

Headstones and Plaques Application



(This application is required for the installation of a headstone or plaque.)

Person completing details:

Name: _____ Phone number: _____

Address: _____

Deceased details:

Name: _____ Date of death: _____

Cemetery: _____ Division: _____

Block/Row: _____ Plot: _____

Burial: Ashes: Memorial Plaque:

Base and memorial:

Base Material: _____

Dimensions: *Height:* _____ *Width:* _____ *Depth:* _____

Memorial Material: _____

Dimensions: *Height:* _____ *Width:* _____ *Depth:* _____

Method of securing material to base: _____

Please present plan for Council viewing

Contact details of person to install memorial:

Name: _____ Phone number: _____

Date to be installed: _____

Declaration:

I certify the above information is true and correct and that I am authorised to make this application to install a headstone or plaque.

Signature: _____ Date: _____

Requirements for Installing Headstones or Plaques:

The Marlborough District Council administers and manages cemeteries under the terms and provisions of the Marlborough District Council bylaws, including the *Cemeteries Bylaw 2017*, Council Policy, and the *Burial and Cremation Act 1964*.

The concrete beam adjacent to any burial or cremation plot, or the allocated garden space for a cremation, 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 that is not carried out by a registered Monumental Mason.

The requirements for memorial installation are:

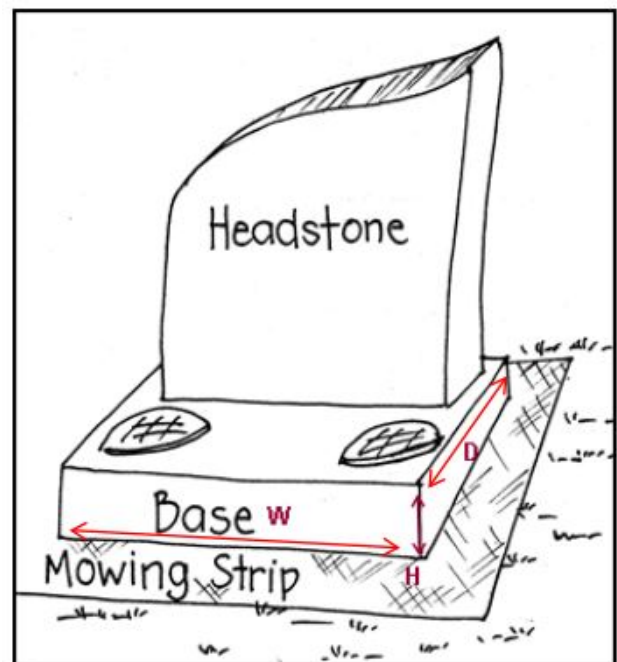
- A memorial in a memorial beam area must not stand higher than 1200mm or be wider than 1000mm or be deeper than 850mm and the memorial must be set back 150mm from the front and 150mm from the back of the beam;
- A memorial in an ashes memorial garden and children's ashes area must not stand higher than 1200mm or be wider than 800mm or deeper than 500mm;
- A flat plaque memorial in a tree ashes garden must be placed within the allocated garden kerbing plot area;
- An inclined memorial in a lawn burial beam area must not stand higher than 400mm or be wider than 1000mm or be deeper than 500mm;
- A memorial in a children's burial beam area must not stand higher than 600mm or be wider than 800mm or deeper than 350mm;
- The base of a flat or inclined memorial must be pinned to the beam with a

minimum of 12mm diameter glued fibreglass rods;

- An upright memorial (headstone) must be pinned to its base or the beam with a minimum of 12mm diameter glued fibreglass rods.

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.

White wooden crosses are not permitted.



Further Information:

For more detailed information please contact our Cemeteries Administrator – [mail to: cemeteries@marlborough.govt.nz](mailto:cemeteries@marlborough.govt.nz)

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