Masterton District Cemeteries

Purpose of this document

The purpose of these guidelines is to ensure the effective management of the district’s cemeteries pursuant to all statutory responsibilities and delegated authorities being the Burial and Cremation Act 1964, Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, Cremation Regulations 1973 and Council bylaws.

> Headstone dimensions
> Grave goods
> Filling in grave
> Reservation of plots

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967
Cremation Regulations 1973
Health (Burial) Regulations 1946

Burials Register

All burials must be registered in the burial register

Headstones

Dimensions

The following dimensions are for the erection of memorials within the Memorial Park sections of the Masterton and Riverside Cemeteries.

Berm: All concrete berm widths are to be between 650 and 1000mm.

Memorials:

> The concrete base for all memorials is to have a maximum height of 150mm above the highest point of the berm
> Depth of the base shall be a maximum of 650 mm
> Insets for flowers in the memorial base is encouraged
> A space of 150mm around the memorial base to berm edge is required
> Maximum width of memorials for single plots is 1 Metre
> Maximum width of memorials for double plots is 2 metres
> Maximum height permitted for memorials is 1.5 m

**Materials**

Material for Headstone: granite or a material approved by Council

**Grave goods**

Unauthorized planting of shrubs, trees, flowers will not be permitted

If a person wants to plant a tree, shrub or flowers within the cemetery grounds, an application in writing is required before Council can consider the request.

Council reserves the right to remove, plant, prune and manage all trees, shrubs and flowers within the cemeteries when and where appropriate.

Statuary is only permitted in the monumental part of the Masterton Cemetery and upon application to Council.

All vases and containers for flowers shall be housed in insets set into a memorial base.

Council may remove any neglected or broken vases, plants, flowers etc from any grave.

Grave goods must be removed within 14 days of interment.

**Maintenance of Memorials**

All memorials are to be maintained in perpetuity by the family of the deceased.

The Council reserves the right to make a monument or tablet safe, take it down or remove it, if in the opinion of Council such a monument or tablet is a danger to persons frequently or working the cemetery.

The Council will follow the procedures highlighted the regulations to address the issue of dilapidated or neglected monuments or tablets.

Specifically,

1. Serve three months notice on family requesting repair or replacement of monument or tablet to the satisfaction of Council

2. Where a family cannot be found, the Council will publicly advertise the name and address of the last known relative.
3. The Council may remove any dilapidated or neglected monument or tablet after three months of notice.

If a memorial or tablet is unlawfully installed the Council reserves the right to remove it.

RSA Cremations

As a rule most RSA cremations are managed through the funeral directors, RSA and the Office of Veteran Affairs.

The Office will arrange the memorial which may take up to four months before installation. The funeral director will provide the Office with a plot number allocated by Council when processing the application for interment.

The funeral director must ensure that the application is completed before interring ashes.

Reservation of Plots

Plots in the district’s cemeteries may only be reserved when there is a family member interred in the cemetery.

Payment of reserved plots

Payment for plots are required at the time of reservation.

Plots reserved and remain unpaid after 6 months are forfeited.

Interments

All interments must be undertaken by the sexton or an authorised officer of Council.

Family members may prepare and/or fill in a grave provided the sexton or an authorised officer of Council is present.
Headstone Installation Standard

General Guide for Inspection of Memorial Installations.

Note: The use of a permit or approval system for installation of new memorials or removal of memorials for additional work, is recommended, to assist inspection procedures and to ensure proposed installations conform to the bylaws or regulations of Local Authorities and other Cemetery Owners.

Explanation:
Concrete beam shall mean the beam for setting memorials and bases on.
Memorials, headstone or plaque shall mean the same.
Upright headstone shall mean erected vertical on base.
A base normally is placed for upright memorials. It may be of plastered concrete, granite or marble. A sub base of plastered concrete is used on sloping or uneven beams for levelling up purposes.

1.1 All memorial headstones or plaques shall be erected level and plumb in both directions in accordance with standard trade practice. See illustration.

1.2 All memorial bases shall line up in adjacent rows both horizontally and diagonally according to the layout. See illustration.

1.3 Where a concrete base is installed for a memorial, it should be poured or set on beam with nib recess cut in beam or dowelled to prevent side or end movement, particularly where the beam is laid on a sloping lawn.

1.4 Where a granite or marble base or plinth is installed, it shall be pinned to beam or where beam is not at true level, to the concrete sub base established for this purpose.

1.5 It is normal practice to provide a vase hole in the granite, marble or concrete base. Often two vase recesses are provided. A drainage outlet 8-12mm in diameter, is to be provided from the hole to side or lowest point of base or base fixing mortar to allow excess water from vase to drain away. Failure to provide a drain will allow moisture within the base or mortar to build up, weakening the adhesive quality to beam and creating an unpleasant build up of mould and efflorescence around the base.

1.6 All upright memorials and bases are to be securely pinned or dowelled to avoid tipping by vandalism or accident. See illustration. The requirements of the Health & Safety in Employment Act 1992 must not be compromised.

1.7 Dowelling must consist of metal, resistant to atmospheric corrosion, such as copper alloy or stainless steel. Fibre rod described as high tensile FRP rod 12.75mm in diameter, identified as yellow in colour with a fine green stripe is also acceptable. The use of tortured or mild steel rod, galvanised pipe or rod or other sub standard fibre rod products is unacceptable. Refer to NZ Standard 4242: 1995 (Headstones and Cemetery Monuments) Ch 2.6, page 10.

1.8 For memorials up to 900mm high, dowelling shall not be less than 10mm in diameter and 140mm in length with dowel penetration being in equal part with each structural element (being the memorial and base or beam). For memorials 900mm to 1200mm high, dowelling shall not be less than 12mm in diameter or 200mm in length. Dowelling for memorials larger than 1200mm shall be determined by design engineer calculations. Refer NZ Standard 4242: 1995 Ch 3.4, page 14.

1.9 All concrete work for memorial bases shall be performed to sound construction practice and consist of not less than 5 parts of clean shingle and sand to 1 part of cement. Water used in the mix shall be of drinkable quality. The use of lightweight scoria aggregate mix is also acceptable.
Lawn Cemeteries

1.10 All plaster shall be mixed in the proportions of 1:3 - 3 parts clean sharp sand to 1 part cement with plasticiser added if desired. Water used in the mix shall be of drinkable quality.

1.11 All plaster used in memorial base or grave surround work, shall be applied uniformly and smoothed with a steel or wooden float finish or sponge texture according to the trade practice in the area. The finish shall be even with no trowel or float marks visible.

1.12 Where an arris is formed on edges it shall be at 45 degrees with the chamfer even along the entire length of the plasterwork. All corners and checks shall be properly squared. The joins between memorial and base and base and ground beam shall be washed or wiped clean of surplus plaster residue. Joins shall be finished true and even with memorial and flushed level with ground beam.

1.13 Where base or grave surround has been constructed for some time, there will usually be some biological growth and moss. This is to be cleaned off before memorial installation and plaster finish is undertaken to promote good adhesion. Standard cleaning methods include wire brush scrubbing, water blasting or chemical cleaning.

1.14 All work sites shall be left clean and tidy and free of surplus construction residue to avoid environmental breach in terms of the Resource Management Act 1991.

Additional Comment:

Bases or sub bases poured in situ on the beam will provide for sound adhesion. Circumstances however, do not always allow for this to be done.

Vase holes should be encouraged in memorial bases to provide for secure floral tribute attachment and to displace glass and other temporary receptacles. The recess should be in the base rather than direct in the lawn beam to prevent untidy weed or grass growth through the vase hole.

Due to weight loadings, larger memorials require a soundly constructed beam as a base. Refer to the specification guide on acceptable standard of beam construction.

Suitable public signage is recommended for cemeteries, specifying the regulations which apply to a particular cemetery, including memorial permit requirements and lawn restoration standards.

Prepared by the New Zealand Master Monumental Masons' Association (Inc.) 1999.

Recommendation:

For quick reference, it is recommended that a copy of this general inspection guide be filed in the Cemetery Planning Manual held in your Council office or Cemetery Manager's office.
Application for a Permit to Erect a Memorial

Masterton District Council Cemeteries

A Memorial is defined as a monument, headstone, tablet plaque or any other erection in commemoration of a person or event.

I/we the undersigned request approval to place a memorial in a cemetery managed by the Masterton District Council to the memory of our beloved.

Applicant's Full Name: ................................................................. .................................................................
Address: ................................................................. ................................................................. .................................................................
Relationship to Deceased: ................................................................. .................................................................
Funeral Director/ Monumental Mason: ................................................................. .................................................................
Address: ................................................................. ................................................................. .................................................................

Details for Memorial

Type of Memorial: ................................................................. .................................................................
Full Name of Deceased to be Memorialised: ................................................................. .................................................................
Age: ................................................................. Date of Death: ................................................................. Plot No: .................................................................
Cemetery Where Buried: ................................................................. .................................................................

Details for an Additional Memorial on an Existing Grave

Type of Memorial: ................................................................. .................................................................
Full Name of Deceased to be Memorialised: ................................................................. .................................................................
Age: .................................................. Date of Death: .................................................................
Plot Number and Name of Deceased Where Additional Memorial Is to be Erected:

Name of Deceased: ................................................................. .................................................................
Cemetery Where Buried: ................................................................. .................................................................

The memorial conforms to Council specifications

Signature of Applicant: ................................................................. ....Date: .................................................................
Signature of Monumental Mason: ................................................................. ....Date: .................................................................

Authorising Officer: ................................................................. Signature: .................................................................

Permit Number: ................................................................. Registration Number: ................................................................. Fee: .................................................................

- Burial Register updated
- Applicant notified
- GIS updated
- Accounts