roads, paths or allotments must not be damaged.

B 4 Erection of Memorials – Children’s Burial Plots

No erected Memorial in the Children’s section shall, at the head of the Plot be wider than 600mm, 300mm deep and a maximum height of 600mm including the concrete base installed.

All Memorials shall be constructed and secured in accordance with the requirements of NZS4242:1995 Headstones and Cemetery Monuments and subsequent revisions.

B 5 Erection of Memorials – Infants Burial Plots

No erected Memorial in the Infant's section shall, at the head of the Plot be wider than 550mm, 300mm deep and a maximum height of 600mm including the concrete base installed.

All Memorials shall be constructed and secured in accordance with the requirements of NZS4242:1995 Headstones and Cemetery Monuments and subsequent revisions.

B 6 Erection of Memorials – Ashes Plots

The Council will be responsible for the construction of a continuous concrete platform or berm at ground level of a width of 720mm flush with the surface of the ground on which base Ashes desk Memorials will be placed back to back. The cost of the berm shall be included in the purchase price of the Ashes Plot.

All Memorials must be installed at the edge of the central line of the berm and not intrude on the area intended for Ashes burials on the other side of the berm.

All Ashes desk Memorials must be of the desk type and must be constructed of granite or of concrete finished in grey plaster. All Memorials constructed of concrete must contain a granite slab fixed flush within the concrete, and all inscriptions must be entered on the granite slab.

All Ashes desk Memorials shall have a standard measure of 210mm from front to back and will be of a standard width of 290mm. The back of the desk will be a standard height of 135mm and the front of the desk will be a standard height of 55mm. No variation of these measurements will be allowed unless specifically approved by the Council. A space of not less than 150mm clear of the Ashes Memorial will be maintained on the berm, measured from the base of the Memorial to the edge of the berm at the relevant Ashes Plot.

B 7 Maintenance of Memorials

All Memorials will be kept in good repair by the purchaser of the allotment or their assignee. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, all Memorials of any kind which 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 will be taken before removal and filed with Cemetery records.

Council may perform regular audits of Memorials (in particular, headstones and other Monuments) to ensure their safety.

PART C BURIALS – GENERAL

C1 Exclusive Rights of Burial

C1.1 Sale

In accordance with subsection 10(1) of the Burial and Cremation Act 1964, the Council may sell the exclusive right of burial in a Plot. The selling of that right will give the purchaser or transferee approved by Council, the exclusive right of burial in that Plot.

Any person may be buried in any plot in a Cemetery provided that:

1. The Exclusive right of burial has been obtained for that plot and for that person, or the consent of the owner of the Exclusive right of burial for that plot has been obtained.
2. A completed burial warrant has been received by Council
3. The burial complies with any rules made by Council
4. All applicable fees have been paid or arrangements made for the fees to be paid.

Burial Plots sold by Council shall be sold upon the terms and conditions as decided by the Council and the exclusive right of burial may be granted for such limited period as the Council decides.

Council will not allow the pre-purchase of an exclusive right of burial in a Plot. Council will only allow a close relative (being a grandparent, parent, sibling, child, spouse, civil union partner, de facto partner) of the deceased to purchase and reserve a burial Plot at the time of the burial of the deceased.

On payment of the Prescribed Fee the Council will issue a receipt and/or certificate similar to the form set out in Appendix D to these Rules which will constitute proof of ownership of the exclusive right of burial in the Plot indicated. If the original receipt and/or certificate is lost or destroyed, a duplicate will be issued on request and upon payment of the Prescribed Fee (if any).

Every application to obtain an exclusive right of burial must contain the information that the Council requires to issue the exclusive right of burial receipt and/or certificate.

C1.2 Transfer or Repurchase

The purchaser of an exclusive right of burial in any Plot may transfer that right to a close relative (being a grandparent, parent, sibling, child, spouse, civil union partner, de facto partner) subject to the approval of the Council. Refer to the transfer form set out in Appendix D.

In accordance with subsection 10(3) of the Burial and Cremation Act 1964, an exclusive right of burial may be rescinded by agreement between the Council and the person for the time being appearing to Council to be entitled as owner to the exclusive right of burial. Council may pay such person a price as may be agreed in consideration of the rescission for which the receipt of such person shall be sufficient discharge.

All requests for the repurchase of unused Plots must be made in writing to Council.

C1.3 Lapse of Right of Burial

In accordance with subsection 10(4) of the Burial and Cremation Act 1964, if no burial has taken place after 60 years from the date of the sale of exclusive right of burial in a Plot, the right lapses and the Council shall not be liable for any refund of any fees paid.

C1.4 Lapsing of Applications

Any application for the purchase of an exclusive right of burial in any Plot or ground not previously used for interment shall lapse unless the purchase is completed by payment within 1 month from the date of application.

C1.5 Burial of Ashes into a Ashes plot

A maximum of 2 lots of ashes may be buried into a designated ashes plot.

C 2 Burial Warrant and Authority To Open

C2.1 Burial Warrant

No burial shall take place in any Cemetery without the production of a Council Burial Warrant in the form set out in Appendix B authorising the burial. The completed Burial Warrant shall be delivered to the Council Representative at least 8 working hours before the burial.

C2.2 Authority to Open a Reserved Plot

No burial in a reserved Plot, or second interment, shall take place unless the Council has previously received an "Authority to Open" in the form of the Appendix C, signed by the holder of the exclusive right of burial, or a Funeral Director who is satisfied that the burial is authorised or solicitor acting as an agent on their behalf. This authority must be delivered to the Council Representative at least 8 working hours before the burial.

C2.3 Disinterment

C2.3.1 The disinterment of a body must be conducted pursuant to sections 51 and 55 of the Burial and Cremation Act 1964.

C2.3.2 Without limiting clause 2.3 the disinterment of a body must be conducted only with the prior written approval of Council, and must take place only in the presence of:

- a. Council officers/Council Representatives; and
- b. A Funeral Director and staff; and
- c. Ministry of Health Inspectors; and
- d. Any other person with prior approval of the Council.

C2.3.3 It shall be the responsibility of the Council or Council Representative to open the grave only to the extent of exposing the lid of the casket. Removal of the casket from the grave shall be the responsibility of the Funeral Director present.

C2.3.4 No Plot from which a disinterment has taken place shall be used for any subsequent burial and no refund of the cost of the original burial or any part of that cost shall be made.

C2.4 Plot Dimensions

Grave Depths and Minimum Cover

All first adult (i.e. persons aged 13 or over) interments at Pyes Pa Cemetery shall provide for a second interment, other than in approved denominational areas. A denominational area means any land within a Cemetery set apart for the burial of the deceased belonging to one or more religious denominations. The minimum depth of cover for the uppermost casket is 1000mm. In extra depth burial graves (being a grave of sufficient depth to allow two interments while still meeting the requirements for cover between caskets) the minimum depth between caskets shall be 100mm.

Casket Sizes

Standard caskets range in size from 1.89 metres long and 620mm at the shoulder through to 2.07metres long and 750mm at the shoulder. Any casket larger than 720mm at the shoulder and longer than 2.07 in length is considered oversize and additional fees will apply for burial.

Plot Size

Plots will be prepared and shaped, the standard Plot size at Pyes Pa Cemetery is 2.20 metres in length and 720mm at the shoulder.

C2.5 Burial of Ashes into an Existing Burial Plot

The Ashes of up to four deceased persons may be buried into an existing casket burial Plot.

C2.6 Burial of Stillborns

Requests for the burial of stillborn babies must be accompanied by the document required by section 46A of the Burial and Cremation Act 1964 evidencing that the baby was stillborn. A Burial Warrant form must also be completed by either the Funeral Director or the person delivering the baby to the Cemetery.

C2.7 Muslim Burials

Council has set aside an area in Pyes Pa Cemetery for the burial of members of the Tauranga Muslim Association (“TMA”). Members of this religious denomination are required to be buried within 24 hours of death. Council will endeavour to cater for this requirement on the following conditions:

- **During summer months** (defined as those months where daylight saving is in use): If the TMA advises Council of a death before 3.30pm on a Weekday, then provided all necessary paperwork is completed, Council will endeavour to bury the deceased the same day. The burial will be subject to Cemetery staff availability and completion of required paperwork prior to burial. If the TMA advises Council of the death after 3.30pm on a Weekday, then Council will request the burial be held over until the next business day. Ideally the preparation of the burial plot is to be completed by 6.00pm.
- **During winter months** (defined as those months where daylight saving is not in use): If the TMA advises Council of a death before 2.00pm on a Weekday, then provided all necessary paperwork is completed, Council will endeavour to bury the deceased the same day. The burial will be subject to Cemetery staff availability and completion of required paperwork prior to burial. If the TMA advises Council of the death after 2.00pm on a Weekday, then Council will request the burial is held over until the next business day. Ideally the preparation of the burial plot should be completed by 4.00pm
- If a death occurs on a Saturday or public holiday the above Rules apply in relation to times, subject to Cemetery staff availability. If a death occurs on a Sunday the burial is to be held over until Monday.
- Additional burial fees will apply for any burial occurring on a public holiday or after 5.00pm on a Weekday or after 12.00pm on a Saturday. Burials on a recognised public holiday are subject to the Public Holiday surcharge. Please refer to Council fees and charges for the current fee.
- No bookings for burials will be accepted or burials carried out on Christmas day or Good Friday.
- A schedule of burial fees has been provided to the TMA advising them of the burial fee for interments at Pyes pa Cemetery.. These burial fees are subject to change. Cemetery staff and the TMA will be provided with a copy of the new fees which apply.
- .A maximum of 5 members of the Tauranga Muslim Association can assist Cemetery staff to prepare the Plot. Those preparing the Plot will be under the direction of and take instruction from Cemetery staff. This is particularly so when the digger is in operation. Prior to any work commencing, those members present must sign and date the site safety induction form, showing they have read and understood this document.
- All timber required to construct the Plot will be precut H4 treated 50mm by 150mm premium grade and be supplied by the TMA.
- Members of the TMA assisting in Plot preparation must be wearing closed toe shoes. The only exception to this is the person who is required to be in the Plot.
- Pyes pa Cemetery will only carry out burials during daylight hours in keeping with good safety practices. Cemetery Business hours are Monday to Friday 8.30am to 5.00pm. Burial after these hours including statutory

holidays and Saturday will be charged at the applicable rate on the fees and charges schedule as provided to the Tauranga Muslim Association.

- Any memorialisation must comply with the standards specified for the particular Cemetery in which the denominational area is set aside.
- The TMA nominated Funeral Director or his delegated representative will contact the Tauranga City Council call centre on 5777-000 as soon as practicable following the death of the deceased to request a burial. Ideally advance notice is to be given to the Cemetery Operations Supervisor prior to the death. The call centre will contact the Cemetery Operations Supervisor to organise the burial.
- The Cemetery Operations Supervisor will make contact with the TMA nominated Funeral Director as soon as practicable to finalise a burial time once Cemetery staff have been arranged to commence preparing the grave.
- The TMA will arrange for all required paperwork to be completed prior to the burial. Cemetery staff can refuse to bury the deceased if all necessary paperwork has not been completed.
-

C 2.8 Returned Service Section

Only the bodies or ashes of eligible servicemen and servicewomen and their spouses or partners may be buried in the Returned Service Section of the Pyes Pa Cemetery. Eligibility of servicemen and servicewomen is determined in accordance with the Veteran Affairs New Zealand Information Sheet MC1, "Eligibility for Burial in Services Cemetery." Eligibility of a spouse or partner of a serviceman or servicewoman is determined in accordance with the Information Sheet MC10 "Spouse/Partner Interments in Services Cemetery" and any subsequent publications.

PART D CREMATIONS

D 1 CREMATIONS- GENERAL

Any person may be cremated provided that:

- D 1.1** An application for cremation, and all necessary certificates required by the Cremation Regulations Act 1973 have been deposited with Council.
- D 1.2** The body and casket complies with any conditions prescribed by Council.
- D 1.3** All applicable fees have been paid or arrangements have been made for the fees to be paid to Council.
- D 1.4** The cremation takes place in accordance with the Cremations Regulations 1973.
- D 1.5** No casket must be opened after admission to the Crematorium except under the provisions of Regulation 10 of the Cremation Regulations 1973.
- D 1.6** The Council will remove any metal casket furnishings prior to cremation and these may be disposed of in such a manner as the Council or Council Representative decides.
- D 1.7** The maximum width of a casket presented for cremation at Pyes pa Crematorium shall not exceed 900mm at the shoulder.

D 2 THE CASKET

D 2.1 Materials

The casket shall be made of readily combustible materials approved by Council. The Casket may not be made of lead or iron. If a metal case is necessary a thin zinc lining only may be used.

The Council or Council Representative may decline to cremate any casket comprised of materials that during the combustion may result in a breach of the Resource Consent held by Council or could result in damage to the Cremator.

The casket should not contain any materials such as:

- Alcohol
- Batteries
- Garden spades, Forks or other garden implements
- Hardhats or Crash helmets
- Lighters
- Medical appliances including pacemakers
- Metal based products
- Motorcycle leathers
- Pitch
- Polystyrene foams
- Any rubber, plastic or PVC based products
- Any electronic equipment such as but not limited to cellphones, radios, computers
- Any explosive material such as ammunition
- Any glass or bottles of liquid
- Sawdust
- Wetsuits or Surfboards

D 2.2 Fittings

The casket may be polished and may have the usual furniture but the handles and breast plate must be fixed so to allow easy removal unless made of some readily combustible material.

D 2.3 Storage and Collection of Ashes

D 2.3.1 Collection

Ashes received from the Crematorium may be collected in a plain container supplied by Council. The minimum time that Ashes can be collected from the Crematorium is 24 hours after the cremation is completed.

D 2.3.2 Storage

Ashes may be left in the Crematorium without charge for a period of not more than 14 days after the Cremation. Ashes may be held for up to 3 months from date of Cremation by arrangement with the Council and on payment of a Prescribed Fee. If after fourteen days from the date of cremation the Ashes have not been collected and no arrangements made for continued storage, the Ashes will be returned to the Funeral Director or agent who delivered the deceased to the Crematorium.

D 2.3.3 Attendance at the Cremation

Representatives of the deceased may see the coffin placed in the Crematorium after the service in the Chapel but in normal circumstances no inspection of the actual process of cremation is permitted. On request a viewing window in the Chapel building is available to allow the Representatives of the deceased to view the charging of the

casket after the completion of the Chapel service. Prior notice must be given to the Sexton if viewing of this process is required.

D 2.3.4 Cremation of Stillborns

A request for the Cremation of stillborn babies must be accompanied by the completed Application for Cremation form and the document required by section 46A of the Burial and Cremation Act 1964 evidencing that the baby was stillborn. This Rule also applies to stillborns under 21 weeks gestation.

E Miscellaneous

E 1 Dispensations

The Council may in its discretion waive any of the requirements of these Rules, except any that are prescribed by statute, if it believes good reason to do so exists.

E 2 Appendixes

The provisions of Appendixes A, B, C and D attached are included and form part of these Rules.

- Appendix A – Application for a Memorial Permit
- Appendix B – Cemetery Burial Warrant
- Appendix C – Authority to Open a Pre-purchased or Occupied Plot in the Tauranga Interment Facilities
- Appendix D – Certificate of Purchase of an Exclusive Right of Burial

These Rules were made under delegated authority on behalf of Tauranga City Council by its Chief Executive on

Signature
Ken Paterson
Chief Executive

APPENDIX A



PYES PA MEMORIAL PARK

Private Bag 12022
Tauranga

Phone: 5430789

Fax: 5430952

Email: ppcem@tauranga.govt.nz

PERMIT FOR MONUMENTAL HEADSTONE OR PLAQUE

Name of the deceased: _____

Cemetery: _____

Section/Block: _____ Row: _____ Plot: _____

Monument to be supplied by: _____

Permit date: _____

This permit will expire 12 months after the measurement and material have been approved. Permits must then be re-submitted.

- Permit must be filed at the Pyes pa Cemetery Office.
- All Memorials must adhere to the Pyes pa Cemetery Rules
- Plaque/Monument must be installed 24 working hours prior to unveiling Ceremony

Applicants name:

Name: _____

Relationship to the Deceased: _____

Contact address and phone: _____

Memorial details:

Type of Memorial: Ashes upright: _ Casket burial: _ Ashes desk: _
Plaque: _

Memorial Dimensions:

Base Width (mm) _____ Depth (mm) _____ Height(mm) _____

Monument width(mm) _____ Depth(mm) _____ Height(mm) _____

Monument or plaque material _____

Monument colour _____

Measurements and material approved by: _____ Date: _____

(Cemetery staff to sign)

Please attach to this application a layout design drawing showing all wording and type/design of Memorial.

Council may at its sole discretion refuse to grant a memorial permit for a Memorial where it deems any wording, insignia or images on the proposed Memorial may cause offence to other users of the Cemetery.

No Memorial Permit shall be issued until all Cemetery, cremation and Funeral Director fees have been paid.

If replacement- do family wish to have old plaque returned? Y / N

Plaque to be collected by: _____

Date/Time: _____

Unless advised other wise Council will place an image of the Memorial/Plaque on our Cemetery website.

Please tick this box if you do not wish to have a photograph of Monument or plaque to be placed on the Council Cemetery website

Monument installed by: _____ Date: _____

Approved by: _____ Date: _____
(Cemetery Staff to sign)

APPENDIX B

WARRANT NUMBER _____



**TAURANGA CITY COUNCIL
CEMETERY BURIAL WARRANT**

DECEASED'S DETAILS:									
Name of deceased		<input type="text"/>							
Last known address		<input type="text"/>							
Occupation		<input type="text"/>							
Date of Death		<input type="text"/>							
Place of Death		<input type="text"/>							
Age	<input type="text"/>	Gender	<input type="text"/>	Birth Date	<input type="text"/>				
Next of Kin name/s and address		<input type="text"/>							
Next of Kin relationship		<input type="text"/>							
BURIAL DETAILS (tick applicable boxes) for new plots please also complete interment type section on reverse									
Funeral Director		<input type="text"/>							
Date and time of Funeral		<input type="text"/>							
Estimated time of arrival at Gravesite		<input type="text"/>							
(Please contact Cemetery Staff as soon as possible, if this time changes)									
New Plot: Y/N	<input type="text"/>	Area/Section:	<input type="text"/>	Row/Area:	<input type="text"/>	Plot:	<input type="text"/>		
Chapel Required: (✓)	<input type="text"/>	Yes	If yes – length of time required:			<input type="text"/>	or	<input type="text"/>	No (✓)
Re-open/ 2 nd Interment (✓)	<input type="text"/>	Name on existing plot:	<input type="text"/>						
Cemetery		<input type="text"/>							
Area/Section	<input type="text"/>	Row/Area	<input type="text"/>	Plot	<input type="text"/>				
If above Plot is a new purchase, do family require a reserve plot next to it?						Yes (✓)	<input type="text"/>	No (✓)	<input type="text"/>
If Yes – Plot No:		<input type="text"/>	Row No:	<input type="text"/>	Name to Reserve Plot under:	<input type="text"/>			
INVOICE DETAILS:									
Send invoice to (✓)		<input type="text"/>	Funeral Director	<input type="text"/>	Family				
Invoice address details:		<input type="text"/>							

TO BE COMPLETED BY CEMETERY STAFF:

The body of the above named deceased was buried in Plot Section/Row
of the Cemetery, on the day of year

Signature: _____ Print Name: _____ Date: _____

<p><u>ASH INTERMENT:</u> <input type="checkbox"/></p> <p>TCC Container <input type="checkbox"/></p> <p>Other Urn <input type="checkbox"/></p> <p>Dimensions _____</p> <p>Attended <input type="checkbox"/></p> <p>Unattended <input type="checkbox"/></p>	<p><u>CASKET INTERMENT:</u> <input type="checkbox"/></p> <div style="text-align: center;"><p>Width in mm</p><p>Length in mm</p><p>(size including handles)</p></div>
---	--

APPENDIX C



Tauranga City

TAURANGA CITY COUNCIL

**AUTHORITY TO OPEN A PRE-PURCHASED OR OCCUPIED PLOT IN THE
TAURANGA INTERMENT FACILITIES**

I

of

being the person holding the exclusive burial right for the grave as described on this Burial Warrant,
hereby give permission for the Late

to be interred in the said grave below:

Cemetery:

Section Row/Area Plot

FOR RE-OPEN

Name of person(s) previously interred

Name and Signature of: Person holding burial rights or Funeral Director or Solicitor acting as
agent(delete one)

Date:



Tauranga City

TAURANGA CITY COUNCIL

CERTIFICATE OF PURCHASE OF EXCLUSIVE RIGHT OF BURIAL

In consideration of the payment to it of the sum of [space for amount]

The Tauranga City Council hereby grants to [space for name] of [space for address]

The right to burial in that plot in the Pyes Pa Cemetery (Tauranga) more particularly described as [space for description] referred to on the plan of the said Cemetery held by the Council.

An approved Memorial permit must be obtained from Council prior to any monument (including any plaque, tombstone, headstone, memorial, kerbing or other erection) being erected on the plot. Council shall maintain the plot in perpetuity and the maintenance fees have been included in the sum stated above.

Signed on behalf of Tauranga City Council under delegated authority

Pyes Pa Cemetery and Crematorium Manager

Date of Issue

Council reserves the right to, without notification, carry out any maintenance on the plot that Council deems necessary to keep the plot in a safe, clean and orderly condition.

This Certificate is in reference to the Official Invoice/Receipt

No. _____

Date. _____

TRANSFER OF RIGHT OF BURIAL

The above Grant of Exclusive Right of Burial in the above-mentioned Cemetery has been duly transferred to:

Name: _____

** Being a close relative (namely a grandparent, parent, sibling, child, spouse, civil union partner, de facto partner)*

Date: _____

Ref Documents: _____

Name of transferor: _____

Signature of transferor: _____

Pyes Pa Cemetery and Crematorium Manager

This Certificate is valid from the date the fee for the plot described herein is paid in full