

Christchurch City Council Cemeteries Handbook

June 2013





Christchurch City Council Cemeteries Handbook

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Foreword

In compiling this Cemeteries Master Plan, Bylaw and Handbook, the Councillors and staff of the Christchurch City Council have been very conscious that we are dealing with a deeply important and sensitive part of our community's life. How we care for our deceased loved ones is one of the most intimate and personal experiences for each of us. As a community our cemeteries are an expression of the respect we show to those who have gone before. They are to be places of contemplation, of serenity and prayer, of respect for our history and the stories of our people. They are places to come to grieve, to remember and to give thanks.

Christchurch city is made up of diverse communities of different cultures, faiths, ethnicities and values. The Cemeteries Master Plan and Bylaw and Handbook are designed to enable us all to be as sensitive as we can be to our differences while acknowledging that we are, at the end of the day, one people.



Mount Magdala Cemetery of The Good Sheperd Sisters

Introduction

This Christchurch City Council Cemeteries Handbook (the Handbook) contains conditions applying to activities and conduct in cemeteries within the Christchurch District and for the management of cemeteries owned by, or under the administration of, the Christchurch City Council (the Council). It provides information to assist the smooth running, operation and provision of services in the cemeteries.

The Handbook is to be used in conjunction with the Cemeteries Master Plan (the Master Plan). The Master Plan Vision is:

- To provide direction for the development and management of the cemeteries owned, managed or maintained by the Council for the next 50 years, and
- The natural, cultural, heritage, landscape and spiritual values are protected and enhanced by the integrated management of these areas as reserves and open spaces, while
- Māori values and traditions to their ancestral land, water, sites, waahi tapu, fauna and flora, and other taonga are protected and culture enhanced.

Operational Cemeteries

The operational cemeteries within the Christchurch District include:

- Akaroa Anglican Cemetery
- Akaroa Catholic Cemetery
- Akaroa Dissenters Cemetery
- Avonhead Park Cemetery
- Belfast Cemetery
- Bromley Cemetery
- Diamond Harbour Memorial Gardens Cemetery
- Duvauchelle Cemetery
- Kaituna Valley Public Cemetery
- Le Bons Bay Cemetery
- Linwood Cemetery
- Little River Cemetery
- Lyttelton Anglican Cemetery
- Lyttelton Catholic and Public Cemetery
- Memorial Park Cemetery
- Okains Bay Cemetery*
- Pigeon Bay Cemetery
- Ruru Lawn Cemetery
- Sydenham Cemetery
- Waimairi Cemetery
- Wainui Cemetery
- Yaldhurst Cemetery.

For interments in these cemeteries contact the Christchurch City Council Cemeteries Administrator, phone 941 8646 Monday to Friday 8am to 4pm, email: cemeteries@ccc.govt.nz web: www.ccc.govt.nz.

* The Okains Bay Cemetery land is owned by the Crown. Investigations are underway to ascertain if members from the Okains Bay community can be legally appointed to administer the cemetery.

Closed Cemeteries

The following cemeteries within the Christchurch District are closed and interments are no longer allowed:

- Addington Cemetery
- Akaroa French Cemetery
- Barbadoes Street Cemetery
- Mount Magdala Cemetery of the Good Shepherd Sisters
- Rutherford Cemetery.

Conditions

The conditions applying to cemeteries and activities in cemeteries contained in this Handbook were made in accordance with the Christchurch City Council Cemeteries Bylaw 2013 (the Bylaw) and legislation relevant to the activities in cemeteries, including the:

- Burial and Cremation Act 1964¹ and any amendments
- Burial and Cremation (removal of Monuments and Tablets) Regulations 1967
- Christchurch City Council Dog Control Bylaw 2008
- Christchurch City Council Parks & Reserves Bylaw 2008
- Christchurch City Council Operational Pest Plan
- Property Relationships Act 1976
- Christchurch City Council Maintenance Contract for Urban Parks 2012.



Rutherford Cemetery

Definitions

Definitions used in this Handbook:

Burial Right

an Exclusive Right of Burial is a right to burial in a particular cemetery plot.

Burial or Interment

means the burial or depositing of a human body, or a container of ashes resulting from the cremation of a human body, in a grave or in a vault.

Christchurch District

includes Christchurch City and the former Banks Peninsula District.

Cemeteries Administrator

the person appointed by the Council to carry out administration work on behalf of the Council in relation to its cemeteries.

Eco-Burial

means a burial that has a low environmental impact, including the body not being treated with chemicals or oils that prevent or slow down the decay of the body by bacteria; also known as natural burials.

Embalm

to treat a dead body with chemicals, oils etc to slow down the decaying process.

Grave

a plot that has or is about to have an interment.

Monument

includes any headstone, plaque, panel, memorial or concrete kerbing.

Plot

a numbered lot in a cemetery where a burial or interment can occur.

Sexton

the person, and any assistant of that person, who is authorised by the Council to carry out work on behalf of the Council in any cemetery.

Spouse or Partner

has the same meaning as in the Property Relationships Act 1976.

Vault

means a structure approved by the Council for the deposit of specially sealed coffins containing a human body, or containers of ashes resulting from the cremation of a human body.

¹ The Burial and Cremation Act of 1964 is under review by the Law Commission

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1.0 General information

1.1 Opening hours

Cemeteries operated by the Council are open for public visiting seven days a week.

Summer (daylight saving time) 7am–8pm

Winter (standard time) 8am–5pm

1.2 Cemetery fees and forms

Cemetery fees are set by the Council on an annual basis and are available on the web site or by contacting the Council's Call Centre. Fees relate to plot purchase (Exclusive Right of Burial), burial and/or disinterment, and memorial work.

Burial and disinterment fees must be paid prior to any burial, or disinterment, taking place. In the case of a burial or disinterment under the control of a Funeral Director, the Cemeteries Administrator jointly with the Team Leader Revenue & Receivable may, at their discretion, waive the requirement for prior payment and charge the Funeral Director by a monthly account. Payment by monthly account will be made available to Council approved Monumental Masons also.

Where a person other than a Funeral Director is organising the burial or disinterment, that person will need to contact the Cemeteries Administrator and attend in person at the Civic Offices to complete the appropriate forms and pay all fees prior to the burial, or disinterment, taking place. The original *Medical Certificate of Cause of Death (HP4720)* or *Coroner's Authorisation for Release of Body* must accompany the application. All original documentation will be returned to the applicant.

The forms referred to in this handbook available from the Cemeteries Administrator are:

- Application for Interment
- Application for Burial of a Poor Person
- Application for Monumental Work Permit.

1.3 Booking procedure for burial and ash interments

The Cemeteries Administrator is to be notified by telephone of an intended burial. The minimum notice for an Application for Interment to be received by the Cemeteries Administrator is:

- Cemeteries located within Christchurch City (excluding Banks Peninsula) no fewer than one working day prior to the time of the interment; and
- Cemeteries located within Banks Peninsula no fewer than two working days prior to the time of the interment

The Funeral Director, or person organising the interment, must submit an *Application for Interment form* (available in electronic form).

1.4 Pet burials

No animal(s), including birds or fish, either as ashes or as a body, may be interred in a Council cemetery unless placed in a sealed casket with the deceased.

2.0 Purchasing a plot

2.1 Allocation of plots

The Cemeteries Administrator allocates plots. Where a family wishes to obtain a plot in a particular area the request will be accommodated if possible, providing there is no conflict with the effective management of the cemetery. An individual may buy a maximum of two plots in any Christchurch District cemetery.

2.2 Exclusive Right of Burial

The Council charges a fee to purchase a burial right (Exclusive Right of Burial). This fee only relates to the purchase of the burial right and other fees will be payable at the time of a burial or disinterment. The Council reserves the right to refuse to sell any Exclusive Right of Burial. The Exclusive Right of Burial is required to purchase either an ash or burial plot.

A person purchasing an Exclusive Right of Burial will receive a *Certificate of Right of Burial* upon receipt of full payment. An Exclusive Right of Burial is granted in perpetuity.

2.3 Immediate purchase and use of Exclusive Right of Burial

When a burial is completed, and the plot paid for, a *Certificate of Right of Burial* will be forwarded to the family or Funeral Director.

2.4 Pre-purchase of Exclusive Right of Burial

When an Exclusive Right of Burial has been pre-purchased and no burial has occurred within a period of 60 years, and the family no longer require it, the burial right will revert back to the Council for review (there is no entitlement to a refund for the burial right).

An Exclusive Right of Burial that is no longer required cannot be sold to a third party. The purchaser of the burial right (or immediate family if the purchaser is deceased) can apply for a refund of 50% of the current price of the burial right where the Exclusive Right of Burial has been pre-purchased and no burial has occurred within a period of 10 years from date of purchase. The *Certificate of Right of Burial* must be returned to the Council to receive a refund.

The person named on the *Certificate of Right of Burial* determines who may be interred in the plot and is the only person who may authorise the placement of a headstone or other Council approved monument on the grave. If the person named on the *Certificate of Right of Burial* is deceased the immediate next of kin or the person acting on behalf of the deceased may give approval for a burial in the plot. The person giving approval for a burial in a plot must complete an *Application for Interment* form.



Linwood Cemetery

3.0 Health and safety

3.1 Caskets

For health and safety reasons any casket that exceeds 400mm in depth will only be buried at single depth.

If an interment involves a couch style casket this must be notified on the *Application for Interment* form as these caskets will only be interred at single depth.

The casket size, shape, including the type and size of the handles are to be recorded on the *Application for Interment*. The Council retains the right to determine the definition of a suitable casket.

3.2 Shoring boards

Graves must be shored up in cemeteries for safety reasons. The shoring boards will be removed at the conclusion of the burial unless the family or friends wish to hand fill a grave. A request to hand fill a grave must be made in the *Application for Interment* form.

3.3 Request to fill a grave

There are two options available:

- Only fill the grave to cover the casket. No heavy machinery is required to remove the shoring boards; and
- Fill the complete grave. If this option is requested the Sexton will be required to remove the shoring boards with the appropriate equipment to allow the grave to be filled. Families will need to follow the directions of the Sexton during this process. A lowering device cannot be used if family or friends elect to fill the grave.

3.4 Site safety at gravesite

Funeral Director(s) will advise the Sexton upon arrival at the gravesite and the site will be handed over to the Funeral Director. The Funeral Director is then responsible for the safety of the members of the public at the gravesite until the Funeral Director formally hands the site back to the Sexton after the public have left the site.

If there is no Funeral Director controlling a burial then the site safety remains in the care of the Sexton and members of the public must follow the direction of the Sexton.

4.0 Behaviour in cemeteries

4.1 Vehicles

No private vehicle is to be left or taken into any cemetery when the cemetery is closed.

Except for a hearse or Council authorised vehicle, vehicles are only permitted on marked roadways or any open area clearly designated for vehicles. The indicated speed limit and traffic rules are to be observed at all times.

The drivers of all vehicles must yield right of way to any funeral procession (cortege) in any cemetery.

If the Sexton indicates that a vehicle should stop or move, the driver must respond as directed.

4.2 Advertising and soliciting of custom

No advertising or soliciting for custom is permitted in any cemetery.

4.3 Photography or filming

Only filming and photography for private use is permitted.

No one, without the written consent of the Council and the consent of the family, may take photographs or television footage for any media purpose. No commercial filming (television footage) or photography is permitted in any operational cemetery without prior permission.

No one may disturb or interrupt a funeral.

4.4 Control of dogs and animals within cemeteries

These provisions are found in the CCC Dog Control Bylaw 2008 and the CCC Parks & Reserves Bylaw 2008:

“Any person taking a dog into a cemetery shall keep the dog on a leash and under effective control at all times.”



Barbadoes Street Cemetery

5.0 Interments

No interments can take place in any Christchurch District cemetery owned, managed or maintained by the Council unless permission has been obtained from the Cemeteries Administrator. The appropriate fee must be paid prior to the burial taking place, and the *Application for Interment* form obtained from and lodged with the Cemeteries Administrator. Where the applicant requires a new plot the 'New Right of Burial' section on the *Application for Interment* form must be completed.

5.1 Hours for interments

Monday to Friday between the hours of: 9am–4pm

Saturday between the hours of: 9am–1pm

The expected time of arrival in the cemetery is to be given on the *Application for Interment* form. If the expected arrival time is going to change by more than 15 minutes of the original notified time the Cemeteries Administrator or Sexton must be notified of the new time.

No interments will be scheduled after 4pm Monday to Friday or 1pm, Saturday or Sunday unless in exceptional circumstances and only with the prior approval of the Cemeteries Administrator or Sexton (extra fees will apply). Interments will only be accepted on the hour and at 30 minutes past the hour.

Where an interment continues after 4pm on weekdays or 1pm on a Saturday, a late fee will be charged to the Funeral Director or person organising the interment.

A Saturday or Public Holiday fee will be charged for interments, including ash interments, taking place on a weekend or Public Holiday. An interment can occur on a Sunday or Public Holiday with the prior approval of the Team Leader Urban Parks and payment of all applicable fees.

No interments will be scheduled on Christmas Day, Good Friday or Anzac Day.

Where Boxing Day and 2nd January fall on a Sunday and are observed on a Tuesday, an interment can take place on the Tuesday between 9am and 1pm, at the discretion of the Cemeteries Administrator.

5.2 Special procedures for Māori burial

The Council recognises, and provides for, the spiritual and cultural values of Māori regarding the departure of *mate* (dead people). This includes the choice to select a plot of significance to them, such as having the headstone face north, the availability of water at the cemetery, the opportunity for Māori to fill in the grave, and to have a ceremony to unveil the headstone, if desired.

The special procedures for Māori burials apply to all Māori burials in cemeteries owned and/ or under the administration of the Council.

5.3 Eco-burials

The Master Plan proposes an Eco-burial site although a site has not been confirmed at the time of public notification of the Master Plan, Bylaw or Handbook. All future site selection will recognise and provide for protection of the cultural and spiritual values of Ngāi Tahu.

Eco-burials (also referred to as natural burials) are a form of burial where no chemicals or toxic substances are used to preserve or embalm the body or in the burial process. Decomposition is encouraged. The aim of an Eco-burial site is to encourage indigenous restoration.

A planting ceremony, with plants provided by the Council, will occur in autumn each year, where friends and relatives are invited to participate in the ceremony and join in the planting. A donation can be made towards plants for the site, though due to the unreliability of plants to become established in restoration programmes individual trees and shrubs cannot be selected and planted on individual graves.

The plots will be laid out in a grid formation and follow a consecutive pattern with the next adjoining plot available allocated. A site map with plot numbers and approximate location will be situated near the entrance and available on the Council's website. The plots cannot be reserved or pre-purchased.

Criteria for an Eco-burial:

- Caskets, coffins or body coverings shall be biodegradable, made of untreated wood, and not contain any chemical or substance that prevent breakdown of the materials used
- Caskets and coffin linings are to be biodegradable and not of synthetic fibre
- Caskets and coffin handles and ornamentation are to be removed before burial
- Body coverings or shrouds shall be placed on a solid base of natural untreated timber for burial and firmly fastened to the base to prevent movement of the body when transferring and lowering
- Body coverings or shrouds, including clothes, must be non-toxic and biodegradable including zips, buttons, any personal items or keepsakes to be buried with the body
- Only natural artefacts can be buried with the body
- At the time of interment caskets, coffins, body coverings or shrouds must not be leaking fluids or have an offensive smell
- The body is not to be embalmed or contain any chemicals that would slow or prevent the natural breakdown of the body in the soil
- Graves are single depth only and may not be more than 1000mm below ground level
- One untreated wooden marker per burial plot may be placed on the grave at the time or within the first week of the interment. The marker shall be no larger than 150mm x 100mm in size and 250mm above ground level. The marker shall be attached to an untreated timber stem a maximum size of 100mm x 100mm that can be pushed into the soil. The marker is to be centrally located at the head of the grave. The marker will be removed when the plot is planted with natives
- No other markers or ornamentation shall be placed in or on the grave
- The GPS co-ordinates of the eco-burial will be recorded
- Disinterment is discouraged (except as required by law).

5.4 Green Burials

The difference between Eco-burials and Green Burials is that Green Burials may take place in any operational cemetery. Green Burials therefore are subject to the same monument rules that apply to other burials in that particular cemetery. The rules prohibiting planting on top of graves in operating cemeteries also applies to Green Burials in those cemeteries.

Criteria for a Green Burial:

- Graves are single depth only and may not be more than 1000mm below ground level
- No chemicals or toxic substances are to be used to preserve or embalm the body in the interment process
- Interment may occur in any operational cemetery
- No plants or shrubs are to be planted on top of the grave.

5.5 Burials at sea

For a burial at sea contact a Funeral Director who can organise the necessary application for a burial at sea.

5.6 Poor person's burial

The Burial and Cremation Act 1964 requires the Council to bury the bodies of poor persons, and persons from any hospital, penal institution, or other public institution free of charge upon an order from a Justice of the Peace. An *Application for Interment* form (*Application for Indigent Burial* form) must still be completed before the interment takes place.

No monuments or crosses are permitted on a poor person's grave as the Exclusive Right of Burial has not been purchased and still belongs to the Council.

If a family wishes to erect a monument on a poor person's grave this can be facilitated when all the cemetery fees and charges have been paid at the current rate. The Council will issue a *Certificate of Right of Burial*, which entitles the person to apply for a Monumental Work Permit. After 60 years the right of burial is waived so a Memorial may be placed on the grave.

5.7 Burial of stillborn babies

A stillborn baby can be interred in a new infant plot where available. This may be purchased in the stillborn area of a cemetery. The definition of a stillborn baby is one that weighed 400g or more, or was delivered after the 20th week of pregnancy.

5.8 Burial of pre-born babies

A pre-born baby can be interred in a new infant plot, which may be purchased in the pre-born area of a cemetery (where available). The definition of a pre-born baby is one that died or was terminated prior to the 20th week of pregnancy.

5.9 Shrouds

A body interred in a shroud must be placed on a board for interment. The body is to be firmly fastened to the base to prevent movement of the body when transferring and lowering.

5.10 Grave preparation

Only an approved Council Contractor or person authorised by the Council is permitted to dig a grave for the burial of human remains, or ashes of human remains, in a Council cemetery.

5.11 Interment equipment

All equipment for interments is supplied and removed by the Sexton ensuring all safety procedures are complied with while on the site.

5.12 Subsequent interments in a grave

Where a second or subsequent interment takes place, and the grave has a concrete cover or surround, only an approved Council Contractor is permitted to break the concrete. The Cemeteries Administrator can provide a list of approved Contractors. Any costs involved with breaking the concrete and reinstating the concrete cover or surround is the responsibility of the owner of the grave and must comply with all the monumental specifications for that cemetery. (See *Concrete Covered Grave/Kerb Surround* form.)

5.13 Full size interment plot next to an infant interment plot

Where records show an infant has been interred next to a full size interment plot, the Sexton will check the plot to see if a full interment is possible before confirming the next interment.

5.14 Ash interments

The bookings and forms required for ash interments are managed in the same way as a casket interment.

5.15 Service areas (Bromley, Ruru Lawn, Diamond Harbour Memorial Gardens, and Lyttelton Catholic and Public Cemetery)

Ex-Service Personnel who have had war service or service that is defined as equivalent to war service, and their spouses or partners, may be buried in a Service area.

If the interment of a deceased veteran is to be in a Service area, a standard ex-Service memorial either as a plaque or a headstone, depending on the type of cemetery, is available at a subsidised rate through Veterans' Affairs New Zealand. In a Service area only the standard ex-Service memorial is permitted. The memorials are of a uniform style and there is no provision for personal messages or photographs.

If the interment is to be in a public cemetery (but not within the Service area), the next of kin can order a standard ex-Service memorial, either a plaque or headstone, at a subsidised rate.

Details of war service need to be supplied on the *Application for Interment* form. Failure to provide this information could result in the *Application for Interment* in a Services plot being declined. All interments before 1988 are single depth and a second interment in these graves can only be ashes. After 1988 interments were double depth on request.

Specifications for Service Person's interment:

- Only Service Person and their spouse or partner may be interred in the Service area
- The Service Person must be the first deceased to be buried
- Double depth interments are permitted in the Service area to allow the spouse or partner of the deceased veteran to be interred in the same plot. A double plaque commemorating both deceased persons is provided at a subsidised rate
- If the spouse or partner wishes to be interred to the side of the Service Person, they will have to pay the fee to purchase the burial right for the adjoining plot
- Children cannot be interred in a Service Person's plot unless they are eligible for interment in the Service area in their own right.

War Service Eligibility & Contacts

Please refer to Veterans' Affairs New Zealand website for eligibility www.veteransaffairs.mil.nz/memorials/eligibility.html

Application for an Ex-Service Memorial or for recognition of a Service area please apply to:

Supervisor Services Cemeteries
Veterans' Affairs New Zealand
PO Box 5146
Wellington 6145

Free phone (NZ):
0800 483 8372 (0800 4 VETERAN)

International callers phone: (64) 7 495 2070
(international toll charges will apply)

Facsimile: (04) 495 2080
International Fax: (64) 7 495 2080
Email: veterans@xtra.co.nz

For copies of Service records

Please refer to New Zealand Defence Force Archives
www.nzdf.mil.nz/personnel-records/nzdf-archives/default.htm

5.16 Avonhead Park Cemetery Interment Site for the Victims of the 22nd February 2011 Christchurch Earthquake

The combined interment site for the unfound and identified victims of the 22 February 2011 Christchurch Earthquake is at Avonhead Park Cemetery.

The Inner Interment Circle

The Inner Interment Circle is reserved for the four unfound victims and their spouses or partners. The spouse or partner may be interred in the same plot. Only one recumbent granite plaque per person may be attached to the existing bluestone recumbent.

No immediate family (including children) may be interred in this plot. An ash plot can be purchased on the outer circle for immediate family members (children/parents /grandparents).

The Outer Interment Circle – blocks 2A and 3A

The Outer Interment Circle has 600mm x 600mm plots available for the ash interment of all victims of the Christchurch Earthquake and their spouse, partner, parents, children or grandparents. Each plot can hold two ash interments only and one upright or recumbent headstone. Both the victim and their family may have their names engraved on the headstone.

Only the immediate family (spouse, partner, parents, children or grandparents) of earthquake victims may purchase plot/s in this area.

There is provision to purchase a plot to install a headstone without actually interring ashes. This may be the case if victims are buried in other locations, but the family would still like to be part of the interment site.

Authority to inter – Outer Interment Circle

The *Application for Interment* form, when received by the Sexton, is sufficient authority for the Sexton to proceed with the interment or disinterment. After the interment or disinterment has been completed the Sexton will sign the application.



Avonhead Park Cemetery

6.0 Burial and ash plots

6.1 Size of plots

All new full size burial plots are now standardised at 1400mm x 2700mm. Existing full burial plots in cemeteries will still be 1200mm x 2700mm. If a larger plot is required arrangements can be made at the time of booking and confirmed with the Cemeteries Administrator.

Size of plots shall be:

1200mm wide full burial plot: 1200mm x 2700mm

1400mm wide full burial plot: 1400mm x 2700mm

Infant plot: 600mm x 1200mm

Eco-burial plot: 1400mm x 2700mm

Green Burial plot: 1400mm x 2700mm

Ash plot: 600mm x 600mm

6.2 Depths of interments

Depth of interments below the surrounding ground level shall be:

Single interment: 1400mm

Double interment: 1830mm

Infant interment: 1000mm

Eco-burial interment: 1000mm

Green Burial interment: 1000mm

Ash interment: 600mm

6.3 Ash plot

All new ash plots can hold two ash interments either in front of, or under, the headstone.

6.4 Locating graves

Please contact the Cemeteries Administrator or alternatively visit the Council website www.ccc.govt.nz/library/heritage where the cemeteries database can be viewed online.

6.5 Grave testing

A testing service is available at no cost to the applicant to obtain the availability of sufficient space for a second interment in an existing grave.



Wainui Cemetery

7.0 Monuments (headstones/plaques)

7.1 Monumental work

- Only a Monumental Mason who is approved by the Cemeteries Administrator can undertake work associated with any monument in a cemetery. The Monumental Mason will preferably be a member of the New Zealand Master Monumental Masons Association.
- The owner of the Exclusive Right of Burial, or in lieu of the owner the immediate next of kin (or their agent), may give permission for a monument to be erected, or for wording to be added to an existing monument.
- A Monumental Work Permit is required for any monumental work being undertaken in a Council cemetery, to ensure the headstone is placed on the correct plot and also to ensure adherence to the Bylaws. The Monumental Mason applies for the permit on behalf of the plot owner or family.
- A Resource Consent is required before any work can be undertaken on monuments (including concrete kerbing or coverings) in the closed Council cemeteries (Addington, Barbadoes Street, Mount Magdala Cemetery of the Good Shepherd Sisters, Rutherford and Akaroa French Cemetery). Once the Resource Consent is approved, an application can be made to the Cemeteries Administrator for a permit for monumental work.

7.2 Installation of monuments

- All monuments including headstones and plaques are to be constructed in accordance with NZS 4242:1995, sound engineering principles and to the satisfaction of the Council.
- All monuments are to contain a minimum of two dowels to secure the monument to the concrete base, which sits on the Council's concrete beam. Dowels shall be threaded stainless steel rods or approved deformed fibre-reinforced polymer (FRP) composite rods. FRP or marine grade stainless steel dowels shall be used in cemeteries susceptible to sea salt spray, (such as Linwood, Memorial Park, Bromley and Banks Peninsula Cemeteries).
- For monuments up to 900mm x 600mm, two securing dowels embedded the greater of 100mm or half of the overall thickness of the element are to be used. The diameter of the securing dowels shall be a minimum of 12mm and a maximum of one third of the stone thickness.
- For monuments larger than 900mm x 600mm and up to 1200mm x 750mm, two securing dowels embed the greater of 150mm or half of the overall thickness of the element are to be used. The diameter of the securing dowels shall be a minimum of 20mm and a maximum of one third of the stone thickness.
- For monuments larger than 1200mm x 750mm an engineer's design and specification are required for the construction.

- Securing dowels are to be fully grouted into the concrete base and monument using a high strength, non-shrink grout or epoxy resin, installed in strict accordance with the manufacturer's instructions. Surface roughening of the holes shall be undertaken prior to installation of the dowels to ensure a sufficient bond is achieved.
- The Sexton may inspect the installation of the securing dowels prior to construction of the monument.
- No concrete work is to be painted or colour tinted.
- The Council will provide concrete beams for interments where it is appropriate in a cemetery. This cost of the concrete beam is included in the purchase price of the Exclusive Right of Burial.
- Where upright headstones are permitted and a concrete beam provided, the headstone must be erected on the concrete beam installed by the Council. No kerb or fence, covering or other structure shall be permitted.
- The total height of the headstone from the top of the concrete beam to the top of the headstone is set in each individual cemetery's requirements.
- The base of the monument must be set back 150mm from the front of the concrete beam.
- A monument must be made of granite, bronze or other non-ferrous metal, or similar suitable material approved by the Cemeteries Administrator prior to the installation of the monument. No stainless steel, schist, sandstone, limestone, marble, wood, fibreglass, ceramic, plastic, glass or other unsuitable material as determined by the Cemeteries Administrator is allowed.
- Photographs or any type of inscription (letters, symbols, drawings) on the reverse side of a monument is not permitted.
- Company names discreetly placed at the bottom of the front of a monument are permitted.
- All permits must be available for inspection by the Sexton of the cemetery while work is in progress.
- The adjoining roads, paths or allotments must not be damaged while constructing bases and erecting monuments.
- No work is to be started or continued while an interment is underway.
- No mixing of concrete is permitted on pathways and all rubbish is to be removed from the cemetery when the work is completed.
- Tools and materials may not be left unattended in a cemetery.
- No work is allowed on weekends or Public Holidays without the prior approval of the Cemeteries Administrator.

7.3 Monument maintenance

- Maintenance of monuments is the responsibility of the owner of the Exclusive Right of Burial or their representative and monuments must be kept in good repair. The Council does not take any responsibility for damage or vandalism to any monument.
- The Council may remove from the cemetery any monuments that have fallen into a state of disrepair, if the Sexton or Cemeteries Administrator determines that a monument is an extreme health and safety risk. The Cemeteries Administrator may give to the person responsible (the owner or their agent) three month's written notice to repair or remove the item in disrepair. Failure to comply with the notice will result in the monument being removed at the cost to the owner of the Exclusive Right of Burial.
- Of a monument is unsafe and/or a health and safety risk and there is no owner or representative available to effect repairs or permit removal, the monument will be laid flat within the grave surround or removed from the cemetery if there is no grave surround. A photographic record of the monument will be taken and filed with cemetery records if the monument is removed.

7.4 Removal of monuments or memorials from cemeteries or graves

No person (including family and Monumental Masons) may remove from any plot or grave, any kerb or monument unless they have permission from the Cemeteries Administrator.

Monuments that are removed to be restored or repaired, and are over the current height limit for the cemetery, may be reinstated back onto their original position.



Addington Cemetery

8.0 Specifications of monuments for individual cemeteries

There are different requirements for monuments in different cemeteries. Only one monument per plot is permitted unless stated otherwise.



8.1 Addington Cemetery

A Resource Consent is required before any work can be undertaken on headstones in this cemetery. Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass. Any work should align with the *Addington Cemetery Conservation Plan 2005* and the ICOMOS New Zealand Charter.



8.2 Akaroa Anglican Cemetery

Interments are available only in pre-purchased plots or second interments. Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot (flat concrete beam): base 600mm x 500mm maximum; height 750mm maximum
- Recumbent concrete beam; granite or bronze plaque: 500mm x 250mm

Additional plaques are allowed but must be placed within the existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.3 Akaroa Catholic Cemetery

Interments are available only in pre-purchased plots or second interments. Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum

Additional plaques are allowed but must be placed within the existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.4 Akaroa Dissenters Cemetery

Interments are available only in pre-purchased plots or second interments. Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.5 Akaroa French Cemetery

A Resource Consent is required before any work can be undertaken on the memorials or plaques in this cemetery. No additional plaques are allowed. Any work should align with the ICOMOS New Zealand Charter.



8.6 Avonhead Park Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide infant plot: base 600mm x 450mm maximum; height 750mm maximum

Lawn area (full burial and ash plots):

- Granite or bronze plaque 290mm x 200mm maximum
- Plaque must be laid flat 20mm below ground level
- Plaster or stainless steel surround is optional

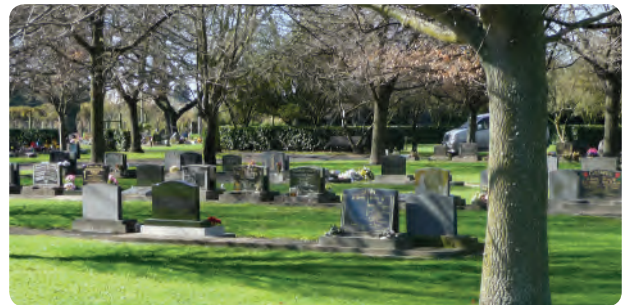
Interment Site for the Victims of the 22 February 2011 Christchurch Earthquake:

- The inner interment circle (spouse or partner only): Black granite plaque 400mm x 250mm to be attached to the existing bluestone recumbent
- The outer interment circle: 600mm wide ash plot (flat concrete beam): base 600mm x 500mm maximum; height 750mm maximum



8.7 Barbadoes Street Cemetery

A Resource Consent is required before any work can be undertaken on headstones in this cemetery. Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass. Any work should align with the *Barbadoes Street Cemetery Conservation Plan 2009* and the ICOMOS New Zealand Charter.



8.8 Belfast Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide infant plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.9 Bromley Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.10 Diamond Harbour Memorial Gardens Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot (flat concrete beam): base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide ash plot (recumbent concrete beam): granite or bronze panel 550mm x 450mm
- 600mm wide ash plot service area (RSA) recumbent concrete beam: refer to Veterans' Affairs New Zealand
- 600mm wide infant plot: base 600mm x 500mm maximum; height 750mm maximum



8.11 Duvauchelle Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide infant plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.12 Kaituna Valley Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.13 Le Bons Bay Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.

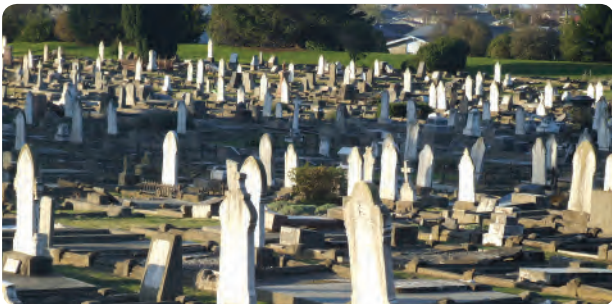


8.15 Little River Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.14 Linwood Cemetery

Interments are available only in the Jewish area, pre-purchased plots or second interments. Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.16 Lyttelton Anglican Cemetery

Interments are available only in pre-purchased plots or second interments. Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.

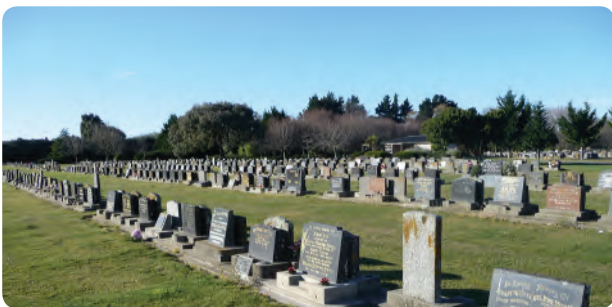


8.17 Lyttelton Catholic and Public Cemetery

Interments are available only in pre-purchased plots or second interments. Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- Ash plot in formed concrete area (plot size approx. 440mm x 350mm): either upright headstone 400mm x 325mm, or granite or bronze plaque 450mm x 265mm maximum
- Service area (RSA) burial plot: refer to Veterans' Affairs New Zealand
- Service area (RSA) Ash plot (raised wall): refer to Veterans' Affairs New Zealand

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.18 Memorial Park Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide infant plot: base 600mm x 500mm maximum; height 750mm maximum



8.19 Mount Magdala Cemetery of the Good Shepherd Sisters

A Resource Consent is required before any work can be undertaken on headstones in this cemetery. No additional plaques are allowed. Any work should align with the ICOMOS New Zealand Charter.



8.20 Okains Bay Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.21 Pigeon Bay Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.22 Ruru Lawn Cemetery

Lawn area size specifications for 1200mm wide full burial plot are as follows:

- Granite or bronze plaque: 600mm x 400mm maximum
- Plaque must be laid flat 20mm below ground level
- Plaster or stainless steel surround is optional

Lawn area size specifications for 600mm wide ash plot are as follows:

- Granite or bronze plaque: 400mm x 250mm maximum
- Plaque must be laid flat 20mm below ground level
- Plaster or stainless steel surround is optional

Lawn area size specifications for 600mm wide quarter plot are as follows:

- Granite or bronze plaque: 400mm x 250mm maximum
- Plaque must be laid flat 20mm below ground level
- Plaster or stainless steel surround is optional

Recumbent concrete beam size specifications for 600mm wide ash plot:

- Granite or bronze plaque: 300mm x 150mm maximum

Service area (RSA) area specifications are as follows:

- 1200mm wide full burial plot: refer to Veterans' Affairs New Zealand
- 600mm wide ash plot: Veterans' Affairs New Zealand



8.23 Rutherford Cemetery

A Resource Consent is required before any work can be undertaken on headstones in this cemetery. Additional plaques are allowed but must be placed within existing concrete kerbing or on covers only. No plaques are to be attached to upright headstones or on the grass. Any work should align with the ICOMOS New Zealand Charter.



8.24 Sydenham Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot (flat concrete beam): base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide ash plot (raised concrete planter): granite or bronze plaque 300mm x 150mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.26 Wainui Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.25 Waimairi Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot (upright headstone): base 1200mm x 500mm maximum; height 1200mm maximum
- 1200mm wide full burial plot (recumbent headstone and reclining panels): base 600mm x 500mm maximum; height 250mm maximum
- 600mm wide ash plot (flat concrete beam): base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.



8.27 Yaldhurst Cemetery

Size specifications are as follows:

- 1200mm wide full burial plot: base 1200mm x 500mm maximum; height 1200mm maximum
- 1400mm wide full burial plot: base 1400mm x 500mm maximum; height 1200mm maximum
- 600mm wide ash plot: base 600mm x 500mm maximum; height 750mm maximum
- 600mm wide infant plot: base 600mm x 500mm maximum; height 750mm maximum

Additional plaques are allowed but must be placed within existing concrete kerbing or on concrete covers only. No plaques are to be attached to upright headstones or on the grass.

9.0 Vaults or Mausolea

The Council does not allow the construction of new vaults or mausolea in any cemetery.

The following conditions relate to existing vaults:

- All vaults must be fully lined with masonry concrete or stone set in cement, mortar or other approved material. The entrance to the vault must be sealed and have secure fastenings maintained to the satisfaction of the Council.
- A duplicate key for each vault must be deposited with the Sexton.
- Coffins for vaults must be lined with lead or other approved material, and securely sealed. Coffins not lined may be laid in vaults and completely encased in cement, concrete or other approved material.
- Owners, or their agents, must keep vaults in proper order and repair. If a vault falls into disrepair, the Cemeteries Administrator may give the owner of the vault (or their representatives) one month's written notice to repair the vault. If the above persons fail to do the required repairs within one month, the Council may prohibit any further interment in the vault until the repairs have been made. Council may carry out the repairs and recover the cost from the owner of the vault, or their agents as a debt.

10.0 Tributes

10.1 Wreaths and other tributes

Wreaths, food items, 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 around the headstone.

Family members may remove or take from any grave items placed there, such as a wreath, plants or flowers. The Council may remove any neglected or broken items.

If there is a concrete kerb around the grave the inner area may contain tributes providing they do not cause hazards, safety or maintenance issues or are considered offensive to visitors or families of neighbouring graves.

No ceremonial fires are permitted.

10.2 Temporary markers

White crosses or temporary markers are permitted in most cemetery areas for one year. If the interment is in the lawn area of a cemetery (for example, in Avonhead Park or Ruru Lawn Cemeteries) the marker must be removed within one week to allow for maintenance.

A temporary marker must be removed once a permanent monument is erected.

If the Sexton considers that a temporary marker has fallen into a state of disrepair the Sexton may remove it.



Lyttelton Anglican Cemetery

11.0 Maintenance of plots and graves

11.1 Lawn areas

The Council maintains plots and graves in lawn areas including mowing.

Any plants (including trees and shrubs) planted on a grave following an interment will be removed after ten days and the area sown with grass seed. The grave will be maintained as lawn.

The removal of any plants (including trees and shrubs) also applies to a Green Burial that has occurred in the lawn area of a cemetery.

11.2 Areas with concrete kerbing

No new plants are to be planted on graves. Existing plants (under 1000mm in high at maturity) may remain providing family or friends maintain them. If any plants are not being maintained the Council will remove them. When plants are removed the exposed surface will be covered with 20mm chip.

Graves must be kept free of weeds at all times. If there are no plants, concrete or chip covering on a plot and weeds become a problem the Council will remove them. The exposed surface will then be covered with 20mm chip.

Any plant identified in the Christchurch City Council Operational Pest Plan, and found growing on a plot or grave, will be removed.

11.3 Eco-burial site

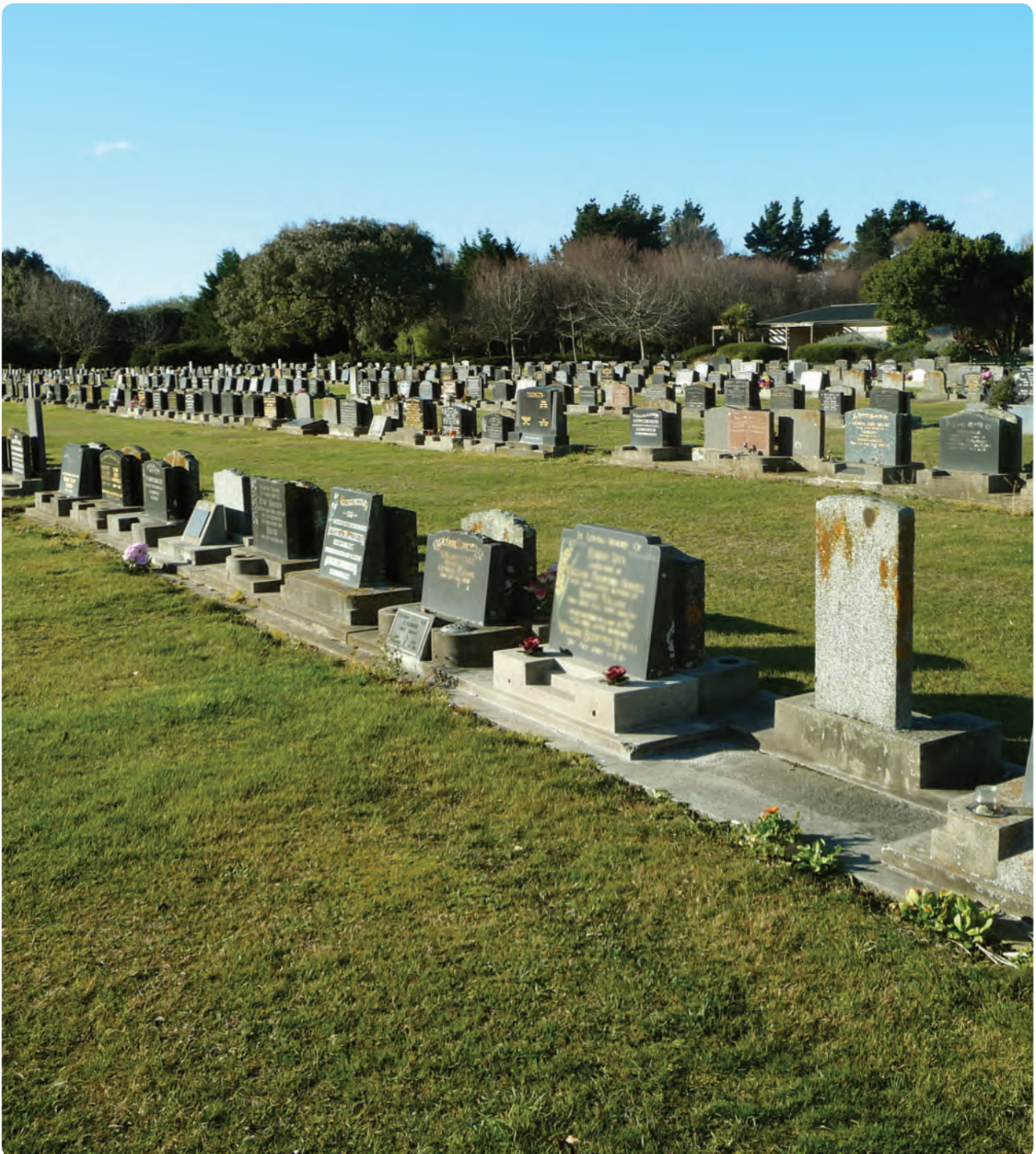
In a designated Council Eco-burial site all planting on graves will be undertaken and maintained by the Council.



Pigeon Bay Cemetery

12.0 Disinterment

Any requests to disinter either a body or ashes must be made in the first instance to a Funeral Director, who will apply for the disinterment.



Memorial Park Cemetery

13.0 Genealogical information (Whakapapa)

Genealogical information and information about the historic Barbadoes Street, Addington and Rutherford cemeteries is available from the Central Library, and the Christchurch City Council Archives.

The cemeteries database is available on the Council website: www.ccc.govt.nz/parks/cemeteries

Please note: There are limited records for the Barbadoes Street Cemetery.

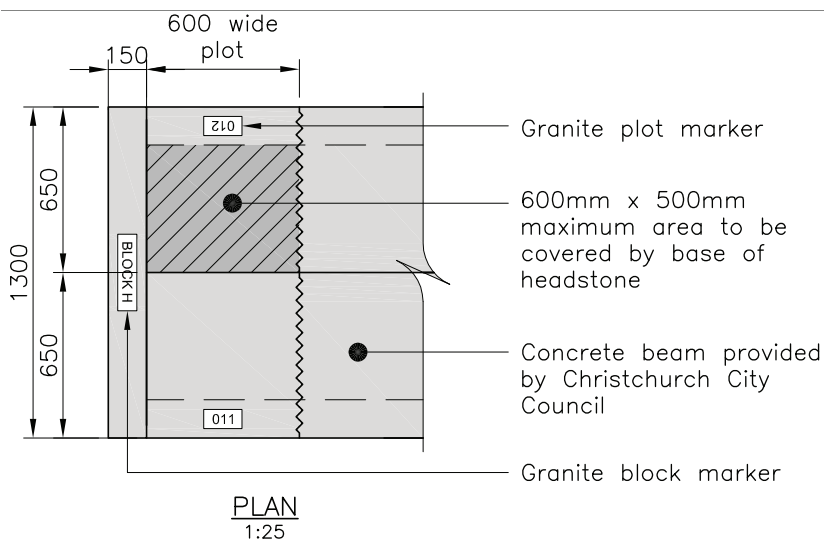
If the Cemeteries Administrator is approached to source genealogical information, the applicant may be requested to pay a fee for the search as per the Council's Schedule of Fees.

Appendix A: The Council owned or administered cemeteries

Cemetery Name	Street Address*	Open or Closed	First Burial	Year Closed
Addington Cemetery	Selwyn Street	Closed	1858	1980
Akaroa Anglican Cemetery	Hempleman Drive	Open	1857	N/A
Akaroa Catholic Cemetery	Onuku Road	Open	1863	N/A
Akaroa Dissenters Cemetery	Akaroa Cemetery Road	Open	1873	N/A
Akaroa French Cemetery	Rue Pompallier	Closed	1842	1926
Avonhead Park Cemetery	Hawthornden Road	Open	1983	N/A
Barbadoes Street Cemetery	Cambridge Terrace	Closed	1851	1931
Belfast Cemetery	Belfast Road	Open	1904	N/A
Bromley Cemetery	Linwood Avenue	Open	1918	N/A
Diamond Harbour Memorial Gardens Cemetery	Waipapa Avenue	Open	2002	N/A
Duvauchelle Cemetery	Okains Bay Road	Open	1881	N/A
Kaituna Valley Cemetery	Kaituna Valley Road	Open	1940	N/A
Le Bons Bay Cemetery	Le Bons Bay Cemetery Road	Open	1862	N/A
Linwood Cemetery	Butterfield Avenue	Open	1884	N/A
Little River Cemetery	Upper Church Road	Open	1878	N/A
Lyttelton Anglican Cemetery	Canterbury Street	Open	1851	N/A
Lyttelton Catholic and Public Cemetery	Reserve Terrace	Open	1873	N/A
Memorial Park Cemetery	Ruru Road	Open	1956	N/A
Mount Magdala Cemetery Of The Good Shepherd Sisters	Aidenfield Drive	Closed	1888	1972
Okains Bay Cemetery	Chorlton Road	Open	1869	N/A
Pigeon Bay Cemetery	Wilson's Road	Open	1871	N/A
Ruru Lawn Cemetery	Ruru Road	Open	1941	N/A
Rutherford Cemetery	Rutherford Street	Closed	1866	1989
Sydenham Cemetery	Roker Street	Open	1896	N/A
Waimairi Cemetery	Grahams Road	Open	1911	N/A
Wainui Cemetery	Cemetery Road	Open	1890	N/A
Yaldhurst Cemetery	Buchanans Road	Open	1887	N/A

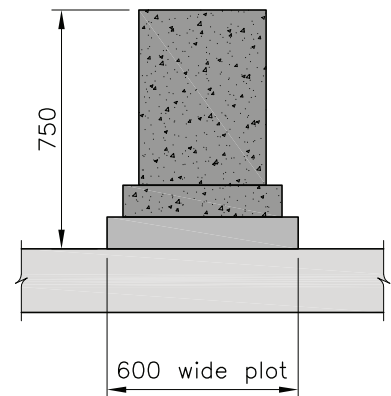
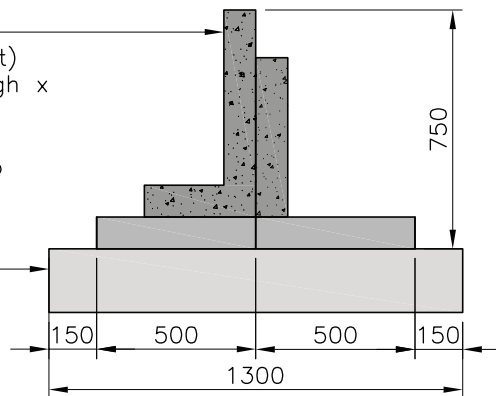
*The Street Address shown is the main entranceway into the cemetery.

Appendix B: 600mm wide ash plot and infant plot monument specifications

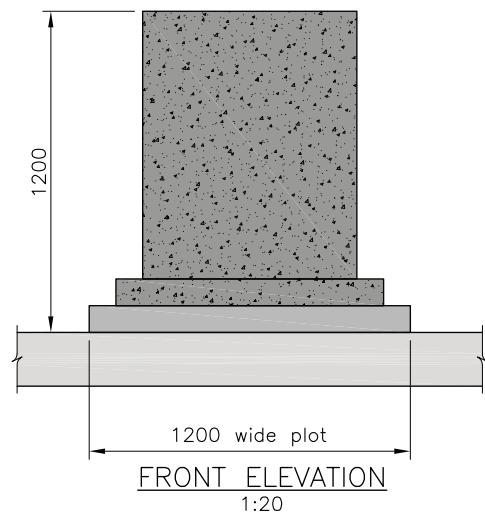
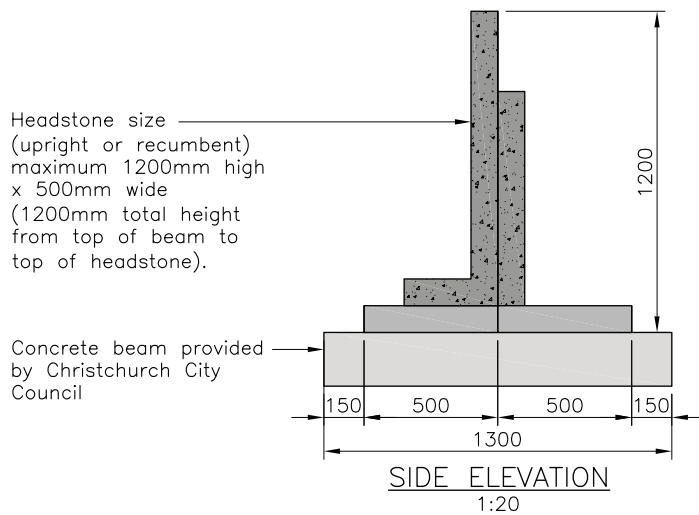
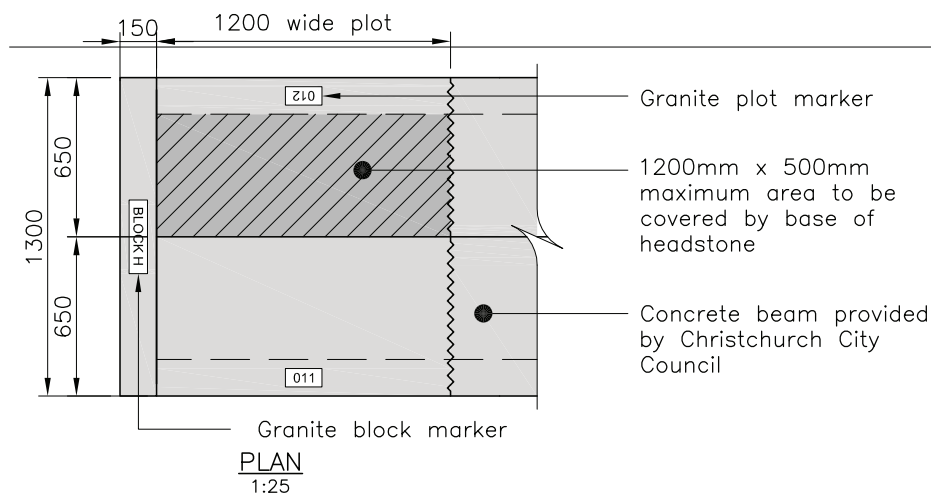


Headstone size
(upright or recumbent)
maximum 750mm high x
500mm wide
(750mm total height
from top of beam to
top of headstone).

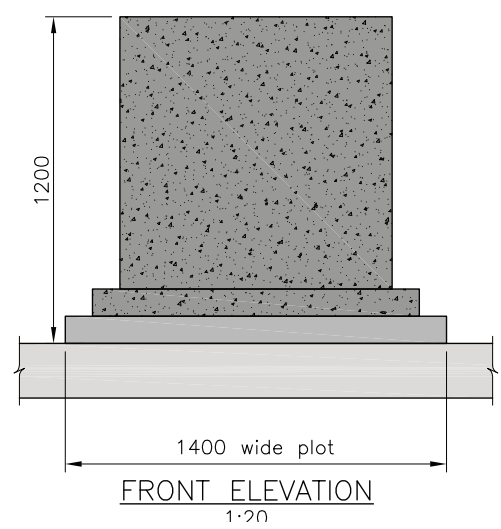
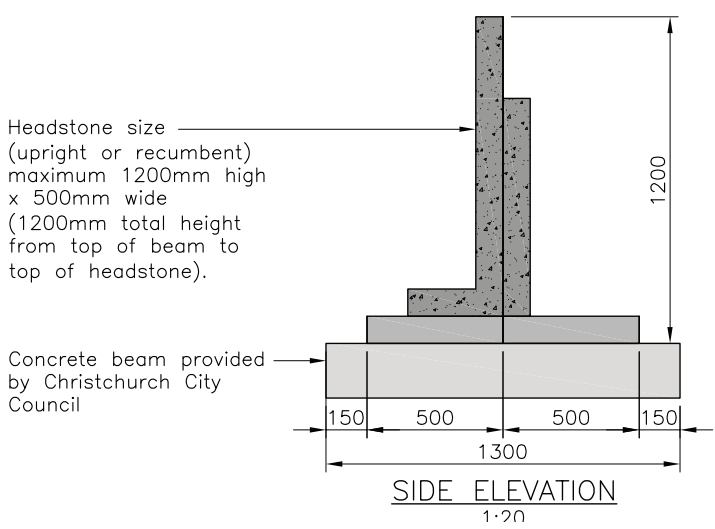
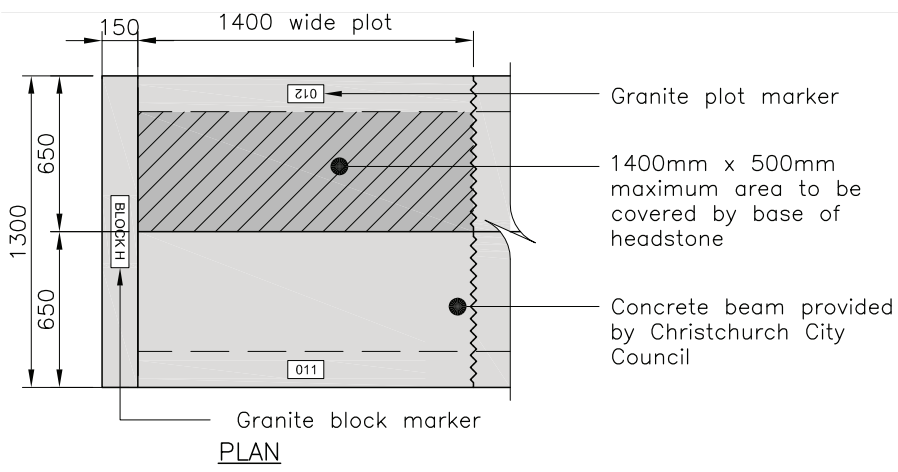
Concrete beam
provided by
Christchurch City
Council



Appendix C: 1200mm wide full burial plot monument specifications



Appendix D: 1400mm wide full burial plot monument specifications





**Christchurch City Council
Cemeteries Handbook**

