

Cemeteries Handbook

Te Pukapuka Urupā



**MARLBOROUGH
DISTRICT COUNCIL**

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Te Pukapuka Urupā / Cemeteries Handbook

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Foreword

Cemeteries are an important place for the wider Marlborough community, being a physical place where loved ones are laid to rest. They are also a place for family, friends and loved ones to reflect and to celebrate and to remember.

Marlborough is made up of diverse communities with different cultures, faiths, ethnicities and values. Our cemeteries therefore provide a broad range of interment options to meet differing cultural and spiritual requirements.

Our cemeteries are also important as they are a safe way to care for our deceased, with standards that protect public health and the environment. They also provide a record about those who have gone before and are therefore important for heritage and historical research.



Picton Cemetery

Purpose of handbook

Our cemeteries handbook provides you with some useful information about the eight open cemeteries that the Marlborough District Council (Council) maintains. This handbook includes the following:

- who to contact if you need assistance
- what interment and other remembrance options are available
- how to purchase an interment plot and the interment process
- how cemeteries are looked after
- the obligations and responsibilities for maintenance of families, whānau and descendants
- expected behaviour in cemeteries
- frequently asked questions.

Key people

If you need assistance or have a query about our cemeteries, the Council's Cemetery Administrator is available to help. You can phone, email, or call into the Council offices to get cemetery information, or you can contact a local funeral director, who will be able to assist you.

Council contacts

You can visit either of the Council offices during normal office open hours.

Blenheim Office	Picton Library and Service Centre
Monday - Friday 8.30 am to 4.30 pm (Wednesdays, closed for an hour 12.30 pm to 1.30 pm).	Monday, Tuesday, Thursday, Friday 8.00 am to 5.00 pm Wednesday 9.00 am to 5.00 pm
15 Seymour Street, Blenheim 7201	2 Dublin Street, Picton 7220
Phone: 03 520 7400	Phone: 03 520 7493

Email: cemeteries@marlborough.govt.nz

Funeral Directors & Memorial Services

There are several companies based in Blenheim who can assist you with the burial and/or memorial process. Their contact details are as follows:

Name

Contact Details

Geoffrey T Sowman
Funeral Directors &
Monumental Masons

Cnr Hutcheson and Parker Street
Blenheim 7201
Phone: (03) 578 4719
Email: sowmans@funerals.co.nz

Cloudy Bay Funeral
Services

15 Boyce Street
Blenheim 7201
Phone: (03) 578 2004
Email: office@cloudybayfunerals.co.nz

Artisan Memorials

11 Maxwell Road
Blenheim 7201
Phone: (03) 578 0088
Email: memorials@artisanmemorials.co.nz

1. General information

The following information includes cemetery locations, forms and fees, online links, cemetery hours and other useful general information. This information is available on the Council's website:

www.marlborough.govt.nz/services/cemeteries or you can contact the Cemetery Administrator to assist you.

Council administered cemeteries

The Council administers and operates eight open cemeteries. These are:

- Awatere/Seddon Cemetery
- Fairhall Cemetery, near Blenheim
- Flaxbourne/Ward Cemetery
- Havelock Cemetery
- Omaka Cemetery, Blenheim
- Picton Cemetery
- Rai Valley Cemetery
- Tua Marina Cemetery.

Cemeteries are administered and managed under the Marlborough District Council's Cemeteries Bylaw 2017 and the Burial and Cremation Act 1964.

Non-Council administered cemeteries

There are a number of cemeteries throughout Marlborough that are not administered by the Council. These local community committee, trust or marae-run cemeteries provide a vital service to our smaller and remote rural communities. If you wish to arrange for a burial at one of these non-Council administered cemeteries, you will need to contact the respective committee, trust or marae directly.

Requesting an interment

Prior to an interment taking place, an Interment Request Application form must be completed and the relevant fees paid. Often this is done through your funeral director but if you have any queries, please contact the Cemetery Administrator.

An Interment Request Application form must be completed and lodged with the Council at least two working days before the intended time of an interment. The form requires specific detail to be completed, including the expected time of arrival at the cemetery.



Tua Marina Cemetery

Forms and online links

Full details of our cemetery services and forms are available on our website www.marlborough.govt.nz/services/cemeteries (This information is also available by contacting the Cemetery Administrator.)

- **Interment Request Application** - complete this form to request an interment www.marlborough.govt.nz/services/cemeteries/cemetery-forms/cemetery-interment-request
- **Pre-Purchase of Exclusive Right of Burial Application** - use this form where you wish to purchase a plot ahead of the time it is needed www.marlborough.govt.nz/services/cemeteries/cemetery-forms/exclusive-right-of-burial-request
- **Transfer of Pre-Purchased Exclusive Right of Burial Application** - use this form where you wish to transfer a pre-purchased plot to someone else www.marlborough.govt.nz/services/cemeteries/cemetery-forms/transfer-of-exclusive-right-of-burial
- **Unwanted Exclusive Right of Burial** - complete this form for the sale of an unwanted pre-purchased burial or ashes plot back to the Council www.marlborough.govt.nz/services/cemeteries/cemetery-forms/unwanted-exclusive-right-of-burial

- **Headstones and Plaques Installation Application** - complete this form to enable the installation of a headstone, memorial or plaque www.marlborough.govt.nz/services/cemeteries/cemetery-forms/headstones-and-plaques-application
- **Disinterment Application** - complete this form to disinter a body or ashes www.marlborough.govt.nz/services/cemeteries/cemetery-forms/cemetery-disinterment-application

Other useful links are as follows:

- **Cemeteries Database:**
www.marlborough.govt.nz/services/cemeteries/cemetery-records-search
- **2017 Cemeteries Bylaw:**
www.marlborough.govt.nz/your-council/bylaws/cemeteries-bylaw-2017
- **Exclusive Right of Burial Policy:**
www.marlborough.govt.nz/services/cemeteries/purchase-of-exclusive-right-of-burial
- **Burial and Cremation Act 1964:**
www.legislation.govt.nz
- **Ministry of Health:**
www.health.govt.nz

Fees

The fees for purchasing a plot and for interment are set out on the Council's website: www.marlborough.govt.nz/services/cemeteries/cemetery-fees or may be obtained by contacting the Cemetery Administrator. Funeral Directors' fees are separate to those of the Council, and you are advised to contact them directly to discuss what these are.

Opening hours

The Council's cemeteries are open every day during official daylight hours, from dawn to dusk. When visiting a cemetery please be respectful and mindful of others, particularly if there is an interment or other remembrance ceremony taking place.

Interment hours

The usual hours during which an interment can take place are:

Monday to Friday	9.00 am – 4.00 pm
Saturdays	9.00 am – 1.00 pm
Sundays or Public Holidays	No interments are allowed

Additional fees apply on Saturdays and after 4.00 pm during the week.

Wreaths, floral tributes and other adornments

Wreaths, floral tributes or other adornments placed at the grave or ashes plot during the funeral ceremony may remain in place for up to seven days following the interment.

After this time, all adornments must be removed or relocated to within the confines of the concrete burial beam, or other space, relevant to the plot.

If family, whānau or other relatives are unable to do this, the Council's dedicated cemetery contractors will respectfully undertake this task within the normal routine maintenance and care of the cemetery.



Havelock Cemetery

Please note that ceremonial fires are not permitted, and glass jars, bottles and other similar breakable containers are not allowed to be left within the cemetery for health & safety reasons. Lighting stakes, crosses, or other ornamental items must not be pushed into the grass area, as this interferes with mowing. Planting of trees or flowers by family is not permitted.

Other considerations

Health and safety

Care is needed when moving around at any cemetery. It is important to be aware of your surroundings and take extra care as there may be uneven ground or other hazards.

When attending a funeral or other ceremony within a cemetery, and particularly when next to an open grave, please make sure you follow any directions given by the funeral director or sexton (cemetery supervisor). These onsite professionals will ensure the ceremony runs smoothly so that you and others are kept safe.

Advertising or soliciting

Advertising or soliciting is not permitted in any of the Council's cemeteries.

Dogs or other animals

Dogs or other animals are not permitted in any of the Council's cemeteries.

Photography or filming

Photography or filming is not permitted in any of the cemeteries unless solely for private purposes. Commercial filming and flying of drones require permission from the Council.

Vehicles

When driving vehicles within a cemetery you must:

- observe the 20 km/h maximum speed limit
- comply with all usual public roadway traffic road rules
- stay on the roadway or within areas designated for vehicles
- give-way to a hearse and funeral procession
- not leave or take a vehicle into a cemetery when it is closed.



Fairhall Cemetery entrance

2. Interments

Interment options

Within each of the Council's cemeteries there are different plot interment options, each with different characteristics and costs. Fairhall Cemetery, as the district's largest cemetery, has the widest range of options, while the smaller rural cemeteries have fewer options available.

In broad terms there are the following three interment options:

- standard burials
- natural burials
- ashes burial.

Choosing an interment option that best suits you or your family is something you will likely wish to discuss with your funeral director or the Cemetery Administrator. A list of the interment options available at each cemetery is summarised on pages 20 - 22.

Allocation of plots

The allocation of plots is carefully managed to ensure the best use of available cemetery space and resources. If a request is received for a specific plot, the Council's Cemetery Administrator will try to meet the request if at all possible.

All available plots can be viewed on the Council's Smart Maps – please see page 19 - or by visiting the Council offices. While the Cemeteries Smart Maps information is updated regularly it should only be used as a guide. Plot availability and allocation must always be confirmed with the Cemetery Administrator.



Ward Cemetery

Purchase of interment plots

Purchasing a plot for any of the interment options is done when an Interment Request Application is made. Fees are payable after the application has been processed, and this can be done through your funeral director or at the Council's offices, as arranged at the time of application.

Pre-purchase of interment plots

The Council's Cemeteries Bylaw 2017 contains a provision for exclusive rights of burial. This means that people are able to purchase a burial or ashes plot ahead of the time the actual plot is required for interment.

To complete the pre-purchase process, plot availability will have to be confirmed, and the relevant plot and administration fees will be invoiced at the time of application. Application forms to pre-purchase a plot can be completed online www.marlborough.govt.nz/services/cemeteries/cemetery-forms/exclusive-right-of-burial-request or at the Council offices.

An exclusive right of burial cannot be purchased for a burial plot if that burial plot is to be used only for an ashes interment.

Interment equipment

All equipment for grave plot interments is supplied and removed by the Sexton (cemetery supervisor).

Requests to fill in the grave

From time-to-time family, whānau or friends request to backfill the grave themselves. This can usually be accommodated but must be pre-arranged with your funeral director or the Cemetery Administrator, to ensure any necessary arrangements have been made.

Subsequent interments in a grave

Where a second interment takes place in an existing plot, the sexton will arrange this in a similar manner to that of the original interment.

Preparing the grave plot potentially includes breaking through concrete or the removal of any built aspects of an existing grave plot site. This work and reinstatement of built structures will form part of the cost for the second interment.

Disinterment

It is illegal to remove a body (or the remains of a body) buried in any burial ground without a disinterment licence from Te Whatu Ora Health New Zealand. Information on the Health New Zealand (Nelson-Marlborough) website on the disinterment requirements can be found on the following link.

www.nmdhb.govt.nz/public-health-service/environmental-health/burial-and-cremation

Note that a disinterment licence from Health New Zealand (Nelson-Marlborough) is not required to disinter ashes unless it involves exposing a casket containing human remains.

After you have a disinterment licence from Health New Zealand (Nelson-Marlborough), you need to apply to the Council on the form provided below, to have the disinterment undertaken. You must also complete the Council's Disinterment Application Form for an ashes disinterment.

www.marlborough.govt.nz/services/cemeteries/cemetery-forms/cemetery-disinterment-application

Please be aware that there will be a fee from Health New Zealand (Nelson-Marlborough) for the disinterment licence, and also from the Council to have the disinterment itself undertaken. These costs can be significant due to the level of regulation surrounding disinterments, which often involve additional time and staff. The Council's fees to carry out the disinterment can be found at www.marlborough.govt.nz/services/cemeteries/cemetery-fees.

A disinterment can only be carried out during normal working hours, Monday to Friday.

3. Grave and ashes interments

Standard burials - grave plot interment

The two standard burial grave plot interment options are available at all of the cemeteries. There are:

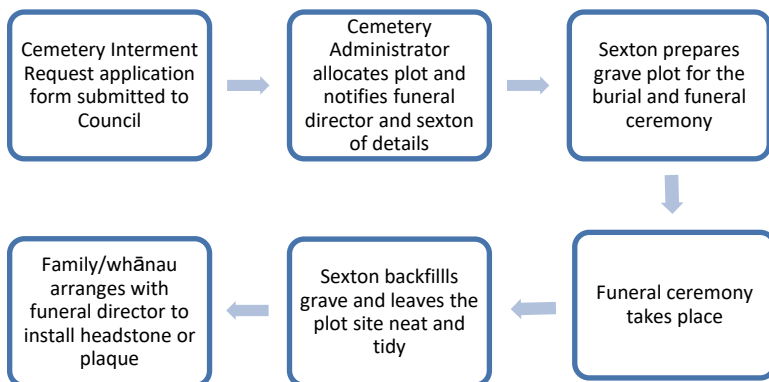
- lawn burials – usually inclined memorials and plaques (**some** cemeteries allow upright memorial headstones in these areas also)
- memorial burials - which are upright memorial headstones.

The main aspects of a standard burial are:

- preparation of the grave plot task carried out by the sexton (cemetery supervisor)
- the funeral director usually supervising the grave burial and funeral ceremony with assistance from the sexton
- the sexton backfilling the grave and ensuring it is left neat and tidy at the completion of the funeral ceremony
- the sexton returning to top up graves and sow grass at an appropriate time.

Standard burials - grave plot interment process

The flow chart below outlines the key aspects of a generic standard burial grave plot interment process.



It is important to note that following a standard burial interment funeral, plantings, gardens, trees, shrubs, paving, bricks, pebbles, or other similar items of any kind must not be placed on the ground area of a grave or ashes

plot. This is because this area will be established as mown grass turf following an interment.

Natural burials - grave plot interments

Natural burial interments are also sometimes referred to as an 'eco-burial' and are available only at Fairhall Cemetery. The main aspects of a natural burial grave plot interment are as follows:

- Preparation of the grave plot is carried out by the sexton in a similar manner to that of standard burial interment
- The funeral director will usually supervise the burial and funeral ceremony with assistance from the sexton
- Caskets, if used, must be made of untreated timber and completely biodegradable. All coverings, shrouds and clothes must also be biodegradable
- Embalming or chemicals that prevent natural breakdown in the soil must not be used
- Only single depth burials are undertaken
- Following a natural burial, a Council-supplied temporary, untreated, wooden plot marker is placed at the grave site. The placement of artificial memorials or other commemorative objects on the site is not permitted.



Natural burials area, Fairhall Cemetery

- Natural burial grave plots are recorded using GPS coordinates
- During autumn, a native tree or shrub (selected from the Council's natural burial tree list) is planted as part of the natural burial process.

For full details on the Fairhall Cemetery Natural Burial Area, please see the Natural Burial brochure on our website or speak to the Cemetery Administrator or a funeral director.

More information on Natural Burials in New Zealand can be found at www.naturalburials.co.nz

Ashes - plot and urn interments

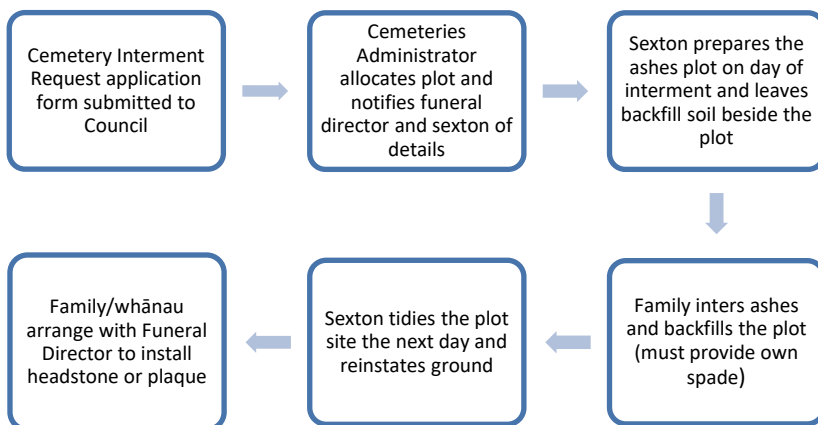
There are a number of ashes plot interments options available, but they are not offered at all cemeteries - see pages 20 - 22. The ashes plot interments are:

- Beams - ashes are placed in the ground in front of a concrete beam with an inclined plaque placed behind on the beam
- Memorial gardens - ashes are placed in the garden with an upright headstones or plaque (on rock) placed behind
- Niche wall - ashes are placed in the wall with a plaque in front
- Children's gardens - ashes are placed in the garden with an upright headstone or plaque mounted on a rock behind them
- Tree gardens - ashes are placed in the garden with a plaque placed in front on concrete edging along the garden.

It is important to note that a burial plot cannot be purchased for the interment of just ashes.

Ashes - plot interment process

The flow chart outlines the key aspects of a generic ashes plot interment process:



Memorials, headstones or plaques

The concrete beam adjacent to any burial or ashes plot, or the allocated garden space for ashes, is available for the instalment of a memorial.

The provision and maintenance of a memorial remains with the family or the purchaser of the plot.

Council staff must approve any plan to install a memorial, and a Headstone and Plaque Application should be completed prior to work beginning on its construction. There are specific sizes and types of memorials permitted in each area of the cemetery.

For more detailed information please contact our Cemeteries Administrator by emailing cemeteries@marlborough.govt.nz

A small plaque, bearing the name of the person interred, is allowed until a memorial headstone or permanent plaque is installed. Contact the Council or funeral directors for details.

Services area - ashes or grave plot interments

The Council maintains and cares for the services areas at the cemeteries on behalf of the New Zealand Veterans' Affairs Department and in consultation with the local Returned and Services' Association branch.

Only former Armed Services personnel who have war service, or service and experience that is equivalent to war service, may be interred in a cemetery services area. Their spouse or partner may also be interred with them.

The services areas are laid out in a very uniform way and therefore only standard services' burial or ashes plaques are used. These are very plain and have no provision to accommodate personal messages or photographs.



RSA Area, Omaka Cemetery

War service eligibility and contacts

Details of the war service, or equivalent to war service, must be provided on the Council's Interment Request application form.

- The Veterans' Affairs New Zealand website has details of eligibility: www.veteransaffairs.mil.nz/eligibility.
- Copies of service records may be obtained from the New Zealand Defence Force Archives upon request. A funeral director may do this for you as the record can be obtained by a funeral director within 24 hours.

Memorial walls

Some of the Council's cemeteries have a memorial wall for the placement of remembrance plaques. This is a great option when there is no interment, but a family, whānau or descendants wish to have a place to acknowledge and remember a loved one.

An application for a memorial wall plaque space can be made through your funeral director, or the Council. Memorial wall plaques need to be of a particular size and style and must be installed by a Council approved installer.



Fairhall Cemetery Niche Wall with Memorial Plaque Wall on the reverse side

4. Cemetery care and maintenance

The Council is responsible for the care, tidiness and overall maintenance of its cemeteries. This includes:

- mowing of grass turf interment areas
- tree and shrub plantings, maintenance and renewals
- grave and ashes plot digging, backfilling and turf re-establishment
- ongoing top-up, levelling and turf maintenance of burial plot areas
- installation of new concrete burial plot beams
- construction of memorial walls, ashes gardens and other similar areas
- maintenance and renewal of cemetery infrastructure, e.g. roadways, carparks, paths, seats, fences, irrigation, signage and larger public memorial or niche wall type structures.

Care of headstones, monuments, memorials and plaques

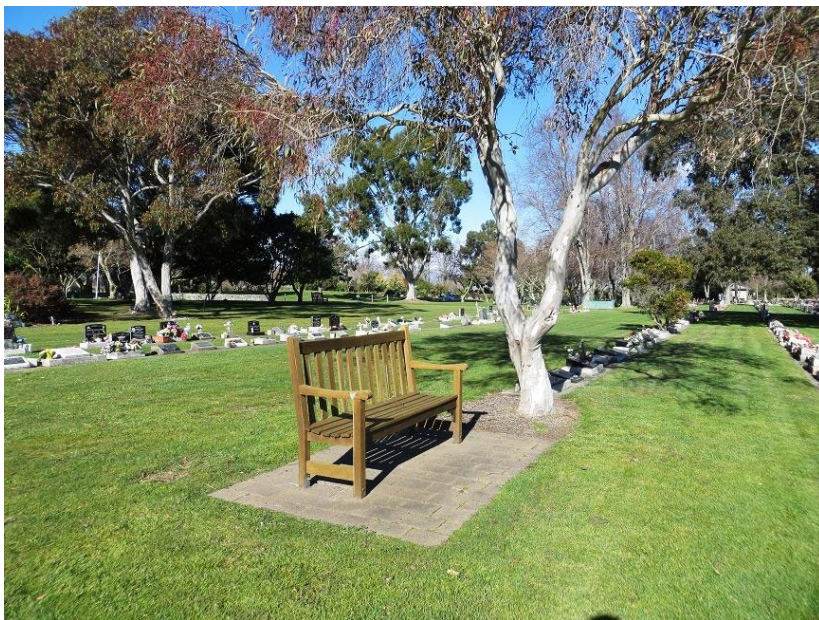
The care and maintenance of a burial plot or ashes plot headstone, memorial, plaque, or other similar built structure is the property and ongoing responsibility of the interred person's family, whānau or descendants.

5. Donating a tree or seat

From time to time the Council receives requests to donate a tree or place a seat on public land, including within cemeteries.

The Council's Tree Policy guides the circumstances when it may be appropriate to accept donated trees, while the master plans for each cemetery signal where future visitor amenities are proposed, including seating.

If you would like to donate either a tree or a seat please email cemeteries@marlborough.govt.nz and your request will be passed on to the Council's Parks and Open Spaces team, who look after the cemeteries. Specific seats are required to be installed and the cost will be provided to you for consideration.



Fairhall Cemetery

6. Cemeteries online information

Cemetery records search

The Cemetery Records Search is located on the front page of the Council's website. Here you will find the search function that gives access to interment information at all of the Council's open cemeteries.

- Link to Cemeteries Records Search:
www.marlborough.govt.nz/services/cemeteries/cemetery-records-search

Information in this view can include individual's previous occupation, religion, burial, and more. Some of the older cemetery records may not have this information available. Should you notice any inaccuracies or missing information, please advise the Cemetery Administrator by emailing cemeteries@marlborough.govt.nz

Cemeteries Smart Maps

From the home page of the website www.marlborough.govt.nz, you can access the Council's Cemeteries Smart Maps. Here you can view specific plot locations, plot availability and information on those who have been interred. Sometimes a photo of the headstone is also shown.

Electronic cemeteries information

Electronic cemetery information is updated regularly by the Council, but it can only be used as a guide. Where plot availability is sought then final confirmation will be required through the Cemetery Administrator.

Please note that interment details, plot allocations and other cemeteries information is subject to the Terms and Conditions of the Council's website.



Havelock Cemetery

7. Cemetery Locations

Awatere/Seddon Cemetery

163 Marama Road, Seddon

Interment options include:

- Lawn and memorial burials
- RSA burial and ashes area
- Ashes beams

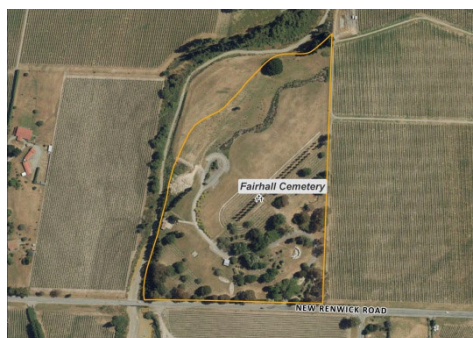


Fairhall Cemetery

630 New Renwick Road, Fairhall

Interment options include:

- Ashes niche wall
- Memorial wall
- Lawn and memorial burials
- Ashes beams
- Family ashes beams
- Natural burial area
- Tree ashes gardens
- Memorial ashes gardens
- RSA burial and ashes area
- Children's burial area
- Children's ashes garden
- Stillborn memorial area
- Muslim beam

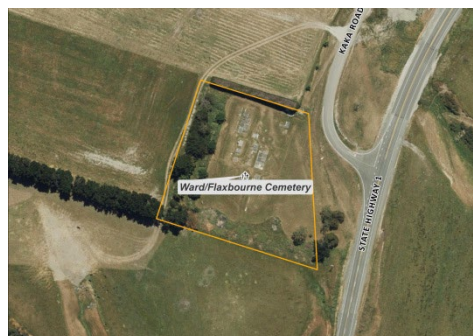


Flaxbourne/Ward Cemetery

Corner of Kaka Road and State Highway 1, Ward

Interment options include:

- Lawn and memorial burials
- Ashes beams



Havelock Cemetery

Slogan Street, Havelock

Interment options include:

- Lawn and memorial burials
- Ashes beams
- RSA burial area
- Children's area



Omaka Cemetery

4 - 10 Taylor Pass Road, Blenheim

Interment options include:

- Lawn and memorial burials
- Ashes beams
- Memorial ashes garden
- Tree ashes garden



Picton Cemetery

11 - 23 Gravesend Place, Picton

Interment options include:

- Lawn and memorial burials
- Memorial ashes gardens
- Tree ashes gardens
- RSA burial and ashes area
- Children's area
- Memorial wall
- Ashes beams



Rai Valley Cemetery

6968 State Highway 6, Rai Valley

Interment options include:

- Lawn and memorial burials
- RSA burial plots
- Ashes beams



Tua Marina Cemetery

Cotterill Street, Tua Marina

Interment options include:

- Lawn and memorial burials
- Ashes beams



*Note: a beam is a row of concrete, laid at the head of the plots.

If you cannot find the information you need in this handbook please do not hesitate to contact the Cemetery Administrator at the Council by emailing cemeteries@marlborough.govt.nz or phoning on 03 520 7400.

8. Frequently Asked Questions

Q: How can I find specific cemetery plots?

A: Look up the Cemeteries Smart Map through the Council's website. Hold your cursor over the cemetery you are interested in, and slowly zoom in. You will be able to see the location and plot details. Clicking on a plot gives more information about who is interred there, or if it is available.

Q: Who looks after any headstone, memorial or plaque on the plot?

A: The full care and maintenance of a memorial or plaque is the property and ongoing responsibility of the interred person's family or descendants.

Q: Can I scatter ashes at the cemetery?

A: No, there is currently no provision for scattering ashes at any of our cemeteries.

Q: How many ashes urns can I inter in an ashes plot?

A: You can inter two ashes urns in an Ashes Garden plot, and four ashes urns in an Ashes Beam plot.

Q: How many ashes will fit in a niche wall plot?

A: You can fit up to four standard plastic urns or two standard wooden urns.

Q: Can I place small built structures, articles or other adornments off the concrete burial beam?

A: No adornments, small structures or other articles can be placed anywhere off the concrete burial beam.

Q: Can I plant my own plants in the cemetery?

A: Planting of shrubs, trees or creating a small garden area is not permitted anywhere within the cemetery without the Council's approval.

Q: Can animals be buried in plots?

A: Animals are not permitted to be interred in the Council's cemeteries.

Q: Can ashes be interred in a burial plot?

A: A burial plot can only be purchased for a burial, however, once one burial has taken place, ashes urns may be interred in this area also if there is space. The one exception is the natural burial area where ashes urns cannot be interred.



Burial Memorials, Seddon Cemetery



New Tree Ashes Gardens, Fairhall Cemetery



Memorial Ashes Gardens, Fairhall Cemetery



Ashes Niche Wall, Fairhall Cemetery



Tuamarina Cemetery



Memorial Wall, Picton Cemetery