

# INVERCARGILL CITY COUNCIL

## Bylaw 2012/1 – URUPA (MAORI BURIAL SITE) TE HAU MUTUNGA

The following Bylaw was duly made by the Invercargill City Council by:

- Resolution of Section 155, Local Government Act 2002 matters on 13 March 2012.
- Resolution to consult on the Draft Bylaw using the special consultative procedure on 13 March 2012.
- Resolution to adopt the Bylaw on 5 June 2012 and that it come into force on 1 July 2012.
- Public Notice in The Southland Times on 9 June 2012.

THE COMMON SEAL of the INVERCARGILL )  
CITY COUNCIL was hereto affixed to the following )  
Bylaw (Bylaw 2012/1 – Urupa (Maori Burial Site) )  
Te Hau Mutunga) at the offices of and pursuant to )  
the resolution of the Invercargill City Council )  
in the presence of: )

Mayor: .....

Chief Executive Officer: .....



# **Invercargill City Council**

## **Bylaw 2012/1 – Urupa (Maori Burial Site) Te Hau Mutunga**

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1. **Short Title**

The Short Title of this Bylaw shall be the Invercargill City Council Bylaw 2012/1 - Urupa (Maori Burial Site) Te Hau Mutunga.

2. **Commencement**

This Bylaw shall come into force on 1 July 2012.

3. **Scope of This Bylaw**

This Bylaw regulates the Urupa Te Hau Mutunga Cemetery at 118 Mason Road, Invercargill. For the regulation of other cemeteries and the crematorium in the Invercargill District, please refer to the Invercargill City Council Bylaw 2008/3 - Cemeteries and Crematorium.

This Bylaw does not prevent or restrict the Local Authority from exercising any further powers, functions or duties in relation to the Urupa in accordance with the law.

This Bylaw is made under Part 8 of the Local Government Act 2002 to manage, regulate, protect, maintain and preserve the Urupa (Maori Burial Site) Te Hau Mutunga at Mason Road, Invercargill.

4. **Interpretation**

(a) In this Bylaw, unless the context otherwise requires:

- (i) "**Act**" means the Local Government Act 2002.
- (ii) "**Authorised Officer**" means any person appointed or authorised by the Local Authority to carry out or exercise the duties of an Authorised Officer under this Bylaw.
- (iii) "**Cemetery Attendant**" means any person appointed by the Local Authority to control or manage or assist in the control and management of the Invercargill Urupa and to carry out burials as provided in this Bylaw.
- (iv) "**Local Authority**" means the Invercargill City Council or a Committee of the Invercargill City Council or Officer authorises to exercise the authority of the Invercargill City Council.
- (v) "**Vehicle**" has the same meaning as in Section 2 of the Land Transport Act 1998.
- (vi) "**Urupa**" means that portion of cemetery land identified from time to time by resolution of the Local Authority as the Invercargill Urupa, which shall also be known as a Maori Burial Site.

(b) For the avoidance of doubt, this Bylaw only applies to those parts of land set aside for the purposes of a Urupa (Maori Burial Site) situated at 118 Mason Road, Invercargill.

**5. Burials and Sale of Plots**

- (a) Burials may be made in the Urupa subject to the conditions prescribed in this part of this Bylaw.
- (b) Burial plots shall be sold upon such terms and conditions as may be decided by the Local Authority, including the setting of fees and charges.

**6. Plan of Urupa and Register of Sales**

- (a) The Local Authority shall keep a plan of the Urupa and a register to record the burials and the number of each plot in which the exclusive right of burial has been purchased.
- (b) The register will contain the name of the purchaser of an exclusive right of burial and the date of purchase. The plan and register for the Urupa shall be available for public inspection at the Eastern Cemetery office during office hours.

**7. Provisions for All Interments**

- (a) No burial whatever shall be made in the Urupa without a burial warrant for that purpose obtained from an Authorised Officer.
- (b) In all cases of intended burials, the funeral director or person having the management or control of the same shall make application in the form of the First Schedule hereto to an Authorised Officer for a warrant of such burial, and shall produce to an Authorised Officer such evidence of death as may be required; an Authorised Officer, for or on behalf of the Local Authority, is hereby authorised to grant such warrant in the form of the Second Schedule hereto.
- (c) No such warrant shall be issued until there shall have been paid the fee for interment specified in the Invercargill City Council's Annual Plan. Provided, however, that in the case of an interment under the management or control of a funeral director, the Authorised Officer of the Local Authority may, at his discretion, waive the foregoing requirement as to prior payment and charge the cost of the same against the funeral director concerned on the basis of a monthly account, or such period as the Authorised Officer of the Local Authority decides.
- (d) Notification of the intended burial shall be given to the Cemetery Attendant at least eight working hours prior to the time fixed for the funeral, and no such burial shall take place until the delivery to the Cemetery Attendant of the said warrant has been made.

**8. Warrant to be Authority to Cemetery Attendant**

The burial warrant when received by the Cemetery Attendant or assistant or any other person for the time being duly authorised by the Local Authority, shall be sufficient authority to the Cemetery Attendant or assistant for such burial, and after such burial the Cemetery Attendant or assistant shall sign the certificate at the foot of such warrant.



9. **Hours for Funerals**

No funeral shall be held on any day except between the hours of 8.00 am and 5.00 pm, Monday to Friday, and 8.00 am to 1.00 pm on Saturday, or such other hours as the Local Authority by direction may determine.

10. **Cemetery Attendant or Assistant Only to Dig Grave**

No person other than the Cemetery Attendant or assistant or any other person for the time being duly authorised by the Local Authority, shall dig any grave in, or open the ground for burial in, any part of the Urupa. The minimum depth of cover for any coffin shall be not less than 1m.

11. **Burial of Ashes**

- (a) Upon application being made in that behalf and the prescribed fees paid to the Local Authority the urn containing the ashes of any deceased person may be buried in the special portion of the Urupa set aside for that purpose or in any plot subject to an exclusive right of burial.
- (b) No person other than the Cemetery Attendant or assistant or any other person for the time being duly authorised by the Local Authority, shall bury, or scatter or otherwise dispose of any ashes in any part of the Urupa grounds.

12. **Fees**

All fees under this Bylaw are specified in the Invercargill City Council's Annual Plan.

13. **Purchase of the Exclusive Right of Burial**

- (a) That pre-purchase of right of burial be permitted with the plot allocated for the burial being made at the time of death - eg being the next available plot in the current burial area. The fees for the pre-purchase be kept in a special interest-bearing account to be withdrawn upon the burial of the client. The numbers of plots to be sold at any one time shall be left at the discretion of the Local Authority.
- (b) An agreement in the form set out in the Fourth Schedule hereto shall be entered into between the Local Authority and the purchaser, and the purchaser shall pay to the Authorised Officer the purchase money for such right of burial.
- (c) No burial shall take place in any plot in respect of which the right of burial shall be held by any person unless such person shall have consented to such burial in the form set out in the First Schedule hereto or the funeral director has satisfied himself that such burial is authorised.

14. **Purchaser or Owner of Private Ground May Transfer**

- (a) Any purchaser or owner of the right of burial in any plot in which no burial shall have taken place may, with the consent of the Local Authority, transfer his or

her interest in such ground to any other person upon payment to an Authorised Officer of such fee as the Local Authority by resolution decides.

- (b) Where such exclusive right of interment has been purchased the Local Authority may, in lieu of consenting to any such transfer, require the holder of such right to surrender the same to the Local Authority upon payment to such holder of the price paid by him for such right, or a sum bearing the same proportion to such price, as the area proposed to be transferred bears to the original area over which such right was purchased, and any such holder shall comply with any such requirements.

#### 15. **Keeping in Order**

All tombstones, headstones and other monuments shall be kept in proper order or repair by the purchasers of lots or their representatives or assigns.

#### 16. **Shrubs and Trees**

- (a) Shrubs planted in any portion of the Urupa may at any time be trimmed, removed, or cut down by the Local Authority.
- (b) No tree, shrub or other plant shall be planted in the Urupa by any person without the consent of the Local Authority being first obtained.

#### 17. **What Fees Cover**

Invercargill City Council's fees do not include payment for any work required to be done beyond the actual digging of an ordinary grave and, after burial, filling in the same.

#### 18. **Deposit of Materials**

- (a) No monumental mason or other person erecting or repairing any headstone, monument, or other work in, on, or around any grave in the Urupa shall make use of any footpath or other part of such cemetery for placing or depositing thereon any tools, planks, casks, or material in connection with the work of such erection, construction, or repair for a longer time than is reasonably necessary for the purpose of completing such work; any such mason or other person who, after service upon him of a notice in writing signed by an Authorised Officer, requesting the removal thereof within a time specified in such notice, shall neglect or refuse to remove any such tools, planks, casks, or material from such cemetery, shall be liable to prosecution for any offence against this part of this Bylaw.
- (b) No person shall make use of any footpath or roadway in the Urupa for the purpose of mixing cement or mortar otherwise than upon a proper mixing board or in other approved manner.

**19. Vehicles**

- (a) No person shall take any vehicle of any kind into the Urupa except between the hours of sunrise and sunset, or at such time as the Local Authority in any particular case by resolution decides.
- (b) No person shall permit any vehicle of any kind under his control to remain in the Urupa after sunset on any day without the permission of the Local Authority.
- (c) No person in control of any vehicle unless authorised by the Local Authority shall drive or conduct the same or permit the same to be on any part of the Urupa except the roads open for vehicular traffic.
- (d) No person shall drive or conduct any vehicle of any kind in the Urupa at a greater speed than 15 kph, or than indicated on any road within the Urupa.
- (e) All vehicles (other than hearses) shall yield unconditional right of way to any funeral procession.
- (f) Every person driving or conducting any vehicle in the Urupa shall stop or move such vehicle as directed by the Cemetery Attendant or assistant.
- (g) No person shall drive or conduct any vehicle in the Urupa except in the direction indicated by traffic notices.

**20. Removal of Fences, Headstones, Plants, etc**

- (a) No monumental mason or other person shall, without permission of the Local Authority, remove from the Urupa or from any grave, any kerb, headstone, monument, or tablet.
- (b) No person shall, without authority, remove or take from the Urupa, or from any grave in the Urupa, any vase, wreath, plant, flower, or any other thing, except that the Local Authority may cause to be removed any neglected or broken material of this nature.

**21. Misconduct**

- (a) Cemeteries are areas set aside for respectful contemplation. Visitors to the Urupa shall behave in a way that is respectful of other visitors' needs and cultural practices.
- (b) No person shall, in any part of the Urupa, by any violent or improper behaviour, prevent, interrupt, or delay a funeral service.
- (c) No person shall, in any part of the Urupa, behave in a manner which may adversely impact on other visitors' respectful contemplation. Such behaviour may include but is not limited to consumption of alcohol and/or food; littering; violent, aggressive, disrespectful or offensive behaviour; verbal abuse and/or excessive noise (human or mechanical).

22. **Soliciting of Orders**

- (a) No person shall, in the Urupa, advertise or solicit any order or custom from any other person for any work whatsoever to be done in or in connection with the Urupa, or for the sale, preparation, or supply of any article, material, or thing to be set up, affixed, placed, or used in the Urupa.
- (b) Except at the specific request of a purchaser of plots or their representatives or assigns, no persons shall, in the Urupa, accept or take any such order or custom as aforesaid.
- (c) No commercial photographer shall, without the consent of the funeral director, or special permit in writing for the occasion from an Authorised Officer, attend any funeral for the purpose of taking photographs, including video footage.

23. **Interment Charges – Poor Persons**

Where application is made to the Local Authority for the interment at reduced charges of any deceased poor person, the applicant shall, on making such application, furnish to the Local Authority a duly signed certificate certifying that such deceased person has not left sufficient means to pay the ordinary charge of interment fixed by this part of this Bylaw, and that his relatives and friends are unable to pay the same. Such certificate shall be in the form specified in the Fifth Schedule to this part of this Bylaw or to the like effect. No headstone shall be allowed to be erected unless the authority's cost for purchase of plot and burial is paid for.

24. **Disinterment**

Where an application for a disinterment is received by a Local Authority, the disinterment shall be conducted pursuant to Sections 51 and 55 of the Burial and Cremation Act 1964 and subject to the payment of such fees specified in the Invercargill City Council's Annual Plan.

25. **Memorial Park (Berm or Garden)**

(a) *Interments*

Interments may be made in ground in the Urupa set apart by the Local Authority for the purpose of a memorial park (berm or garden cemetery) and shown on a plan prepared by the Local Authority, but no fences or monuments other than headstones shall be erected, or trees, shrubs or flowers planted except as approved by the Local Authority, and no kerbing shall be erected anywhere within the precincts of such memorial park cemetery.

(b) *Erection of Memorials*

- (i) Upon application being made in that behalf and the prescribed fees paid to the Local Authority, a memorial may cause to be erected in the following manner.
- (ii) The Local Authority shall construct or cause to be constructed a continuous concrete platform or berm at ground level or below as required, of a width suitable to maintain stability, ranging from 650mm

if underground set on solid subsoil, to 1,370mm if flush with surface on which base or platform foundation work for all memorials will be placed. The cost of the platform shall be included in the purchase price of the plot.

- (iii) Concrete or granite based work for all memorials shall not stand higher than 150mm above the highest point of the concrete berm or ground level, whichever is the higher, and shall be of a depth (front to back) of 544mm and shall, where required, allow insets for flower containers. If concrete, the base for the headstone shall be finished in grey cement.
- (iv) On surface berms (or platforms) a space of 75mm clear of such memorial foundation base shall be maintained, both front and back.
- (v) No erected memorial shall, at the head of the plot, be wider than 1m in the case of a single plot or 2m in the case of a double width (family) plot.
- (vi) No erected memorial shall, at the head of any plot, be higher than 1.5m. Such memorial shall comply with sound engineering principles. All structural materials used in the memorial shall exhibit high atmospheric corrosion-resistant properties and have a minimum predicted service life of fifty years. Any stone selected shall be sound, durable and of proven suitability.
- (vii) Memorials are permitted to be constructed from natural stone. Clear or frosted glass memorials, subject to design, will be approved by the Parks Manager on behalf of the Local Authority. The memorial is permitted to be coloured. No memorial will be permitted if it is deemed offensive. The plans of any memorial shall be submitted to, and approved by, the Local Authority before the erection of any such memorial is permitted in accordance with the Sixth Schedule.
- (viii) If a memorial is deemed inappropriate by the Parks Manager, an applicant may apply, in writing, for the application to be reconsidered by the Invercargill City Council.
- (ix) In constructing bases and in erecting memorials, the adjoining roads, paths or allotments shall not be injured.
- (x) All memorials shall be kept in good repair by the purchaser of the allotment or their assignee. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, all memorials of any kind which shall fall into a state of decay or disrepair may at any time be removed from the Urupa by order of the Local Authority, and in the event of there being no one available to effect repairs or permit removal, a photographic record of the plot shall be taken before removal and filed with cemetery records.
- (xi) Statues are permitted and subject to the same requirements as a headstone.

- (c) *Shrubs, Trees and Flowers*
- (i) No shrubs, trees or flowers shall be planted and maintained in the Urupa except such as shall be planted as and where directed by the Local Authority or its duly Authorised Officer.
  - (ii) In the area set aside solely for the burial of children (up to and including ten years of age), the next-of-kin may be permitted to carry out plantings of miniature shrubs or flower plants to a width of a maximum of 300mm from the front of the concrete beam.
- (d) *Vaults, and Brick or Walled-In Graves*
- (i) No vaults or brick or walled-in graves above ground shall be constructed in a memorial park cemetery.
- (e) *Vases or Containers*
- (i) All vases or containers for flowers shall be housed in insets set into the base on which the memorial is placed in such manner as shall be approved by the Local Authority.
  - (ii) No person shall plant anything on any plot, except for as allowed under Clause 25(c)(ii) of this Bylaw. During a period of two weeks or such other period as the Local Authority decides following interment, any wreath or other floral tribute may be placed on a plot, but shall be removed at the expiration of such period.
  - (iii) After such period of two weeks has expired, no person shall place on a plot any floral tribute except flowers and foliage, which shall be placed in a special receptacle of an approved type. Any such floral tribute may be removed by the Urupa Attendant at any time after the fifth day from the latest interment in that plot.
  - (iv) The special receptacle hereinbefore referred to shall be installed adjoining any tablet or plaque on the side nearest the head of the plot.
  - (v) Every part of such receptacle shall be 50mm or more below the level of the adjoining ground surface.
  - (vi) The Cemetery Attendant shall at any time remove damaged receptacles or receptacles of a type not approved by the Local Authority, and the Cemetery Attendant may also remove at any time dead flowers and/or dead foliage.

## 26. **Offences and Penalties**

Every person who breaches this Bylaw commits an offence and is liable on summary conviction to a fine not exceeding \$20,000, pursuant to Section 242(4) of the Local Government Act 2002.



# FIRST SCHEDULE

## INVERCARGILL CITY COUNCIL APPLICATION FOR WARRANT OF INTERMENT Full Interment/Ash Interment

Name of Deceased: \_\_\_\_\_

Place of Residence: \_\_\_\_\_

Occupation: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Age: \_\_\_\_\_

Native of: \_\_\_\_\_ Funeral Director or Informant: \_\_\_\_\_

Day/Date of Funeral: \_\_\_\_\_ ETA at Cemetery: \_\_\_\_\_

Special Arrangements" \_\_\_\_\_

Plot in name of (*for reopens only*): \_\_\_\_\_

*Details of Previous interments, names, etc:* \_\_\_\_\_

\* **APPLICATION FOR EXCLUSIVE RIGHT OF BURIAL** (*new plot*) \* Delete One

I, \_\_\_\_\_ of \_\_\_\_\_  
hereby make application to purchase exclusive right of burial in perpetuity.

\* **AUTHORITY TO INTER** (*re-open*) \* Delete One

I, \_\_\_\_\_ of \_\_\_\_\_  
being the owner/authorised agent of:

**Plot \_\_\_\_\_ Block \_\_\_\_\_ in the \_\_\_\_\_  
Cemetery and hereby authorise the Sexton to bury the body/ashes of the above.**

Date: \_\_\_\_\_ Signed:++ \_\_\_\_\_

Name (*Print*): \_\_\_\_\_

Address: \_\_\_\_\_

Witness: \_\_\_\_\_

Of: \_\_\_\_\_

*++ By signing this form the signatory acknowledges that he/she is the authorised next of kin responsible for the deceased or has been appointed as agent to do so.*

For Office Use

Debit No. \_\_\_\_\_

Sexton's Warrants No. \_\_\_\_\_

Purchase Book Folio \_\_\_\_\_

Interment Book Folio \_\_\_\_\_

Fax Received...../...../.....

Document Received...../...../.....

*Please note, this is not an invoice*

FEES	COST
Purchase of Plot	\$ _____
Interment	\$ _____
Maintenance	\$ _____
Extras	\$ _____
<b>Total</b>	<b>\$ _____</b>

**PRE-PAID  
YES/NO**

\_\_\_\_\_ For Parks Manager

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**SECOND SCHEDULE**

INVERCARGILL CITY CORPORATION

**SEXTON'S WARRANT**

The Sexton is hereby authorised

to inter the Body/Ashes of .....

Allotment..... Block..... Size .....x .....metres

Date .....Time .....

.....  
For Parks Manager

---

The above Body was Duly Interred by me on

.....20 .....

.....  
Sexton

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**THIRD SCHEDULE**

**INVERCARGILL CITY COUNCIL  
CEMETERIES/CREMATORIUM**



.....  
(DATE)

**CERTIFICATE OF PURCHASE**

**This is to Certify that** .....

of .....

has purchased the exclusive right of interment, in ..... parcel(s) of ground in the..... Cemetery/Crematorium, numbered Block....., Lot(s) ....., being a ..... Burial Plot, for which the sum of \$..... has been invoiced through your Funeral Director/direct.

(Note: plot purchase only, not including other services supplied.)

**N.B.** This certificate is issued subject to the Burial and Cremation Act 1964, and is subject to the provisions of any By-laws, rules and regulations now, or that may hereafter be passed, or made, relating to the said Cemetery/Crematorium.

.....  
for **PARKS MANAGER**

White copy to Client - Pink copy office

Craig 98388

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## FOURTH SCHEDULE

### INVERCARGILL CITY COUNCIL AGREEMENT FOR PRE-PURCHASE OF ONE OR MORE OF THE FOLLOWING OPTIONS:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Burial and Maintenance Fees</li> <li>2. Burial of Ashes</li> <li>3. Plot Fee</li> </ol> | <p><i>(Cross Out Whichever does not apply)</i></p> |
|---|--|

**Agreement** is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the Invercargill City Council (hereinafter referred to as "the Council") of the one part and \_\_\_\_\_ of

\_\_\_\_\_ of (hereinafter called "the purchaser") of the other part, whereby the Council agrees to sell to the purchaser who agrees to purchase:

1. *The rights to burial and plot maintenance by the Council in the cemetery at Invercargill known as the Invercargill Urupa (Maori Burial Site) Te Hau Mutunga, this being a pre-purchased plot in the current burial area.*
2. *The rights to burial of ashes by the Council in the cemetery at Invercargill known as the Invercargill Urupa (Maori Burial Site) Te Hau Mutunga, this being a pre-purchased plot in the current burial area.*
3. *A plot from the Council in the cemetery at Invercargill known as the Invercargill Urupa (Maori Burial Site) Te Hau Mutunga. Plot number and Block to be allocated at the time of the first interment, this being the next available plot in the current burial area.*

The purchase money for the said right shall be the sum of \_\_\_\_\_ and has this day been paid by the purchaser to the Council, the receipt whereof is hereby acknowledged for Options 1, 2 or 3 (*circle*).

In the event of death of the purchaser, the local authority may, before permitting any burial, require satisfactory evidence of the devolution of the right to ownership of this right of burial and of the right of any deceased person to be buried in such plot.

This agreement is made subject to the provisions of the Bylaw relating to the Urupa (Maori Burial Site) Te Hau Mutunga, made by Council.

**IN WITNESS WHEREOF** these presents have been executed the day and year first before written.

**SIGNED** by the said \_\_\_\_\_ as purchaser in the presence of:

**Witness:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Invoice No.** \_\_\_\_\_

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**FIFTH SCHEDULE**  
**Invercargill City Council Urupa (Maori Burial Site)**  
**Te Hau Mutunga Bylaw 2012/1**  
***Pauper's Burial***

**To: Parks Division**

Invercargill City Council  
Private Bag 90104  
INVERCARGILL

I, ..... do hereby certify that I was personally acquainted with the deceased, ..... of Invercargill, ..... *[last-known address]* for a period of ..... years / months prior to his/her death, and that such deceased person has not left sufficient means to pay the ordinary charge fixed by bylaw for cemeteries and crematorium under Invercargill City Council's control, and that his/her relatives and/or friends are unable to pay the same. These fees will be paid to the Council if sufficient funds become available from the deceased's estate, family or friends.

*Request Pauper's Burial* - New plot

- Existing plot

*Booking* - Time .....

- Date .....

**Funeral Director:** .....

**Date:** .....

**Signed by Applicant:** .....

**Witnessed:** .....  
*[Justice of the Peace]*

**Date:** .....

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# SIXTH SCHEDULE



## PARKS DIVISION - INVERCARGILL CEMETERIES

### INVERCARGILL CITY COUNCIL APPLICATION FOR MONUMENTAL WORK

IN ACCORDANCE WITH NEW ZEALAND STANDARD HEADSTONE AND CEMETERY MONUMENTS: NZS 4242: 1995

Application is hereby made for permission to carry out  
monumental work in the \_\_\_\_\_ Cemetery.

Name of Plot Owner or Legal Representative:  
\_\_\_\_\_

Plot No: \_\_\_\_\_ Block No. \_\_\_\_\_

COP No: \_\_\_\_\_

Interred: \_\_\_\_\_

I hereby declare that all monumental masonry work carried out by the undersigned is done so in accordance with NZS 4242: 1995, New Zealand Standard for Headstones and Cemetery Monuments, and also in accordance with the City of Invercargill Cemetery Bylaw 1994.

#### Authority to be signed by owner of Plot or Agent:

I hereby give my permission for the erection of the work mentioned above, and in consideration of Council permitting the execution of such work on the above plot, I the undersigned DO HEREBY INDEMNIFY and hold safe and harmless the Council against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever which may be made on or instituted against or suffered by the Council in any manner whatsoever by reason of the Council having consented to the execution of such work.

Name of Monumental Mason: \_\_\_\_\_

Signature of Monumental Mason: \_\_\_\_\_

Type of Monument: \_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_

#### For Office Use Only

Checked (signature): .....

Authorised (signature): .....

Comments: .....

Date: .....

Sch No.: .....