

Cemeteries and Crematoria Code of Practice 2014

*Arataki Tikanga mo ngā Wāhi Tapu
me ngā Whare Tahu Tupāpaku 2014*

(as at 31 July 2014)



Contents



1.0	Introduction	3
2.0	Interpretation	5
3.0	Interment.....	7
	Burial.....	7
	Exclusive Right of Burial.....	7
	Notification of Burial.....	10
	Plots and Graves.....	10
	Natural burial.....	10
	Cremation.....	12
	Ashes	12
4.0	Disinterment	14
5.0	Built Structures.....	15
	Vaults; Mausolea.....	15
	Memorials; Adornments.....	16
	Wāhi Tapu Māori Area.....	18
6.0	Ground Maintenance	21
7.0	Records.....	22

1.0 Introduction

The Auckland Council owns, or administers, approximately 30 operational cemeteries and three crematoria in Auckland. This Code of Practice applies only to those operational cemeteries and crematoria and assists the management and administration of these public places for all Aucklanders and visitors.

Non-operational cemeteries are considered closed when plots are no longer available to purchase, or all plots have been used. Those cemeteries that are no longer accepting interments of any kind are not generally managed by this Code of Practice. However, some activities such as ash interments may still occur within certain non-operational cemeteries and these must be managed in accordance with this Code of Practice.

This Code of Practice seeks to protect, promote and maintain public health and safety, and minimise the potential for offensive behaviour in cemeteries and crematoria. The council has discretion in applying this Code of Practice, working to facilitate as many of the needs and wishes of all Aucklanders, while managing and protecting these special places from damage or misuse, to ensure the community can come together for contemplation and reflection, and to memorialise their loved ones.

Auckland Council's operational cemeteries and crematoria

Cemetery	Local Board Area
Ararimu Cemetery	Franklin
Awhitu Central Cemetery	Franklin
Heights Park Cemetery	Franklin
Kohekohe Cemetery	Franklin
Mauku Cemetery	Franklin
Pollok Cemetery	Franklin
Pukekohe Cemetery	Franklin
Waiau Pa Cemetery	Franklin
Waipipi Cemetery	Franklin
Waiuku Cemetery	Franklin
Gooseberry Flat Cemetery	Great Barrier
Whangaparapara Cemetery	Great Barrier
Waikaraka Cemetery	Maungakiekie-Tamaki
Manukau Memorial Gardens	Otara-Papatoetoe
Papakura South (Gatland Rd) Cemetery	Papakura
Helensville Cemetery	Rodney
Hoteo North Cemetery	Rodney
Kaipara Flats Cemetery	Rodney
Kaukapakapa Cemetery	Rodney
Komokoriki Cemetery	Rodney
Puhoi Cemetery	Rodney
Tapora Cemetery	Rodney
Te Kapa Cemetery	Rodney
Wainui Cemetery	Rodney

Cemeteries and Crematoria Code of Practice 2014

Warkworth Cemetery	Rodney
Wellsford Cemetery	Rodney
North Shore Memorial Park	Upper Harbour
Onetangi Lawn Cemetery	Waiheke
Swanson Cemetery	Waitakere Ranges
Waikumete Cemetery	Waitakere Ranges

Auckland Council's non-operational cemeteries and crematoria

Cemetery	Local Board Area
Mount Victoria Cemetery	Devonport-Takapuna
O'Neills Point Cemetery	Devonport-Takapuna
Medlands Cemetery	Great Barrier
St Mary's Pioneer Cemetery	Hibiscus and Bays
Stanmore Bay Cemetery	Hibiscus and Bays
Old Cemetery Reserve	Howick
Paparoa (Howick) Cemetery	Howick
Birkenhead-Glenfield Cemetery	Kaipatiki
Pompallier Reserve Cemetery	Kaipatiki
Otahuhu Cemetery	Mangere-Otahuhu
Woodside Methodist Cemetery	Otara-Papatoetoe
Papakura Cemetery	Papakura
Hillsborough Cemetery	Puketapapa
Parkhurst Cemetery	Rodney
Te Muri Cemetery	Rodney
Albany Village Cemetery	Upper Harbour
Blackpool Cemetery Reserve (Huruhi Urupa)	Waiheke
Waiheke Pioneer Cemetery (Orapiu Rd)	Waiheke
St Stephens Cemetery	Waitemata
Symonds St Cemetery	Waitemata
St Ninian's Churchyard Cemetery	Whau

2.0 Interpretation

AS 4425: 1996 means the Australian Standard for above-ground burial structures.

Beam means a concrete strip that marks plot row and number and in which a headstone or plaque is placed.

Burial means interment of a body, remains or ashes.

Cemetery means any cemetery vested in or under the control of the council and dedicated as a cemetery.

Charging hall means an area set aside for the purpose of final committal for the deceased into the cremators.

Combustible material means material that is capable of catching fire and burning.

Council means the governing body of the Auckland Council or any person delegated to act on its behalf.

Disinterment means the removal of any body (or remains of any body) buried in any cemetery.

Natural 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.

Embalm means to treat a body with preservatives to delay decay.

Exclusive Right of Burial means a right that may be purchased from the council which grants the purchaser, and his or her assignee, the exclusive right of burial in a designated burial plot for a specified number of years; and

- (a) does not create an ownership interest over the designated plot; and
- (b) lapses in accordance with section 10 of the Burial and Cremation Act 1964.

Grave means the area where the body of a deceased person is, or their ashes are, buried.

Headstone means a memorial that projects above the ground.

Interment means the burial of a body or ashes in a plot.

Lawn cemetery means a grass lawn cemetery where no headstones project above the ground.

Mausoleum means an above-ground burial structure for the deposit of a body, remains or ashes in a specially sealed casket / coffin.

Non-operational cemetery means a cemetery which has been closed by a closing order, but may accept future ash interments.

NZS 4242: 1995 means the New Zealand Standard for headstones and cemetery monuments.

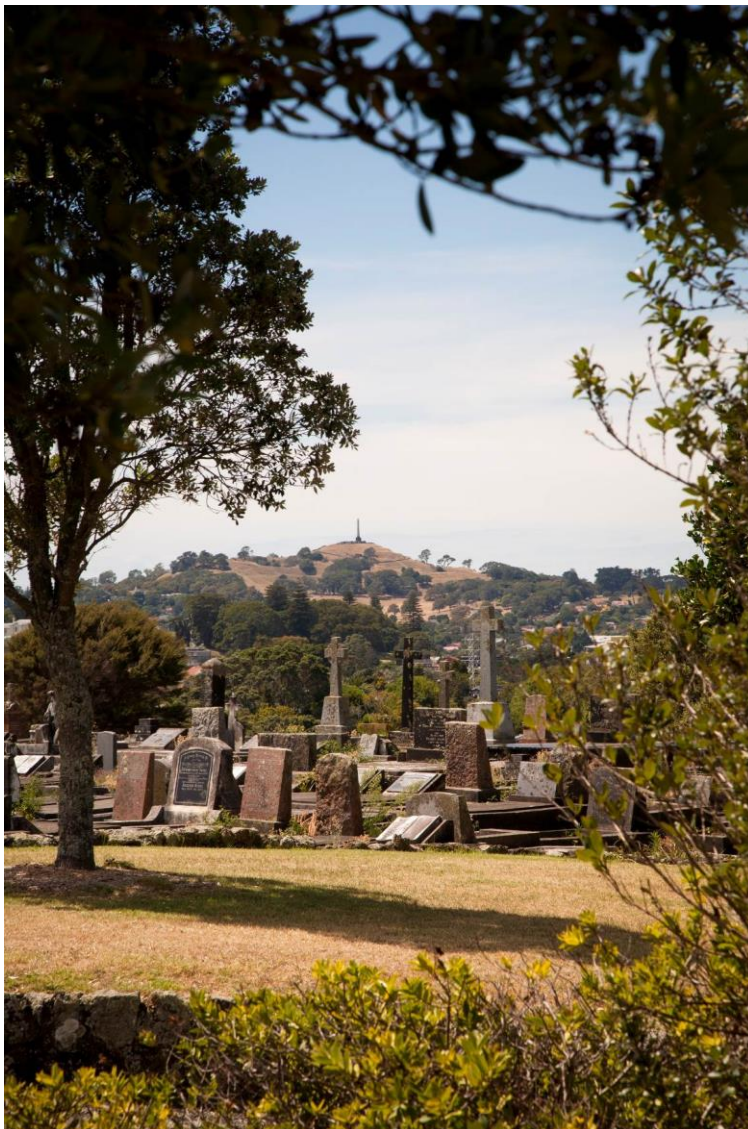
Operational cemetery means a cemetery that is accepting of new interments, and / or having crematoria facilities on site.

Plot means a specified area set aside for the burial of a casket / coffin or ashes.

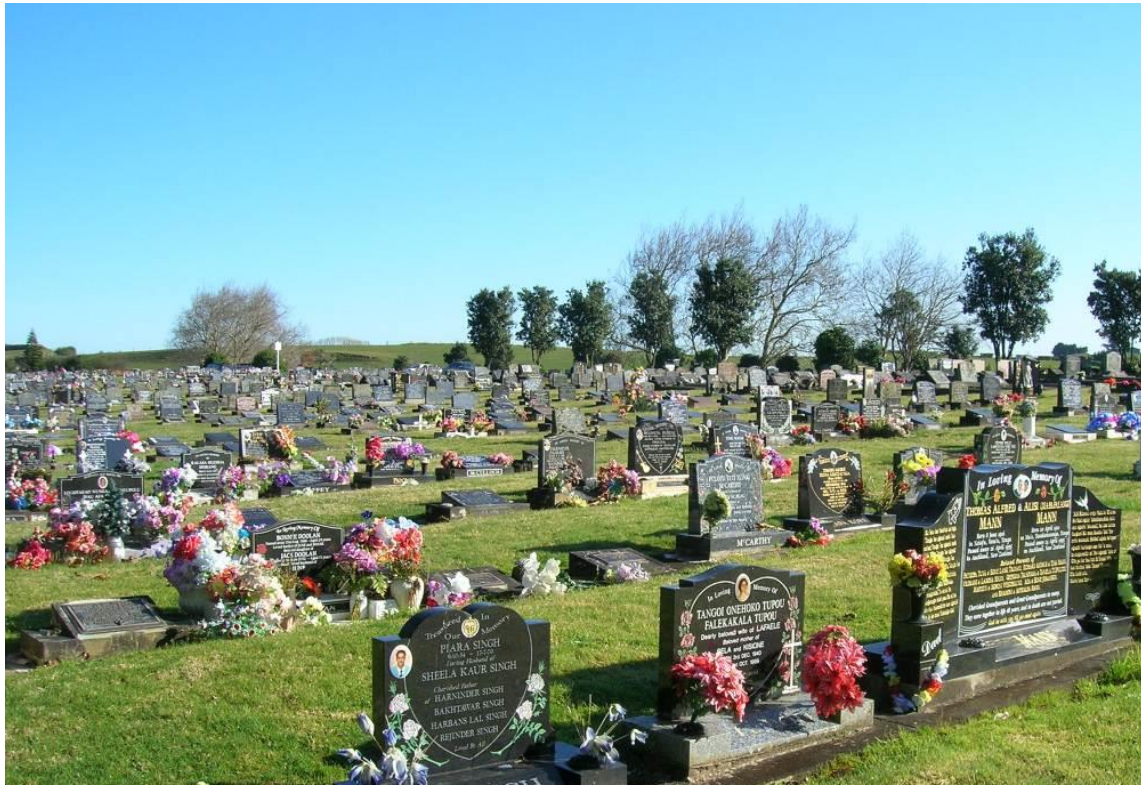
Vault means an underground burial chamber.

Wāhi Tapu Māori Area means a portion of a cemetery identified from time to time by resolution of the council for the burial of Maori and their immediate whanau.

Wāhi Tapu Māori Komiti means a committee comprising of nominees delegated to manage the operation of a specified council owned Wāhi Tapu Māori Area in Auckland.



3.0 Interment



Burial

- 3.1. Before a burial may take place, all relevant prescribed forms¹ must be submitted to the council for approval.
- 3.2. Relevant prescribed forms must be accompanied by:
 - a) Medical Certificate or Coroner's Authorisation as may be required;
 - b) written permission from the owner of the Exclusive Right of Burial for that plot; and
 - c) payment of the fee, set by the council, for burial.
- 3.3. Burials must take place:
 - a) in a specific plot where the Exclusive Right of Burial has been purchased; or
 - b) in a plot chosen by the council (or Wāhi Tapu Māori Komiti) if no Exclusive Right of Burial has been purchased.

Exclusive Right of Burial

- 3.4. Exclusive Right of Burial may be sold by the council and may be held for sixty (60) years. The council may, at its discretion, require the holder to surrender that

¹ <http://www.aucklandcouncil.govt.nz/EN/parksfacilities/cemeteries/Pages/home.aspx>

right back to the council upon reimbursement of the original fee for the purchase of the Exclusive Right of Burial.

- 3.5. In cemeteries where pre-purchase is available, no person is entitled to purchase the Exclusive Right of Burial for more than two (2) plots unless approved by the council (or Wāhi Tapu Māori Komiti).
- 3.6. Where doubt of ownership of a plot exists, the council may satisfy itself, so far as practicable, that the burial is authorised.
- 3.7. The council will not sell the Exclusive Right of Burial in respect of any plot in those portions of a cemetery reserved exclusively for the burial of the bodies of persons who have served in Her Majesty's Forces.

Explanatory Notes: Exclusive Right of Burial

An Exclusive Right of Burial may be either pre-purchased (at cemeteries that provide this ability), or bought at the time of burial.

If a person wishes to pre-purchase a plot, they gain the Exclusive Right of Burial for that plot. This means that the purchaser owns the right to be buried in that plot; this does not mean they own the piece of land on which the plot sits.

The Exclusive Right of Burial is held by the purchaser for a maximum of 60 years. After this time, if no burial has taken place in that plot, the Exclusive Right of Burial will revert back to the council with no entitlement for refund of purchase price. The council may re-sell the plot to that purchaser in the first instance if no burial has taken place and if the purchaser wishes to retain that plot.

If the Exclusive Right of Burial is for a burial that is taking place at the time the right is purchased, the Exclusive Right of Burial will be held by the holder of that right (who may or may not be the one buried) forever, that is, the plot will not be resold at any time in the future for additional burials.

If payment for the plot has not been made, the person who applies for the burial is liable for payment.

The person who owns the Exclusive Right of Burial of a plot may, with the consent of the council, transfer that right to another person, or entity, including a charitable organisation for example. This may incur a fee.

That right may also be sold back to the council at the original purchase price, if an individual or entity no longer intends to use their plot.

No memorials, plaques or headstones can be erected until all fees have been paid, and the Exclusive Right of Burial has been provided.

Costs, in addition to purchasing the Exclusive Right of Burial, will be payable at the time of burial or disinterment, e.g. burial fees.



Explanatory Notes: Her Majesty's Forces

The Burial and Cremation Act 1964 allows a local authority to set aside part of a cemetery under their control and management for the burial of Her Majesty's Forces, irrespective of whether death was due to service or natural causes. These areas provide for the burial of their husband, wife, civil union partner or de facto partner.

The plots are provided by the Veterans Affairs, an operational unit of New Zealand Defence Force; additional operational charges such as interment fees may be payable at the time of burial.

For further information about Her Majesty's Forces burial eligibility, refer to Veteran Affairs at www.veteransaffairs.mil.nz

Notification of Burial

3.8. Burials may be held in a cemetery on such days and times as the council (or Wāhi Tapu Māori Komiti) determines and:

- a) interments will not commence before 10am; and
- b) no later than 4.00pm in the winter, and 6pm in the summer.

3.9. Burials may take place outside these times by prior arrangement with the council.

3.10. Notification of an intended burial must be given to the council (or Wāhi Tapu Māori Komiti) no later than midday of the day prior to the time of burial. If this notice is not given, an extra charge may be imposed by the council (or Wāhi Tapu Māori Komiti).

Plots and Graves

3.11. Only the council (or Wāhi Tapu Māori Komiti) is authorised to dig a grave.

3.12. The council (or Wāhi Tapu Māori Komiti) requires prior notification if a person, or persons, wish to fill any grave.

3.13. The minimum depth of cover for any casket / coffin must be no less than 800mm.

3.14. A maximum of two (2) people may be buried in any one plot, except if prior consent is given by the council (or Wāhi Tapu Māori Komiti).

3.15. A grave may be reopened for subsequent burial(s) where consent is given by the council and:

- a) by the owner of the Exclusive Right of Burial, or their assignee; and
- b) the relevant prescribed form is provided.

Natural Burial

3.16. Where a cemetery provides for natural burials, those burials will:

- a) be single depth, with a minimum depth cover of 800mm;
- b) only use caskets / coffins made of chemically untreated and unprocessed materials;
- c) use shrouds made of natural material, if applicable;
- d) use no chemical / embalming treatment of the body;
- e) contain no non-biodegradable accessories, including clothing;
- f) use only temporary, untreated wooden markers, placed at the time or within the first week of burial, centrally located at the head of the plot; and
- g) be marked more permanently by a native tree or shrub chosen by the council, and planted at its discretion.

3.17.No memorials may be placed on or near the grave.

3.18.Burials can be pre-purchased in this area of the cemetery but a specific plot will be allocated in sequence by the council at the time of burial.

Explanatory Notes: Notification of Burial

Summer interment hours align with daylight savings dates, commencing on the last Sunday in September, ending the first Sunday in April.

Clause 3.12 enables funeral attendees to fill a grave if they wish. Prior notification entails a “yes” or “no” response, when asked on the relevant prescribed form, for if funeral attendees will be intending to fill a grave. This prior notification will not request personal information on individuals.

Explanatory Notes: Natural burials

A natural burial, is the interment of a body in the soil in a manner that does not inhibit decomposition but allows the body to recycle naturally. The intention of this type of burial is to have as little environmental impact as possible when a body is buried.

Embalming chemicals are not typically allowed to be used for this type of burial in an aim to speed up the natural processes of returning the body and its nutrients to the soil, and to reduce the amount of artificial and toxic chemicals and materials introduced to the soil.

The planting of trees or shrubs over the site of burial is common practice for natural burials; ecosystem restoration plans determine the location of plots in order to achieve the regeneration aims therefore plots cannot be reserved and are allocated sequentially. Memorials, such as placing headstones on the plots, are not permitted. An area may be set aside on the cemetery grounds where a commemorative plaque can be placed; please check with the cemetery manager if such a facility is available.

Disinterment is discouraged (except as required by law) for natural burials as the state of the body after interment will be such that little or no remains of the body will be recoverable.

People who have died as a result of an infectious or notifiable disease are still eligible for a natural burial; there may be some instances where a Medical Officer of Health advises against this because of potential risk to public health. For further information, please contact Auckland Public Regional Health Service www.arphs.govt.nz.

Cremation

- 3.19. Before a cremation may take place, all relevant prescribed forms² must be submitted to the council for approval.
- 3.20. Relevant prescribed forms must be provided to, and approved by, the council, being accompanied by all relevant documents as required by the Cremation Regulations 1973.
- 3.21. Notification of an intended cremation must be given to the council no later than midday the day prior to the time of the cremation. If this notice is not given, an extra charge may be imposed by the council. Special approval is required by the council if a cremation is requested to be performed at a non-operational time.
- 3.22. Caskets / coffins or shrouds used in a cremation must be made of combustible material approved by the council.
- 3.23. Items that are not permitted to be cremated include, but are not limited to, artificial flowers, florists' oasis, ornaments, metal, rubber, glass or plastic.
- 3.24. The council requires prior notification if a person, or persons, wish to observe the casket / coffin charged into the cremator, no later than midday the day prior to the time of the cremation. The council retains discretion to limit the number of persons observing the charge, for safety considerations. No inspection of the actual cremation process is permitted.
- 3.25. No casket / coffin is to be opened after admission to the crematorium except under the provisions of Regulation 10 of the Cremation Regulations 1973.

Ashes

- 3.26. All ashes must be collected within 28 days of cremation.
- 3.27. Ashes not collected may be disposed of by the council in accordance with the provisions of Regulation 8 of the Cremation Regulations 1973.
- 3.28. Ash burials may take place in the appropriate portion of the cemetery or Wāhi Tapu Māori Area set aside for that purpose or in any plot subject to Exclusive Right of Burial where:
- a) an Exclusive Right of Burial has been purchased; and
 - b) the owner of that Exclusive Right of Burial has given consent.
- 3.29. The maximum number of urns containing ashes that may be buried in any one body plot is eight (8). This is in addition to the permitted number of body burials.
- 3.30. The council may set aside areas of cemeteries for the scattering of ashes. Ashes may be scattered in those areas once:
- a) relevant prescribed forms are provided to, and approved by, the council; and

² <http://www.aucklandcouncil.govt.nz/EN/parksfacilities/cemeteries/Pages/home.aspx>

- b) all fees have been paid to the council.

Explanatory Notes : Cremations

Combustible material means material that is capable of catching fire and burning. Caskets / coffins should be made of untreated wood, be free from metal fittings, and handles should be free from unnecessary metal components.

If using a shroud, these should be made from natural materials, such as cotton, silk or wool. A combustible base board, with head and foot boards, will be required.

Scattering human ashes on sports fields, play areas and parts of public gardens is not appropriate. Signage at public places such as sports fields, or public gardens where scattering ashes is popular and potentially harmful to the environmental surrounds such as some public gardens, will be maintained / installed to inform the public.

The council can provide more information and suggestions on ways or places to scatter ashes. It is recommended you contact the council for scattering human ashes in areas specially reserved for this purpose.

Consideration must be given to the dispersal of human ashes into waterways as it is considered to be culturally inappropriate unless it is in an area specifically agreed to by tangata whenua, like Waikowhai for example.

4.0 Disinterment

- 4.1. The disinterment of a body, or remains of a body, must be conducted in accordance with section 51 of the Burial and Cremation Act 1964.
- 4.2. The disinterment must be conducted in the presence of:
 - a) council officer(s); or
 - b) a Funeral Director; or
 - c) Health Protection Officer designated under the Health Act 1956, as part of disinterment approval conditions; or
 - d) any other person with prior approval of the council.
- 4.3. If a grave is rendered empty due to disinterment, and where there is no valid Exclusive Right of Burial, that plot will revert back to the council and the council will not be liable to make any refund of the cost of that burial plot.

Explanatory Notes: Disinterment

Disinterment occurs when a buried casket / coffin (or body) is uncovered. Examples of reasons to disinter a body may include cultural reasons, legal reasons, burial in the wrong plot, relatives who have moved to another area, or mental anguish.

A disinterment requires a licence from the Ministry of Health. The Ministry of Health is reluctant to issue a licence to disinter a body between one month and one year after interment because of the decomposition process.

Applications for a disinterment licence should be made through Auckland Public Regional Health Service www.arphs.govt.nz and provided to the council when requesting a disinterment.

Disinterring ashes does not need a disinterment licence but does need to be requested and managed through the council.

Disinterment guidelines can be requested directly from the council or Auckland Regional Public Health Service. These guidelines are to assist the council, the Ministry of Health, Health Protection Officers, and applicants.

Human remains interred for more than 100 years are also subject to the jurisdiction of Heritage New Zealand.

5.0 Built Structures



Vaults and Mausolea

- 5.1. Where a cemetery allows for vaults or mausolea, plans and specifications for the construction of these must be submitted to the council for approval prior to any work commencing and accompanied by:
 - a) proof of Exclusive Right of Burial for that plot; and
 - b) payment of the fee, set by the council, for vaults or mausolea.
- 5.2. Built structures must be installed to AS 4425: 1996.
- 5.3. Vaults and mausolea must be kept in good repair by the holder of the Exclusive Right of Burial, or their assignee; the council may give notice, being no less than three (3) months, requiring the owner to repair any vault or mausoleum in accordance with clause 5 of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967.
- 5.4. Failure to complete repairs may result in the council prohibiting further interments in the vault or mausoleum until such repairs have been made.
- 5.5. Where a built structure becomes dangerous, the council may take it down or remove it in accordance with to section 9 of the Burial and Cremations Act 1964.



Memorials and Adornments

5.6. Any memorial must be approved by the council (or Wāhi Tapu Māori Komiti), prior to installation, using the relevant prescribed form and accompanied by:

- a) proof of Exclusive Right of Burial for that plot; and
- b) payment of the fee, set by the council, for memorials.

5.7. All above ground memorials must be installed to NZS 4242: 1995.

5.8. Memorials must:

- a) cover no more than two (2) plots;
- b) limit inscriptions to the front for double beam areas; and
- c) be set in a way approved by the council.

5.9. Memorials and the associated plot must be kept in good repair by the holder of the Exclusive Right of Burial, or their assignee.

5.10. Only a monumental mason, who complies with the council's Health and Safety approval requirements³, and preferably a member of the New Zealand Master Monumental Masons Association, may undertake work associated with a monument.

5.11. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, the council (or Wāhi Tapu Māori Komiti) may remove any installation of any kind that falls into a state of decay or disrepair. A

³ These approval requirements are available from Auckland Council on request.

photographic record of the memorial will be taken prior to removal and retained in cemetery records.

- 5.12.No above-ground memorials, including railing or fencing, are permitted in grounds determined as Lawn Cemeteries.
- 5.13.Removal of any memorial must be approved by the council (or Wāhi Tapu Māori Komiti) using the relevant prescribed forms and accompanied by proof of Exclusive Right of Burial for that plot.
- 5.14.The council may remove any unauthorised memorials from the cemetery.
- 5.15.Adornments, including all wreaths and floral tributes may be placed on a plot for up to 14 days following an interment. After this time, all adornments will be relocated to the concrete beam. Any adornments added after this time must be confined to approved receptacles, or the concrete beam.
- 5.16.Adornments may not inhibit the proper maintenance of the cemetery or other graves.
- 5.17.Breakable jars, vases or receptacles are not permitted to be used as flower containers.
- 5.18.The council (or Wāhi Tapu Māori Komiti) may remove unapproved receptacles, ornaments or memorabilia from graves at any time to facilitate the maintenance of those graves.



Wāhi Tapu Māori Area

5.19. In areas set aside for use as a Lawn cemetery, a plaque may be placed centrally on the beam opposite the associated plot.

5.20. A mount to accommodate a plaque, or a mount incorporating a plaque, may be attached securely to the beam, and:

- a) must be constructed of durable material, approved by the council and the Wāhi Tapu Māori Komiti before installation;
- b) must slope towards the associated plot and reduce in height from 120mm above the beam down to 40mm; and
- c) be 550mm in width and 380mm in depth, measured horizontally, of rectangular shape, and the edge nearer the associated plot must lie 120mm in from the edge of the beam.

5.21. A plaque must:

- a) measure no greater than 510mm in width;
- b) be no greater than 345mm in depth;
- c) be placed in the centre of the mount; and
- d) if not a component of the mount, be securely attached to it, being flush with the surface of the mount.

5.22. Mounts on a beam intended to accommodate plaques for plots lying opposite each other may be constructed back to back.

5.23. A memorial that is to be placed on a beam may be no greater than 380mm deep x 900mm high (including concrete base which may not exceed 150mm in height) x 1050mm wide (for a single memorial) or 1820mm wide (for a double memorial).

- 5.24. A space of at least 150mm of clear beam may be allowed in front of the memorial or concrete base. The concrete base may be extended at the rear to 75mm from centre of the beam.
- 5.25. The length of the concrete base may not exceed 1060mm for a single memorial, or 1980mm for a double memorial.
- 5.26. Where the concrete base cannot be levelled up within the maximum height of 150mm, the end of the concrete base at the higher end of the beam must be reduced to 50mm before any increase over 150mm is made to the end of the concrete base on the lower end of the beam.
- 5.27. A memorial may be composed of fibreglass or plastic material, and installed in a Wāhi Tapu Māori Area, if approved by the Wāhi Tapu Māori Komiti.

Explanatory Notes : Built Structures

Every person who purchases an Exclusive Right of Burial is entitled to mark the grave in accordance with the above conditions.

Vaults and mausolea must be kept in good repair by the responsible parties. In addition to the above requirements, built structures, both in operational and non-operational cemeteries, are required to comply with:

- “Australian Standard 4425: 1996 Above-ground burial structures” specifies minimum requirements for the structural and functional design of above-ground burial structures which cater for entombment of human remains. This standard does not intend to impede artistic design, so long as this falls within the parameters of this standard.

Sizes of memorials for babies, children and adults vary between cemeteries. Cemetery staff will assist families with these specifications at the time of applying for a monumental permit.⁴

Headstones remain the property of the holder of the Exclusive Right of Burial, or their assignee (clause 5.9). Ensuring that such memorials are maintained to a safe standard is the responsibility of these parties. If repairs are required to these memorials the holder of the Exclusive Right of Burial, or their assignee, must facilitate such repairs.

The council will remove memorials if they are hazardous to the safety of cemetery visitors but will not otherwise attend to memorials. Also relevant, in addition to the above minimum standards:

- “New Zealand Standard 4242: 1995 Headstones and cemetery monuments” provides cemetery authorities and monumental masons minimum standards for structural design criteria, performance, installation of monuments. The intent of these objectives is so that cemetery monuments have a minimum service life of 50

⁴ Monument size and dimensions can be provided on request

years.

Relevant prescribed forms are typically completed by the Monumental Mason on behalf of the family and provided to the council for approval.

Anyone wishing to replace pre-1900 memorials will need to discuss their plans with Heritage New Zealand. Replacing memorials dating from 1900-1950 will require discussion with the council as any changes may require consent.

6.0 Ground Maintenance



- 6.1. The holder of the Exclusive Right of Burial or their successors must ensure:
- a) where permitted, memorials associated with that plot are safe and secure;
 - b) where permitted, kerbs, enclosures, tombstones, headstones, other monuments and their base structures, are kept in good order; and
 - c) memorials do not inhibit regular maintenance of the cemetery.
- 6.2. No person may plant any tree, shrub, plant or other vegetation without prior permission from the council (or Wāhi Tapu Māori Komiti).
- 6.3. The council may cut or remove any vegetation planted in the cemetery at its discretion.
- 6.4. The Wāhi Tapu Māori Komiti may cut or remove any vegetation planted in the Wāhi Tapu Māori area according to its tikanga.
- 6.5. Any person installing or attending any work in a cemetery must withdraw for the duration of a nearby funeral service, or at the direction of the council.

7.0 Records



- 7.1. The council (or Wāhi Tapu Māori Komiti) will keep up to date plans showing areas available for burial and burial plots available for purchase, if applicable.
- 7.2. These plans will be available for public inspection at the relevant cemetery office during office hours.
- 7.3. In accordance with the provisions of section 50 of the Burial and Cremation Act 1964 the council (or Wāhi Tapu Māori Komiti) will maintain records of each burial showing:
 - a) the name, age, sex, occupation, last place of residence for the deceased;
 - b) the Exclusive Rights of Burial holder;
 - c) next of kin contact details;
 - d) funeral facilitator details;
 - e) date of burial or interment;
 - f) date of death;
 - g) cause of death (if required by the council);
 - h) date of birth; and
 - i) location of the grave, vault or mausoleum of each person, or the ashes of each person buried or interred or disposed of in the cemetery.