

Cemetery Policy

1. Purpose

Cemeteries play an important role in our society supporting our sense of community and reflecting not only the history of local people and cultures that founded and influenced our District, but also the different cultures of today's residents.

Council has a statutory role in providing cemeteries via the *Burial and Cremation Act 1964*.

The Waimakariri District Council manages seven cemeteries. They are well maintained, are peaceful places for family and friends, and are open to visitors 365 days a year during daylight hours.

Council cemeteries are available to all persons, not just residents of the District. The Kaiapoi Public Cemetery and Rangiora Lawn Cemetery include Services Cemeteries providing for service personnel.

2. Scope

Council manages seven cemeteries in the District, five of which are open for burial and/or ashes interment. The Sefton Cemetery Reserve is undeveloped and the Kaiapoi Anglican Cemetery accepts burial and ashes interments in reserved plots only.

The population of the Waimakariri District has been growing steadily and associated with this are the changing demographics and increasing cultural diversity.

The management of cemeteries needs to meet changes in community expectations and enhance sustainable use of cemetery reserve land.

3. Policy objective

This policy guides the operational procedures for day-to-day cemetery management. This ensures our cemeteries are a safe way to care for our deceased, with standards that protect public health and the environment.

4. Definitions

(the) Act - Means the *Burial and Cremation Act 1964* or any superseding legislation.

Applicant - A person who is not employed as a Funeral Director, and is carrying out functions associated with a funeral.

Authorised person - A person for whom the burial warrant has been issued.

Cemetery - Any land that is purchased or vested in Council, or under control of the Council and held, taken, acquired, set apart, dedicated or reserved, under the provisions of any Act or before the commencement of the *Burial and Cremation Act 1964*, exclusively for the burial of the dead generally, and where the context so permits, includes a closed cemetery within the meaning of the *Burial and Cremation Act 1964* or any other Act. This excludes identified Urupa.

Close relative - Grandparent, parent, sibling, child, spouse, civil union partner, de facto partner of the deceased.

Community Greenspace Manager - The Waimakariri District Council staff member employed as the Community Greenspace Manager.

Contractor - Any other authorised contractor working in the cemetery.

Council Contractor - The company that has the Greenspace contract for cemetery maintenance.

Council representative - Any individual or Council approved contractor who the Council delegates the authority to act in a specified area.

Disinter or disinterment - The removal of a human body or ash remains from the earth or any vault.

Exclusive right of burial or burial right - A purchased burial plot for the exclusive right to the owner to inter human remains in a burial space. There is no ownership of “real estate” as such.

Funeral Director - A person, who in the course of their business, carries out burials and related matters. This includes a person who holds themselves out as prepared to carry out body preparation for burial or cremation.

Headstone permit - A permit to allow the erection of a headstone, received from Waimakariri District Council, following application on the prescribed form and receipt of the correct fee.

Inter or interment - The placement of a human body or ash remains in a grave or any vault.

Lawn Cemetery - A cemetery which presents a park-like appearance and is laid out in grass with concrete headstone berms.

Manager (Council) - Includes the Waimakariri District Council Manager of Customer Services and/or Manager of Community Greenspace.

Monument - Includes a headstone, plaque, panel or other memorial to a deceased person.

Next of kin - Close relative, whanau and hapu members, guardian(s), representative or the person named on the Application for Warrant to Inter as the next of kin.

Service Cemetery - Any cemetery or part of a cemetery that has been set aside permanently by a local authority for the burial of bodies of persons who have been on operational service in Her Majesty’s Forces and the wives or husbands of, or persons who have lived in a relationship in the nature of marriage with, a person who has been on operational service in Her Majesty’s Forces pursuant to Section 15(a) of the *Burial and Cremation Act 1964*.

Service person - A person who has been on operational service in Her Majesty’s Forces pursuant to Section 15(a)(i) of the *Burial and Cremation Act 1964*.

Sexton - Any person approved by Council to manage day to day activities of any cemetery and includes his/her assistants.

Urupa - Maori burial ground or cemetery.

5. **Policy statement**

5.1. **Hours of operation**

5.1.1. Cemeteries are open to visitors all year round.

5.1.2. Burials are carried out between the hours:

Monday to Friday - 9am-3.30pm (extended to 4pm during daylight saving), excluding public holidays or days that they are observed.

Saturday - 9am-12pm

5.1.3. Services outside these hours may be undertaken by special arrangement with the Manager. Consideration will be given to the reason for the request and approval will depend on the Council Contractor's availability to prepare the grave and complete the burial safely.

5.1.4. An additional fee may be charged to cover extra costs associated with burials outside the standard hours.

5.2. Safety

5.2.1. Vehicles driven in a cemetery must observe the 20km/h maximum speed limit and comply with all usual public roadway traffic road rules. Vehicles must stay on the roadway or within areas designated for vehicles and give-way to a hearse and funeral procession.

5.2.2. Visitors to the cemeteries must follow any safety instructions of the Council Contractor's representative or Council staff.

5.2.3. Any contractor or person working in the cemeteries must have the permission of Council and an approved Health and Safety Plan.

5.2.4. Prior to a burial the open grave shall be covered over by boards and taped off with security tape. The boards and tape will remain in place until such time as the Funeral Director is in attendance and takes over responsibility for the security of the open grave.

5.2.5. During the burial the Funeral Director is responsible for the safety of the members of the public at the gravesite until the Funeral Director formally hands the site back to the control of the Council Contractor.

5.2.6. If there is no Funeral Director controlling a burial, then the site safety remains in the care of the Council Contractor.

5.2.7. Any persons in attendance or involved in a burial or interment procedure in a Council cemetery must adhere to all directions given by the Council Contractor at all times.

5.3. Fees

5.3.1. Fees for plot purchases and interments are set by resolution of the Council and reviewed annually.

5.3.2. There is no additional fee for the interment of non-Waimakariri District residents.

5.3.3. Where application is made to Council for a 'free of charge' burial of any deceased poor person, the application will be accompanied by a certificate signed by a Justice of the Peace in accordance with the *Burial and Cremation Act 1964*. This will certify that the deceased has not left sufficient means to pay the current charge of interment fixed by Council, the cost of burial is not covered by an ACC or WINZ entitlement and that their relatives and friends are unable to meet the cost. Burial will take place in a plot as determined by Council and no headstone will be erected until all fees have been paid.

6. Recognition of religious/cultural requirements

Waimakariri District Council recognises the diversity of the District's community and in particular, differing requirements of rites of burial. In recognising these requirements and those prescribed within the *Burial and Cremation Act 1964*, there is scope where requested, to permanently set aside sections of a cemetery for the use of different recognised religious denominations. To help achieve this:

- Following an official approach from the governing body of a recognised religious denomination (not an individual) and space permitting, the Council may set aside a designated area of a cemetery for the use of a particular religious denomination and establish guidelines for the use of the area
- The religious denomination may (at their own expense, in line with the Act and with express permission from the Waimakariri District Council) fence off the area and introduce signage which conforms with section 11.3 of this policy
- Council will allow the area set aside to be consecrated by the religious denomination according to the rites of that denomination
- These areas will be placed within the existing design of the cemetery.

7. Interments

7.1. Compliance with regulations

Provisions of the *Burial and Cremation Act 1964* and any amendments must be complied with.

7.1.1. Burial bookings

- 7.1.1.1. Burial applications must be made by completing an “Application for Warrant to Inter” in the name of the rights holder or a person authorised by the rights holder.
- 7.1.1.2. Application for a Warrant to Inter should be received at least two working days before the intended burial. The minimum notice period may be reduced by agreement with the Customer Services Manager (in consultation with the Council Contractor).
- 7.1.1.3. Burials are booked when a confirmation email is sent by the Council to the Funeral Director or applicant.

7.2. Exclusive right to burial

7.2.1. Sale of a plot

- 7.2.1.1. When the Council sells a plot it sells an exclusive right of interment in perpetuity.
- 7.2.1.2. The person named as the applicant on the Application to Purchase a Cemetery Plot form is considered to be the rights holder. The rights holder has the right to determine what parties may be interred in the plot and to place a headstone on the plot.
- 7.2.1.3. No burial or headstone placement can take place in a plot that is already used or allocated without the authority of the rights holder. If the burial rights holder is deceased, the immediate next of kin may give authority, or a person acting on behalf of the deceased’s estate can make the application.
- 7.2.1.4. Where there is doubt regarding the allocation of a plot, Council may require confirmation that the burial is authorised by the rights holder.
- 7.2.1.5. Plots are allocated by the Customer Services staff. Where a request is made for a particular plot, agreement to such a request is at the sole discretion of the Customer Services Manager who will endeavour to accommodate such a request providing this does not conflict with effective operational management of the cemetery.

7.2.2. Transfer of an exclusive right of interment to another party

- 7.2.2.1. The rights holder may transfer the right of interment to another person by completing an ‘Application to Vary an Existing Cemetery Deed’.

- 7.2.2.2. Where the exclusive right of interment is held jointly and one party dies, the right transfers to the surviving holder.
 - 7.2.2.3. The holder of an exclusive right of interment may bequeath the exclusive right as if it were the holder's personal estate. Evidence in writing of a bequeath is required to be provided to Council prior to amendment of the burial register.
 - 7.2.2.4. If a person other than a party having the exclusive right of interment seeks interment in the plot, the Customer Services Manager may refuse to allow the interment in the plot if there is a doubt about that person's entitlement to burial in that plot.
- 7.2.3. Surrender of an exclusive right of burial to Council
- 7.2.3.1. A holder of the exclusive right of interment in any plot in which no burial has taken place, may transfer the plot back to the Council by submitting an Application to Vary Cemetery Deed.
 - 7.2.3.2. Where the plot is transferred back to the Council a payment will be made to the current rights holder of the amount currently listed in the fees and charges schedule.
- 7.2.4. Lapse of right of interment
- 7.2.4.1. In accordance with subsection 10(4) of the Act, if no burial has taken place after 60 years from the date of the sale of the exclusive right of interment in a plot, the right lapses and the plot returns to ownership of the Council. The Council shall not be liable for refund of any fees paid where the right of interment has lapsed.
 - 7.2.4.2. One year prior to a right to interment lapsing the Council will attempt to contact the rights holder regarding renewal of the right of interment.
- 7.2.5. Pre-purchasing plots
- 7.2.5.1. The allocation of plots is carefully managed to ensure the best use of available cemetery space and resources.
 - 7.2.5.2. Pre-purchasing plots is permitted at the time of an interment if the spouse of the deceased or parents of a deceased child wish to reserve a plot adjacent to the burial. Or, where a person requests to purchase a vacant plot adjacent to a close relative.
 - 7.2.5.3. Plot purchase and record fees must be paid at the time of reservation.
 - 7.2.5.4. One plot may be pre-purchased by an individual for their exclusive use.
 - 7.2.5.5. The Customer Services Manager, Greenspace Manager and Greenspace Portfolio holder have the discretion to meet and discuss any concerns over the availability of plots and if necessary temporarily suspend the pre-purchase of cemetery plots.
- 7.2.6. Ashes plots
- 7.2.6.1. Clauses 7.2.1 to 7.2.5 also apply to ashes plots.
 - 7.2.6.2. In the older section of the Oxford Public Cemetery a maximum of four ashes burials is permitted in a plot (Rows OOX010A and OOXLAAA), in all other areas a maximum of two ashes burials is permitted per plot.
 - 7.2.6.3. Ashes may not be interred in a burial plot unless there has already been a burial in that plot, or a future burial is reserved for that plot. A maximum of two ashes burials is permitted in a burial plot.
 - 7.2.6.4. Prior to ashes being interred in a plot where the deceased does not hold an

exclusive right of interment, the written permission of the owner of the plot must be provided to the Council.

- 7.2.6.5. Due to space constraints it is not permitted to purchase a new burial plot for the sole purpose of ashes burials.
- 7.2.6.6. The burial of pet animals either as ashes or as a body is not permitted in a Council cemetery unless placed in a sealed casket with the deceased.
- 7.2.6.7. The scattering of ashes is not permitted in any of the Council's cemeteries, parks or reserves due to health and safety reasons.

7.2.7. Services cemeteries

- 7.2.7.1. Services Cemeteries are available at the Rangiora Lawn Cemetery and the Kaiapoi Public Cemetery.
- 7.2.7.2. Interment in the Services Cemetery is limited to veterans who have had "Operational Service" under the *Burial and Cremation Act 1964*. Details of the Operational Service must be included on the Application for Warrant to Inter.
- 7.2.7.3. The spouse of a qualifying veteran may be interred in the Services Cemetery after the interment of the qualifying veteran providing the first interment is at double depth.
- 7.2.7.4. The Council will on application consider the interment of the spouse prior to the death of the qualifying veteran. Approval is at the discretion of the Manager.
- 7.2.7.5. Children cannot be interred in a Services Cemetery unless they are eligible for interment in the Service area in their own right.

7.2.8. Grave preparation

- 7.2.8.1. Only properly qualified staff of the Council's contractor are permitted to dig a grave for a full burial or ashes interment in any part of the cemetery.
- 7.2.8.2. Family members of the deceased may fill in an ashes grave.
- 7.2.8.3. Requests for family members of the deceased to partially fill in a grave (to the level of the casket lid) after a full burial may be made at the time of booking if time will allow completion of this within the operating hours of the cemetery.
- 7.2.8.4. Acceptance of special arrangements, including filling of the grave, is at the discretion of the Manager in consultation with the Council Contractor.
- 7.2.8.5. The following specialty equipment is not provided by the Council:
 - Grave mats
 - Tapes or lowering device
 - Lowering device stand
 - Boards and bearers
 - Dirt box and trowel
 - Special items to meet cultural requirements.

7.2.9. Burial attendant

- 7.2.9.1. The Council Contractor will provide a representative on site for the duration of the burial.
- 7.2.9.2. The role of the Council Contractor's representative is to
 - Meet the Funeral Director and funeral party
 - Brief the Funeral Director about technical site issues
 - Assist with loading and lowering of the casket by prior arrangement

- Responsibility for safety of the grave site before the service and burial, and again when the ceremony is complete.

7.2.9.3. The Funeral Director is responsible for moving the mourners away from the grave site after the burial to allow access for the Contractor's machinery to fill in the grave.

7.2.10. Grave maintenance

7.2.10.1. Grave reinstatement

Graves are reinstated as soon as practicable after the burial has taken place. This involves back filling the grave, compacting and re-sowing. In some sites the grave may need to be back-filled up to a year after the burial.

Planting or placement of other items is not permitted on any of the grass areas of the cemetery as the area is established as mown grass turf following an interment.

7.2.10.2. Maintenance of graves

The Council Contractor maintains all plots at the cemeteries. Maintenance of any memorial is the responsibility of the next of kin or family of the deceased, however a permit must be obtained prior to any work, other than simple cleaning, being carried out.

7.2.10.3. Grave re-use

Double depth interments are permitted in some Council cemeteries. Information on where double depth interments may occur is available at waimakariri.govt.nz

Where a second or subsequent interment takes place, only properly qualified staff employed by the Council's contractor or a monumental mason (with a permit) can break any concrete on graves with a concrete covering. The Community Greenspace Manager retains the right to refuse to allow the breaking of such concrete. It is the sole responsibility of the owner or their representative to reinstate the concrete covering of the grave after the burial and the reinstated cover must comply in all respects with the cemetery monumental specifications.

7.2.10.4. Grave testing (probe)

Where there is doubt about whether an original burial was at double depth, the Council may agree to test graves in order to ascertain whether there is room for a subsequent interment. A charge may apply for this service.

Testing by probe is not always conclusive, particularly in stony ground. An alternative burial site must be nominated where there is any doubt regarding the depth of a previous burial.

The Manager may refuse to allow a second burial in any plot where there is doubt about the depth of the first burial.

7.2.11. Burials not managed by a Funeral Director

7.2.11.1. Where a burial is being arranged by a person other than a professional Funeral Director, the Council will require additional information prior to approving a Warrant to Inter.

This will include –

- details of the person who will be responsible for the grave site during the burial
- evidence of death certified by a Registered Medical Practitioner
- any special services required for the burial.

7.2.11.2. Payment of the interment fee is required at the time of the application for the burial warrant and additional costs may apply if the Council Contractor is required to engage extra staff to manage the burial.

8. *Erection and maintenance of monuments, headstones, structures etc*

8.1. *Temporary grave markers*

The Council does not provide temporary grave markers. Funeral directors may provide temporary markers in the form of a cross (up to 500mm height) for a period of up to one year prior to a permanent memorial being placed.

8.2. *Right to erect a memorial*

8.2.1. The owner of the exclusive right of interment, or if the owner is deceased, the next of kin or executor of the deceased's estate can authorise the erection of a memorial plaque or headstone or an additional inscription to be added to an existing monument.

8.2.2. One headstone or memorial per plot is permitted, to be placed on the grave in a position approved by Council. If subsequent burials are anticipated in the plot, allowance should be made on the memorial for their details.

8.2.3. Where an additional burial is approved, not anticipated at the time of the original memorialisation, a small supplementary plaque may be approved. See Appendix 2.

8.2.4. A Veterans Affairs plaque may be installed next to a headstone of a qualifying veteran interred in areas of the cemetery outside the Services Cemetery area if space allows.

8.2.5. In the Services areas a standard memorial plaque or headstone, depending on the cemetery, is available at a subsidised rate through Veterans Affairs. These memorials are uniform in style with no provision for personal messages or photographs.

8.3. *Allowable specification*

8.3.1. New Zealand Standard

Headstones and memorials will meet the minimum structure design criteria and requirements of the NZ Standard for Headstones and cemetery monuments NZS 4242:2018.

8.3.2. Memorial size and type

8.3.2.1. Permitted maximum dimensions for headstones in the full burial sections of the cemetery are set out in Appendix 2. The dimensions for memorials in the ashes sections may vary due to the cemetery location. Information is available from Customer Services.

8.3.2.2. A monument must be made of a natural, durable material that is non-absorbant and does not require a rigorous cleaning regime to maintain its appearance, or be subject to breakage, cracking or shattering (granite, bronze or other non-ferrous metal or similar suitable material). Council approval prior to the installation of the monument is required.

8.3.2.3. A monument must not be made of: stainless steel, schist, sandstone, limestone, wood, fibreglass, ceramic, plastic, glass or other unsuitable material.

8.3.2.4. No concrete work is to be painted or colour tinted.

8.3.3. Placement of memorials

8.3.3.1. Where appropriate, the Council will provide concrete beams for headstones to be installed on. The placement of memorials must not encroach on the concrete mowing strip.

8.3.3.2. Memorials will be centred on the plot and in line with other memorials in the same row. A shared memorial may be centred over two plots.

8.3.4. Memorial details

8.3.4.1. Messages on a memorial that could be offensive to other cemetery users will not be approved.

8.3.4.2. No inscription (including photographs, images or text) is permitted on the reverse side of the memorial.

8.4. *Permit required*

8.4.1. No memorial plaque or headstone may be erected, placed or removed from a cemetery without first applying for and obtaining a Memorial Permit from the Council. Applications are to be made on the prescribed form (QD CUS Form 008) with all sections of the form, including accurate measurements and the full inscription fully completed.

8.4.2. Council may request the removal of any memorial or plaque installed without a permit or that does not meet the permitted dimensions.

8.5. *Installation of memorial*

Memorials or headstones must be installed by an approved Monumental Mason or Stone Mason. Installation by other qualified persons is at the discretion of the Community Greenspace Manager.

8.6. *Removal of memorial*

No person shall, without the prior written authority of the Council, remove any Memorial from any grave, plot or other area of a cemetery.

8.7. *Responsibility for maintenance*

The holder of the exclusive right of interment, or if the holder is deceased, the immediate next of kin, is responsible for maintaining the memorial plaque or headstone in good order and condition.

8.8. *Responsibility for damage*

The Council does not accept any responsibility for damage or vandalism to monuments unless such damage is the direct result of proven negligence by the Council's Contractor.

8.9. *Memorial seats*

8.9.1. 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.

8.9.2. All memorial seats are gifted to the Council and form part of the Council's assets and will be maintained to the Council's specification. Seats may be removed or moved as required to meet the future needs of the cemetery.

8.10. *Memorabilia, tributes and adornments*

8.10.1. Wreaths and other floral tributes or ornaments not permanently fixed to the monument may be placed on the plot for a period of ten days following the interment. After ten days, items must be removed or relocated to the concrete beam or area directly in front of the headstone.

8.10.2. Memorabilia may be left within the area of the monument directly in front of the headstone.

8.10.3. Any adornments that encroach on the mowing strip and obstruct or impede burials, grass maintenance or other cemetery operations will be removed.

- 8.10.4. To maintain a cemetery environment for the benefit of all users, grave memorabilia that does not comply with cemetery standards will be removed by the Manager or their representative.
- 8.10.5. If there is an approved concrete kerb around the grave, the inner area may contain tributes providing they do not cause hazards, safety or maintenance issues and are not considered offensive to visitors or families of neighbouring graves.
- 8.10.6. Full adornment of plots
 - 8.10.6.1. Full adornment of plots such as grave gardens or other structures on the lawn area of a plot, either of a permanent or temporary nature are not allowed in any cemetery as they obstruct and impede the operation and maintenance of the cemetery. The Council will remove any such adornments without notice if necessary to facilitate a burial or if they are deemed a health and safety risk.
 - 8.10.6.2. Where possible prior to removal, the Council will attempt to contact the plot owner and request the owner remove such adornments. If the Council is unable to contact the plot owner, or after making contact the owner has not complied with the request, the Council will remove the adornments and hold them for a period of 30 days, after which they will be disposed of. The owner of the plot will be charged for any removal costs, disposal fees and any plot remediation costs incurred by Council.
 - 8.10.6.3. Additional information on suitable memorabilia is included in Appendix 1.

9. Disinterment

9.1. Disinterment of graves

- 9.1.1. Disinterments shall be conducted according to Sections 51 and 55 of the *Burial and Cremations Act 1964*.
- 9.1.2. A disinterment licence issued by the Ministry of Health, via the Canterbury District Health Board must accompany an application for disinterment. A minimum of 10 working days is required for the processing of an application for disinterment.
- 9.1.3. Disinterments are controlled by the Community Greenspace Manager who will arrange a suitable time for the exhumation in liaison with the Ministry of Health's Health Protection Officer.
- 9.1.4. Requests for a representative of the family of the deceased to attend the disinterment must be made at the time of application. The name of the representative and relationship to the deceased must be provided.
- 9.1.5. All decisions relating to the conduct of the disinterment are at the absolute discretion of the Manager who must be mindful of the impact of any requests on other users of the cemetery and on staff.
- 9.1.6. The full costs associated with the disinterment are met by the applicant.

9.2. Disinterment of ashes

- 9.2.1. An application is required to disinter ashes from a Council cemetery.
- 9.2.2. Applications for the disinterment of ashes must be on the form "Application to Remove Ashes from a Waimakariri Cemetery" signed by surviving close family members.
- 9.2.3. Disinterment of ashes is carried out by the Council's Contractor.

10. Cemetery records

10.1. Information integrity

10.1.1. Information is sourced from Council records, including historic records. Every effort has been made to ensure the accuracy of records, although there may be errors and omissions present.

10.1.2. Corrections provided to the Council will be verified and amended.

10.2. Information access

10.2.1. Cemetery records for Waimakariri District Council owned and managed cemeteries are available online at waimakariri.govt.nz

10.2.2. Assistance to locate graves is available from Customer Services staff.

11. Cemetery maintenance

11.1. Shrubs and trees

11.1.1. Maintenance of lawn areas, trees and vegetation, roadways and paths adjacent to and within the monumental sections is the responsibility of the Council. All shrubs, plants etc in the cemetery and gardens are planted and cared for by Council. Council may remove any trees, shrubs or other vegetation from the cemetery.

11.1.2. The public are not permitted to plant flowers, shrubs, or trees in any area within the cemetery boundary without Council's written consent. Council may remove any trees, shrubs, or other vegetation that have been planted on a burial site or within the cemetery without first having obtained the prior permission of Council.

11.2. Monuments and structures

11.2.1. Council is not responsible for the erection, upkeep, maintenance, repair, restoration or cleaning of any monument or structure at a burial site.

11.2.2. Council will endeavour to contact any known family member if damage is caused to a grave monument.

11.2.3. Council may remove any structure in a cemetery that has become dilapidated, unsightly, is crumbling, or deemed to be unsafe in a risk assessment carried out by Council. Council's actions will be limited to making unsafe structures safe to ensure public and employee safety.

11.3. Signage

11.3.1. Installation and maintenance of signage is the responsibility of the Council.

12. Ceding of cemeteries to Council

A cemetery manager/organisation may approach the Council to take over ownership/management of a cemetery. Agreement should be met by both parties with regard to:

- Future use of the cemetery, should it continue or be closed. This could depend on the proximity of other Council managed cemeteries
- Future of any (private) land set aside for cemetery but not yet used for burials
- Level of future maintenance of the cemetery
- Future of any unstable/unsafe memorials
- Number of reserved plots, and records of purchaser and right of burial
- Condition of records and transferring records to Council
- The amount of any financial contribution to be transferred to the Council to meet the cost of taking over the cemetery.

We consider a financial contribution, for ongoing maintenance and/or repairs, is warranted to ensure the cost of taking over cemeteries is not a burden on the District's ratepayers. The contribution is set to meet some of the future maintenance costs, the cost of making safe or documenting and removing unstable memorials and the cost of transferring records into the current format of Council cemetery records.

Transferring control of a cemetery to Council does not mean the future of the cemetery is guaranteed. Council reserves the right to review the needs of their community and the ability to close cemeteries that are no longer required.

13. *Links to legislation, other policies and community outcomes*

- Burial and Cremation Act 1964
- Reserves Act 1977
- Health Act 1956
- Local Government Act 2002
- Resource Management Act 1991
- Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967
- Cremation Regulations 1973
- Health (Burial) Regulations 1946
- Waimakariri Cemetery Strategy 2020
- Waimakariri District Council Corporate Sustainability Strategy 2019

14. *Community outcomes*

14.1. *Governance*

- There are wide ranging opportunities for people to contribute to the decision making that effects our District.

14.2. *Environment*

- There is a safe environment for all
- There is a healthy and sustainable environment for all.

14.3. *Places and spaces*

- The community's cultures, art and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality
- People are friendly and caring, creating a strong sense of community in our District.

15. *Adopted by*

Waimakariri District Council on 1 June 2021

16. *Review date*

Every six years or sooner on request

Appendix 1

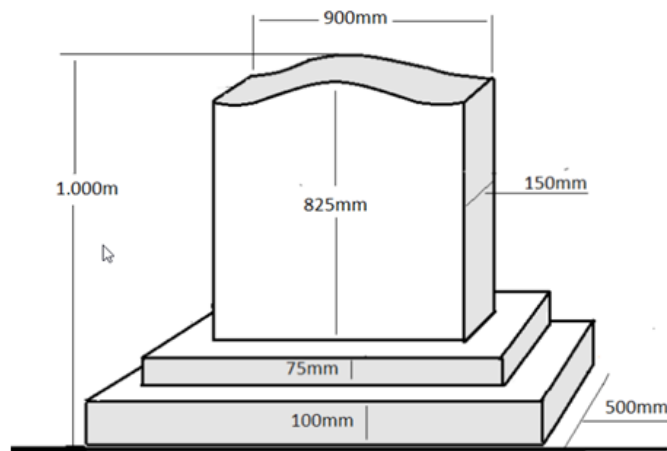
Memorabilia

To maintain peaceful and reflective spaces that are sustainable and sensitive to all cemetery users, the Council encourages visitors to limit the use of plastic and select tributes made of natural materials.

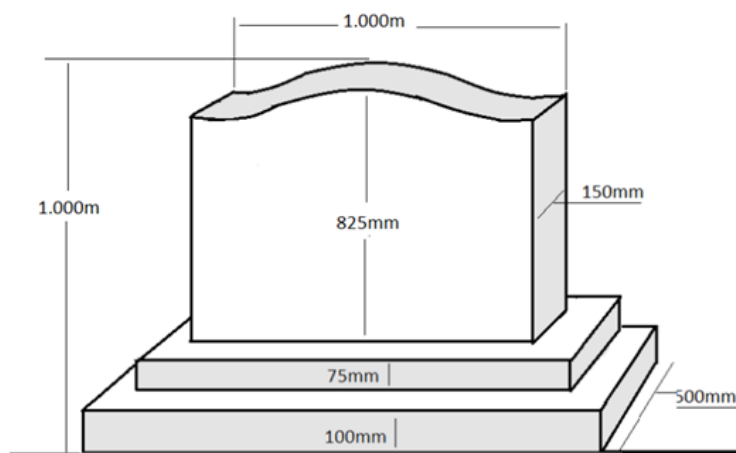
- Plastic flowers should be secured in a container so they are not blown onto the grass areas by the wind.
- Removable shiny objects that may be harmful to birdlife should not be left at the cemetery.
- Vegetation of any kind should not be planted on the plot areas of the cemetery. Limited planting in the ashes gardens may be permitted.
- Glass, crockery or other breakable ornaments including solar lights are not permitted.
- Alcohol, alcohol containers or illegal drugs or paraphernalia should not be left at the cemetery.
- Toys or tributes that have perished or become shabby in appearance should be removed.

Appendix 2

Maximum permitted dimensions for burial headstones



Single Standard Headstone



Double Standard Headstone

1. Burial headstones

- 1.1.** Single headstone – to have a total height of 1,000mm (including headstone and any steps), width 900mm and depth of 150mm.
- 1.2.** Double headstone – to have a total height of 1,000mm (including headstone and any steps), width 1,000mm and depth of 150mm.
- 1.3.** The inclusion of feature stones or rocks as the monument will be considered on a case by case basis.
- 1.4.** Stainless steel and ceramic will not be permitted as materials in the construction of a headstone. Minor fixtures in these materials, e.g. photographic images, will continue to be allowed.

2. *Supplimentary plaques*

Supplimentary plaques must complement the original headstone design and be of a size and position approved by the Council. As a guide, supplimentary plaques should be 250-320 (wide) x 100-140 (high).

3. *Ashes memorials*

Standard dimensions

