

Guidelines - Cemetery Monuments and Memorabilia



For Consultation - as at 22-02-2023

1 Background

1.1 Monuments mark the resting place of the deceased. They are an important means by which family and friends commemorate the life of a loved one.

2 Purpose

2.2 The purpose of the Guidelines - Cemetery Monuments and Memorabilia is to provide the public, the Sexton and Council officers with clear guidelines and expectations in relation to Monuments and Memorabilia in Council owned cemeteries.

3 Floral Tributes

3.1 Floral tributes may be placed on the ground of a plot following a burial within the lawn cemetery, but shall be removed within the two month period following burial.

3.2 In all other cases floral tributes will be restricted to containers that can be housed on the monument or concrete beam away from the grass and mowing strip.

3.3 Non-complying vases such as glass jars or glass vases or planters or neglected, unsafe or broken containers may be removed by Council.

3.4 Council may from time to time remove dead flowers, inappropriate plants, statues, non-approved structures, foliage or any other items.

4 Memorabilia

4.1 All memorabilia must be placed on the concrete beam away from the grass and mowing strip.

4.2 Memorabilia must be contained wholly within the concrete beam of the relevant burial plot.

4.3 No breakable glass, pottery, structures or other breakable items are to be placed on monuments, its base, and the beam or lawn areas.

4.4 Council may from time to time remove dangerous, broken, tattered, neglected or obstructive Memorabilia.

5 Monuments

5.1 A Monument shall:

- a. not exceed the maximum dimensions specified within Appendix 2;
- b. be contained wholly within the concrete beam of the relevant burial plot
- c. not be objectionable, offensive, or unfairly overwhelm adjacent areas with design, wording or other marks
- d. not have sharp or jagged edges; and
- e. be kept in proper order and repair by the holder of the plot or their representatives.

5.2 Council may from time to time laydown, remove, or otherwise make safe a dangerous, broken, tattered, neglected or obstructive Monument.

5.3 No monuments are to be erected on the indigent person's grave or ash plot as the Exclusive Right of Burial has not been purchased and still belongs to the Council.

5.4 Any Temporary Monument shall:

- a. not remain on a plot for a period longer than three (3) years;
- b. not be permanently affixed to the concrete beam;
- c. not contain the following materials:
 - i. fibreglass;
 - ii. breakable pottery; or
 - iii. breakable glass.
- d. be maintained in good repair.

5.5 Any Permanent Monument must:

- a. consist of enduring materials with a preference of granite;
- b. not contain the following materials:
 - i. schist;
 - ii. sandstone;
 - iii. limestone;
 - iv. wood;
 - v. fibreglass;
 - vi. ceramic;
 - vii. plastic; or

- viii. breakable glass.

5.6 Any Permanent Monuments must be erected, place or modified:

- a. by a suitable qualified monumental mason;
- b. in accordance with NZS 4242 and any conditions set by Council; and
- c. in accordance with Council's Health and Safety Policy.

6 Rose Garden

6.1 No more than three small monuments or one large monument may be erected per Plot in the Rose Garden.

7 Stillborn area

7.1 No monuments are to be erected in the designated stillborn area, however a plaque may be placed on the memorial wall erected for this purpose.

The family may purchase a plot in the children's area and erect a monument with appropriate fees paid.

Appendix 1 - Installation Standard Permanent Monuments

An approval is required from Council for the installation of a new monument or work being undertaken on an existing monument.

A Notice of Intended Work is required to be completed prior to the installation of any new monument or work being undertaken on an existing monument.

Checks will be made by Council and, where monument work has been installed that exceeds the stipulated limits of height, width, etc., the monument work will be required to be removed without any notification.

1 All structural materials used in the cemetery monument shall exhibit high atmospheric corrosion resistant properties and have a minimum predicted service life of 50 years.

2 All monument headstones or plaques shall be erected level and plumb in both directions in accordance with standard trade practice.

3 All monument bases shall line up in adjacent rows horizontally in accordance with the layout.

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

5 Where a granite plinth is installed, it shall be pinned to the beam or to the concrete sub base.

6 All upright monuments and bases are to be securely pinned or dowelled to avoid tipping by accident or vandalism.

7 Dowelling must consist of metal resistant to atmospheric corrosion such as copper alloy or stainless steel. Mild steel rod or galvanised rod is not permitted. Refer to NZ Standards 4242 (Headstone and Cemetery Monuments). Fibre Rod described as high tensile FRP rod 12.75mm in diameter is also acceptable.

8 For monuments up to 900mm high, dowelling shall be not less than 10mm in diameter and 140mm in length with dowel penetration being of equal part with each structural element. For sizes 900-1200mm in height dowelling shall be not less than 12mm in diameter and not less than 200mm in length.

9 All concrete work shall be performed to sound construction practice and consist of not less than five (5) parts of clean shingle and sand to one (1) part cement.

10 All plaster shall be applied uniformly and smoothed with a steel or wooden float finish or sponge texture. The finish shall be even with no trowel or float marks visible.

11 All corners and checks shall be washed or wiped clean of surplus plaster residue. Joins shall be finished true and even with the memorial and flushed level with ground beam.

12 Where the beam has been constructed for some time it 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.

13 All work sites shall be left clean and tidy and free of surplus construction residue. All construction residue shall be removed from the cemetery grounds.

Appendix 2 - Monument Specifications

In areas of cemeteries laid out as lawn cemeteries the following maximum dimensions shall apply:

Cemetery Area	Specifications
New Lawn Area	1000mm x 600mm aside
Bases - Single	820mm x 450mm x 100 to 130mm
Bases single For two piece monuments where 820mm is not sufficient width.	900mm
Double	1820mm x 450mm x 100 to 130mm
Monument	760mm wide and not higher than 1300mm
Single	
Double	1760mm wide and not higher than 1300mm
Children's Lawn Beam	900mm x 600mm aside
Bases - Single	750mm x 450mm x 100 to 130mm
Monument Single	700mm x not higher than 650mm
RSA Lawn – All bases are poured as doubles back to back finished in white plaster	480mm x 220mm high x 450mm deep back to back
Concrete beam	900mm x 600mm aside concrete
Bronze plaques	225mm x 375mm (do vary)
Cremation Lawn Beams	600mm x 380mm aside
Bases – single	600mm x 230mm x 100mm
Double	1200mm x 230mm x 100mm
Monument single	450mm wide x 350mm high x 75mm thick
Monument double	900mm wide x 350mm high x 75mm thick
Rose block Small	250mm wide x 200mm high
Large	300mm wide x 250mm high
Bases standard	500mm x 200mm x 75mm high
Memorial Wall	220mm wide x 220mm high