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# MEMORIAL APPLICATION FORM

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Once this form is completed, please:

- email to [cemeteries@mstn.govt.nz](mailto:cemeteries@mstn.govt.nz)
- post to Masterton District Council, PO Box 444, Masterton 5840
- drop in to our Customer Service Center at 161 Queen Street, Masterton.

## Fees and charges

Please visit [www.mstn.govt.nz](http://www.mstn.govt.nz) for a current list of fees and charges.

## Specifications

The following measurements are for memorials in our cemeteries.

- All concrete berm widths need to be between 650 and 1000mm.
- The concrete base for all memorials needs to have a maximum height of 150mm above the highest point of the berm.
  - Depth of the base can be a maximum of 400mm
  - Insets for flowers in the base are encouraged
  - You need a space of 150mm around the memorial base to the berm edge
- Memorials for single plots can be 1 metre wide
- Memorials for double plots can be 2 metres wide
- Memorials can be 1.5 metres high
- Memorials should be made from granite or another material approved by Council.

If you'd like to plant a tree, shrub or flowers in the cemetery grounds you will need to apply in writing. Council can remove, plant, prune and manage any trees, shrubs and flowers in the cemeteries.

Statues are only allowed in the monumental part of the Masterton Cemetery.

All vases and containers for flowers need to be in insets in the memorial base. Council can remove any neglected or broken vases, plants or flowers.

Grave goods need to be removed within 14 days of interment.

Masterton District Council, PO Box 444, Masterton 5840  
07 370 6300 | [www.mstn.govt.nz](http://www.mstn.govt.nz) | [mdc@mstn.govt.nz](mailto:mdc@mstn.govt.nz)

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**MSTN.GOV.T.NZ**

 **@MastertonDC**



## Maintenance

Memorials are maintained by the family of the deceased. Council can make a monument or tablet safe, take it down or remove it if it's dangerous to people visiting or working in the cemetery.

If a monument is neglected, Council will:

- Contact the family to give three months notice that it needs to be repaired or replaced.
- If we can't find a family, we will advertise the name and address of the last known relative.
- We may remove a rundown or neglected monument if no one comes forward to fix it within three months.

If a memorial or tablet is erected without going through the correct process, Council has the right to remove it.

## Privacy Statement

In submitting this form, I agree to my details being used for the purposes stated on this form. The data will only be accessed by necessary Council staff. I understand my data will be held securely. I have a right to change or access my data. I understand that when this data is no longer required for this purpose, official Council procedure will be followed to dispose of my data. If I want to ask for a copy of my data, or to have it corrected, I can contact [privacy@mstn.govt.nz](mailto:privacy@mstn.govt.nz). Please see the Masterton District Council Privacy Policy for further information.

## Applicant's details

Full name:

Address

Phone number:

Relationship to deceased:

Funeral Director/Stone Mason:

Name of funeral home:

Address of funeral home:

## Details of memorial to place or remove

Place memorial

Remove memorial

Type of memorial:

Full name of deceased:

Date of birth:

Date of death:

Cemetery

Archer Street

Riverside

Hastwell

Tinui

Mauriceville West

Plot number:

Path/row/garden:

Unattended

Attended

Date:

Time:

Instructions for removing the plaque:

**Other requests (please specify in detail)**

**Authorisation (person or company arranging memorial)**

I am the person arranging this memorial. I declare that the information given on this form is correct. I/the company will be responsible for paying the fees to place or remove a memorial in a cemetery managed by Masterton District Council.

Funeral Director:

Funeral Home:

Or, name of applicant

Address:

Email:

Phone number:

Signature:

Date: