



# Cemeteries and Crematorium Guidelines

1 November 2022

## Introduction

The Invercargill City Council (Council) manages multiple cemeteries and one crematorium, including Southland Crematorium, Eastern Cemetery, Greenpoint Cemetery, Bluff Cemetery, and St John's Cemetery.

These are looked after by our Parks and Recreation Department who consist of Parks and Recreation Business Support Officers who undertake the administration function of the business and our Parks Operations Staff who administer the day to day functions on site of our Cemeteries and Crematorium.

The primary point of contact is a Parks and Recreation Business Support Officer (03) 217 8362 or email [cemeteries@icc.govt.nz](mailto:cemeteries@icc.govt.nz)

Parks and Recreation Business Support Officers are available Monday to Friday from 9.00 am to 4.30 pm.

## Legislation – Act and Bylaw

The Burial and Cremations Act's primary purpose is to ensure provision is made for the burial of the dead in a controlled and respectful manner that meets public expectations. The Act also contains the legal provisions governing death certification.<sup>1</sup> A bylaw is a law made by a local authority and applies only to that area.<sup>2</sup> The Council Bylaw 2022 – Cemeteries and Crematorium works with the New Zealand Burial and Cremations Act 1964. The Council bylaw came in to effect on 1 November 2022. The bylaw covers all Council cemeteries and the crematoria, including Southland Crematorium, Eastern Cemetery, Greenpoint Cemetery, Bluff Cemetery and St John's Cemetery. The role of the bylaw is to provide regulations not covered in the Burials and Cremation Act. The bylaw provides more specific procedures for Council to operate within. The bylaw is a reference tool for Council Cemeteries and Crematoria staff, stakeholders and members of the public.

## Where cemeteries and crematorium activities fit (policy and legislation alignment)

Council's Cemeteries and Crematoria are guided by legislation and informed by other policy work of Council.

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<sup>1</sup> <https://www.lawcom.govt.nz/our-projects/burial-and-cremation-law>

<sup>2</sup> [www.oxfordlearnersdictionaries.com](http://www.oxfordlearnersdictionaries.com)

**Legislation:**

Burial and Cremations Act 1964

**How it fits:**

Provides the legal framework for how burials and cremations happen nationally.

Local Government Act 2002

Requires Council to manage its finances prudently and in a manner which promotes the current and future needs of the community.

Resource Management Act 1991

Guides the sustainable management of natural and physical resources.

Reserves Act 1977

The cemeteries in this plan are classified as Local Purpose Reserve (Cemetery) pursuant to section 23 of the Reserves Act 1977.

**Policy and Plans:**

Parks and Cemeteries Activity Management Plan

Focuses on the management of the crematorium as a critical asset and the wider cemetery portfolio as important to the effective functioning of the City.

Plans ahead to ensure sufficient land available for future burials (currently 100 years of availability).

Tree Plan 2020

Trees across the cemeteries network will be guided by the Tree Plan.

Bylaws and Policies:

- Dog Control Bylaw
- Cemeteries and Crematorium Bylaw
- Roading and Traffic Bylaw
- Environmental Health Bylaw
- Parking Control Bylaw
- Smoke free Areas Policy
- Noise Control Policy

Activities within the cemeteries network will be guided by Council Bylaws.

Donations Guidelines

This policy provides guidance on Council decisions for public requests to donate assets.

NZCCC and Recreation Aotearoa

Guidelines and standards from NZ Cemeteries and Crematoria Collective (NZCCC) and Recreation Aotearoa will assist Council on national and international trends and opportunities to utilise their resources to help guide the direction of activities within the cemeteries network.

**Cemetery Records**

Council maintains a detailed database of burial and Cremation records. Some of this information is available for the public to search for information on family and loved ones, including detail of the location, block and plot numbers to visit. Council reserves the right to charge for inspections of the Cemetery and reviewing records for members of the public. Fees and charges for Cemeteries and Crematorium are set annually following consultation and can be found at <https://icc.govt.nz/public-documents/fees-charges/>

Council has an online database of plots and headstones which is available for the public to view. <https://icc.govt.nz/cemeteries/cemetery-search/>

## Booking Interments and Cremations

Our crematorium facilities include the options of deliveries, committals and full services hiring our Chapel. If you would like to hire the chapel please refer to fees and charges for associated costs <https://icc.govt.nz/fees-finder/>.

Council have an online booking system for interments and cremations. With cremations, you have an ability to book either a delivery only or a full service. Interment (burials) bookings can be done by an individual through the Parks and Recreation Business Support Officers or through a Funeral Director. The online booking system allows for a date and time to be selected from available options and a form can be electronically completed and submitted. An acknowledgement of the booking request will be returned. Once processed a Warrant of Interment will be provided along with a confirmed assigned plot as confirmation of the interment. Cremation requested times will be acknowledged when confirmed.

Deliveries are able to be booked every 10 minutes. Available booking hours are between 9am to 4pm Monday to Friday and 9am to 12.30pm Saturdays. Bookings can be made through Council's booking website; <https://delivery-cremation.youcanbook.me/index.jsp>

Committals are able to be booked for one hour periods using the chapel. Available booking hours are between 9am to 4pm Monday to Friday and 9am to 12.30pm Saturdays. Bookings can be made through Council's booking website; [Southland Cremation Services \(youcanbook.me\)](https://cremation.youcanbook.me/index.jsp) (<https://cremation.youcanbook.me/index.jsp>)

Full Services are able to be booked for three hour periods using the chapel. Available booking hours are between 9am to 4pm Monday to Friday and 9am to 12.30pm Saturdays. Bookings can be made through Council's booking website; [Southland Cremation Services \(youcanbook.me\)](https://cremation.youcanbook.me/index.jsp) (<https://cremation.youcanbook.me/index.jsp>)

Interments are able to be booked between 11am and 4pm Mondays, 10am and 4pm Tuesdays to Fridays and 10am and 12.30pm Saturdays. Bookings can be made through Council's booking website [Invercargill Cemeteries \(youcanbook.me\)](https://burial.youcanbook.me/index.jsp) (<https://burial.youcanbook.me/index.jsp>)

If you would like to make bookings outside of these hours please refer to fees and charges for associated hours and costs <https://icc.govt.nz/fees-finder/>.

## Urns

Ashes will be placed in paper bags inside wooden urns supplied by Council. There may be charges if additional urns are requested for ashes to be split into.

Council are unable to reuse wooden urns if ashes are transferred to other urns.

## Caskets

There are multiple options one can have for a casket. There are maximum size and weight restrictions on caskets for Council's cremator and charging bier. The charging bier has a maximum weight capacity of 250kg. The cremator door allows for a casket with a maximum width of 800mm. Please talk with your funeral director or make contact with a Parks and Recreation Business Support Officer if you wish to enquire further.

## **Purchasing of Plots and Transferring of Burial Rights**

All plots must be purchased through Council. Any unused plots that a burial right holder wishes to relinquish must be sold back to Council for its original value, transferred upon approval from Council.

To transfer burial rights the holder of the burial rights may transfer their interest in the plot to another party. The current burial right holder and purchaser must email the change of ownership details to the Council.

## **Pre-Purchase of Burial Rights**

Council does not allow for the pre-purchasing of burial rights, however the family has the rights to purchase the adjacent plot following an interment. The following conditions must be satisfied:

- Council must be advised at the time of the burial or ash interment.
- An 'Adjacent plot purchase' application form must be received within 10 working days from the interment.
- The purchaser is a relative of a deceased person who is being interred at a Council cemetery and wishes to purchase a burial right to an adjacent plot.
- The adjacent plot is vacant and not subjected to another burial right.

Unless the above conditions are satisfied, there is no ability to pre-purchase a burial right.

## **Duration of Burial Rights**

Sometimes burial rights are never used, and thus take up valuable space in cemeteries. If no interment occurs within 60 years of the burial rights being purchased, then the Council will attempt to locate the purchaser or next of kin to confirm if the plot is still required. If the purchaser and next of kin are unable to be located, then the plot ownership reverts back to the Council in accordance with section 10 of the Burial and Cremation Act 1964.

Any pre-purchased allocated plots booked prior to 31 October 2022 were issued in perpetuity according to the 2017 version of the bylaw.

## **Interments (Burial and Ash)**

All interments must have approval through Council's online booking system before they take place. An invoice will be sent from Council to the Funeral Director/Member of Public once the interment is completed. The interment may be organised by a funeral director or a member of the public/customer once the booking time is confirmed by the Parks and Recreation Business Support Officers. Only Council staff or permitted personnel have authority to undertake processes associated with interments within the Council cemetery boundaries.

If there is a cultural requirement to an interment, please discuss with a Parks and Recreation Business Support Officer for guidance.

As the above may change slightly under a pandemic situation, please make contact with the Parks and Recreation Business Support Officers if you are unsure.

## **Burial Areas**

We have a number of different areas within our Cemeteries. These are in alphabetical order below:

- Chinese Burial Area
- Cremation Beam (ashes)
- Free Ground Burial Area (poor persons)
- Free Ground Memorial (poor persons)
- General Burial Area
- Infants Burial Area
- Jewish Burial Area
- Lost at Sea Memorial
- Memorial Beam
- Memorial Grove
- Muslim Burial Area
- Natural Burial Area
- Roman Catholic Burial Area
- Soldiers Avenue (RSA)
- Wee Care Memorial Court
- White Russians Burial Area

## **Crematorium Areas**

We have a number of different areas within our Crematorium. These are in alphabetical order below:

- Avenue of Tranquility
- Children's Garden
- Eternity Beam (J Fraser & Sons) (Frasers accept payment for places on this beam)
- Garden of Memories (disc on wall)
- Garden of Rest
- Kerb Plots
- Rose Garden

For more information please refer to the Special Conditions area of these guidelines or contact a Parks and Recreation Business Support Officer.

## **Memorial Installation and Maintenance**

A Monumental Permit must be approved by a Parks and Recreation Business Support Officer prior to any Monumental Mason, Contractor or Volunteer commencing work at a Council managed Cemetery or Crematorium. Monumental Permits are issued to the installer before commencing work. The invoice will be provided to the applicant of the monumental permit once the service is complete.

All work completed must comply with the provisions of NZS 4242:2018 Headstones and Cemetery Monuments and NZS 9201: Part 14: 1999 and any updated provisions. Work must be signed off by a member of the New Zealand Master Monumental Masons Association or a mason that holds a New Zealand Certificate in Stonemasonry (Level 4).

## Headstone and Plaque Requirements

Cemetery Areas		
Chinese Area	Burial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Cremation Beam	Ashes or Memorial	Headstone or plaque. 650mm wide, 350mm deep and no higher than 750mm tall.
Free Ground	Burial	No headstone or plaque.
Free Ground Memorial	Burial	Kerb plot plaque - 200mm wide x 150mm high.
General Area - Standard Plot	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
General Area - Double Width Plot	Burial, Ashes or Memorial	Headstone or plaque - double width plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 2 meters. No higher than 1.5 meters tall.
Infants Area	Burial or Ashes	Headstone or plaque. 650mm wide, 350mm deep and no higher than 1 meter tall.
Jewish Area	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Lost at Sea Memorial (Greenpoint)	Memorial	Garden of rest plaque - 230 mm wide by 200 mm deep.
Memorial Beam	Memorial	Kerb plot plaque - 200mm wide x 150mm high.
Memorial Grove	Ashes or Memorial	Plaque - 800mm high, 600mm wide and 400mm deep. No garden bed to be

<b>Cemetery Areas</b>		
		installed.
Muslim Area	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials – base no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Natural Burial	Burial	No headstone.
Roman Catholic	Burial, Ashes or Memorial	Headstone or plaque - standard plot. Concrete or granite based memorials - no higher than 150mm above the highest point of the concrete berm/ground and a depth (front to back) of 544mm. No wider than 1 meter. No higher than 1.5 meters tall.
Soldiers Avenue (RSA)	Burial, Ashes or Memorial	Veterans Affairs Bronze Plaque.
Wee Care Memorial Court	Memorial	Kerb plot plaque - 200mm wide x 150mm deep.
White Russians Area	Burial, Ashes or Memorial	Russian Orthodox Cross.
<b>Crematorium Areas</b>		
Avenue of Tranquillity	Ashes or Memorial	Granite base with plaque size of 230mm x 200mm high. As per example in this area.
Children's Garden	Ashes or Memorial	Kerb plot plaque - 200mm wide x 150mm deep.
Garden of Memories	Memorial	Disc on the wall.
Garden of Rest	Ashes or Memorial	230mm wide x 200mm deep.
Garden of Roses	Ashes or Memorial	Granite or concrete base. 400mm wide x 250mm deep x 180mm high. Plaque – to fit on the base. Roses are not allocated to an individual plot and replacement roses will not necessarily be the same as was originally planted.
Eternity Beam (J Fraser & Sons)	Ashes	Plaque - 230mm wide x 200mm deep.
Kerb Plots	Ashes or Memorial	Kerb plot plaque - 200mm wide x 150mm deep.

Plot numbers must not be obstructed on the beam.

Memorials are the responsibility of the purchaser/owner to ensure that the memorial is stable and safe.

There must be no more than one plaque or headstone per plot unless a double plot has been purchased. These requirements were introduced with effect 1 November 2022.

There is to be no garden bed around the base of a memorial tree. A plaque at the base is permitted. These requirements were introduced with effect 1 November 2022.

## **Special Conditions**

### **RSA, Veterans and Services Burials**

A person may be able to be buried in the Services section of the cemetery if they, their spouse or partner are classed as having completed Operational Service under the Burial and Cremation Act.

Please refer to Veteran's Affairs New Zealand website for information regarding eligibility [WWW.veteransaffairs.mil.nz](http://WWW.veteransaffairs.mil.nz) Freephone (NZ) 0800 483 8372 (0800 4 VETERAN).

### **Poor Persons Burial**

Council may provide a fee waiver on the burial and cremation of poor persons, stillborn children and operational service personnel and their partners upon application approval. Council's preferred method for a poor person application will be a cremation. Applicants may apply on behalf of the deceased person to request a fee waiver with a signed certificate that the deceased do not have the means to pay the fees for a cremation or burial. A Justice of the Peace must sign the application.

Approval for poor person Interments will be considered based on cultural reasons and individual circumstances.

Contact can be made with the Parks and Recreation Business Support Officers if you require more information.

### **Baby Burials / Cremations**

If the baby is stillborn or miscarried up to the twentieth week of pregnancy and weighs less than 400 grams, it is not subject to the legal requirements of a death. A baby is not required to be buried in a cemetery or be cremated (however, the baby can be buried in a cemetery if the parents choose to do so).

If the baby is twenty weeks' gestation and over or weighs more than 400 grams, the death must be handled in accordance with the standard burial or cremation provisions. The death must be registered and all crematorium/cemetery paperwork must be completed. The baby can then be buried or cremation in accordance with the families wishes.

### **Cremation of Body Tissue**

Council permits the cremation of body tissue under certain circumstances. To discuss further, please make contact with a Parks and Recreation Business Support Officer.



## **Cemetery and Crematorium Fees and Operating Hours**

Cemetery and Crematorium fees and operating hours are published in the Parks and Recreation section of Council's [Fees and Charges](#) document. Council set a schedule of fees for all services offered. These are subject to review in the Annual Plan each financial year.

The operating hours may be subject to change due, for example, but not limited to Public holidays or programmed maintenance.

## **Cemetery and Crematorium Site Regulations**

Please abide by the regulation signage that is present at Cemeteries and the Crematorium. Cemeteries are working spaces.

## **Nuisances**

Certain activities on reserves including vegetation, loud noise or extreme glare have the potential to disturb other reserve users, reserve neighbours or cause damage to indigenous species and wildlife habitats.

Activities on reserves that cause ongoing and extreme annoyance to other reserve users, neighbouring properties, or which are likely to cause damage to indigenous species and wildlife habitats are not permitted.

## **Alcohol Ban Area**

Rules relating to alcohol use at Council Cemeteries and Southland Crematorium are covered by the Environmental Health Bylaw. Any signage will indicate this where required.

## **Signs**

All signage will need to be approved by Council prior to installation. Types of signs may include: wayfinding, naming and directional. The Signage Manual (under development) will guide Council decision making when requests are made.

## **Photography or Filming**

No commercial photography, filming or recording is permitted in a Council cemetery unless it is solely for a private purpose, or approval has been obtained from Council in accordance with the Cemeteries and Crematorium Bylaw.

## Council Forms

To access any of the below forms, please contact a Parks and Recreation Business Support Officer for assistance.

- Application for Interment
- Form A – Application for Cremation
- Form B – Medical Practitioner Certificate for Cremation
- Form AB – Certificate in Relation to Pacemakers and other Biomedical Aids
- Form F – Medical Referee Permission to Cremate
- Form H – The Cremation Regulations 1973
- Application for Poor Persons Burial
- Application for Monumental Permit
- Adjacent Plot Purchase Application Form
- Application for Disinterment Licence

<b>Revision History:</b>	Nil
<b>Effective Date:</b>	01 November 2022
<b>Review Period:</b>	These Guidelines will be reviewed every three (3) years, unless earlier review is required due to legislative change, or is warranted by another reason.
<b>New Review Date:</b>	01 November 2025
<b>Associated Documents / References:</b>	Cemetery and Crematorium Bylaw 2022
<b>Supersedes:</b>	N/A
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