



Application for Burial

Please email completed application form to parks@kaipara.govt.nz, or return to one of Council's Service Centres.

Application date:							
Deceased details							
First name(s):				Surname:			
Address:							
Gender:		Male/Tāne		Female/Wahine		Prefer not to say	
Date of birth:				Place of birth:			
Date of death:				Place of death:		Age: <input type="text"/>	
Occupation:				Nationality:			
Religion (optional):				Iwi/Hapu (optional):			
Next of kin details							
First name(s):				Surname:			
Relationship to deceased:							
Residential address:							
Town/City:							
Contact number:				Email:			
Funeral director or applicants details							
Company name:							
Funeral Director's name or applicant's name:							
Contact number:				Email:			
Burial Details							
Cemetery:							
Date of burial:				Day of burial:			
Time of burial:							
Copy of Medical Certificate or Coroner's Authorisation provided				Yes		No	
Copy of Cremation Certificate provided (if applicable)				Yes		No <input type="text"/> N/A	

Note: Burials cannot take place until a Burial Warrant has been granted

Burial type and plot details				
Burial type:		Casket		Ashes
Burial depth:		Standard		Extra depth
Plot location				
	New (No existing reservation)		Council will be in contact regarding a New Plot purchase	
	Reserved (Plot has been reserved prior to this application)		Purchaser name: Block name: Row number: Plot number:	
	Re-Open		Name of previous interment: Block name: Row number: Plot number:	
<i>Please include verification documents</i>		RSA Plot		Veteran No.
Casket Details				
Casket shape: <i>Please indicate(tick) the shape of the casket:</i>		 		
Casket size: <i>Note: Standard casket size is 2100mm length x 770mm width (including handles) x 590mm height</i>		Maximum Length:	mm	
		Maximum Width:	mm (incl. handles)	
		Maximum Height:	mm	
Urn Dimensions <i>Only complete for an ash burial</i>		Maximum Length:	mm	
		Maximum Width:	mm	
		Maximum Height:	mm	

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Additional Burial Options:

Grass mats:		Yes		No
Lowering by hand (sticks and straps):		Yes		No
Lowering device (Funeral Director must supply):		Yes		No
Backfilling by family:		Yes		No
Backfilling by contractor:		Yes		No
Any other instructions:				

Declaration:

I acknowledge I have read and understood all requirements and conditions relating to Kaipara District Council's Cemeteries and Crematoria Bylaw and Kaipara District Council's Cemeteries and Crematoria Code of Practice available on Council's website - <https://www.kaipara.govt.nz/services/cemeteries>

I confirm that the details of the deceased named above are correct and is the person being interred.

I have authorisation or have completed my due diligence of approval for a burial to take place in the plot identified.

Links below for relevant documents or please see Kaipara District Council's website for further information. [Burials and Cremation Act 1964](#), [Kaipara District Council Bylaw](#) and [Cemetery and Crematoria Code of Practice](#).

Please acknowledge you have read and agree to the declaration by signing below:

First and last name:		Date:	
Signature:			

Guidelines:

Additional burial information and rules for plots located in the non-decorated area of a cemetery and maintained as a lawn cemetery; the following rules apply:

- 1 Council requires at least two (2) working days notification prior to the burial taking place. If this notice is not given, additional fees may apply.
- 2 Burials to take place Monday – Friday between the hours of 10:00am and no later than 3:00pm, or Saturday's between 10:00am and no later than 1:00pm. Burials are not permitted on any public holidays and Sundays unless by prior arrangement with Council.
- 3 Adornments, including all wreaths and floral tributes may be placed on a grave for up to 30 days following an interment. After this time, all adornments will be removed and disposed of at the Council's discretion to allow for ground levelling and sowing of grass.
- 4 After 30 days any items that do not fit on the concrete berm or are inhibiting maintenance of the area will be removed and placed in the tribute shed within Cemetery grounds.

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- 5 Breakable items are not permitted as adornments, including jars, vases or receptacles used as flower containers.
- 6 If an adornment is unsightly or poses a hazard to public safety, or interferes with the maintenance of the cemetery, shall be removed or disposed of. Objects including but not limited to: fences and rails; any glass, plastic, ceramic, or terracotta items; any rocks, stones, or pebbles; any wire or other metal-based items, or artificial or natural cut flowers.
- 7 It is strictly prohibited for any flora to be planted on any grave within the cemetery boundaries
- 8 All above ground memorials must be installed to New Zealand Standard for Headstone and Cemetery Monuments (NZS 4242: 2018) standards. Once the headstone has been installed all wooden crosses and grave markers are to be removed.
- 9 Memorials must be kept in good repair by the holder of the Exclusive Right of Burial or their representative.
- 10 Memorials and mounutments must not cover more that two (2) plots
- 11 The Council may remove any unauthorised memorials from the cemetery.

Office Use Only			
Burial Warrant Ref:		Magiq CEID:	
Magiq CEID:		SR Number:	
Fees/invoice details:			
Debtor name:			
Address:			
Telephone and email:			
Subject line:			
Details:			
GL Code:			

Plot Fee:	\$
Internment Fee:	\$
Weekend/Public Holiday Fee:	\$
Short Notice Fee:	\$
Admin Fee:	\$
Other (please state):	\$
Total Invoice Charge	\$

Council employee name:	Signature
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