



PRACTICES AND PROCEDURES MANUAL FOR CEMETERIES AND CREMATORIUM



DUNEDIN
CITY COUNCIL

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1. INTRODUCTION

The Dunedin City Council manages 20 cemeteries, a chapel and crematorium. These are operated to provide Dunedin with an efficient and sympathetic burial and cremation service, and cemeteries to a high standard of presentation.

The cemeteries administered by the DCC are: Allanton, Andersons Bay, Broad Bay, Dunedin, East Taieri, Green Island, Green Park, Hindon, Macandrew Bay, Middlemarch, Northern, Otokia, Port Chalmers (New), Port Chalmers (Old), Portobello, Pūrākaunui, Southern, Waikouaiti, Waitati and West Taieri.

The DCC Cemeteries and Crematorium Office, chapel and crematorium are located at the Andersons Bay Cemetery, 198 Tomahawk Road, Andersons Bay, Dunedin 9013. The office is open to the public from 8.30am to 4.30pm, Monday to Friday. All enquiries are welcome.

This revised document (2020) outlines the practices and procedures for, and provides a foundation for the activities and services available at, the DCC cemeteries, chapel and crematorium.

2. ANDERSONS BAY CHAPEL

The DCC operates a chapel attached to the crematorium facility located within the Andersons Bay Cemetery, 198 Tomahawk Road, Andersons Bay, Dunedin 9013.

2.1 Chapel Use, Hours of Operation and Bookings

The chapel seats up to 115 people and is available for hire for all forms of funeral service and ceremony. The relatives or friends of the deceased may appoint any person to officiate the ceremony.

Services are generally in one of two forms – either a committal service or a full funeral service. A funeral booking is allocated two hours and a committal booking one hour.

The chapel can be booked between the following hours:

Monday to Friday: 9.30am to 4.30pm (Standard Rates);
4.30 to 6.30pm (Saturday prices)

Saturday: 9.30am to 2pm

Sunday: Closed

Bookings made in the chapel for 4.30pm on a weekday will be charged at Saturday prices.

All services must be booked through the DCC online booking system.

If chapel bookings are not cancelled four hours before the time of the chapel hire, the fee will still be charged.

2.1.1 Open Caskets During a Chapel Service

Caskets are permitted to be open on the bier table in the chapel during a service booking. The opening of the casket must occur under the full supervision of a funeral director and the casket fully re-secured before the end of the service.

2.2 Cremation Services

For cremations to take place at the crematorium, the provisions of the Cremation Regulations 1973 (including amendments) must be complied with.

Every application for cremation, together with all necessary certificates, shall be lodged by the funeral director or client at the Cemeteries and Crematorium Office before a cremation takes place.

Deceased persons who have been treated with the radioactive drug Metastron three months before death will NOT be cremated due to the release of radioactive material. In such circumstances, the deceased must be interred. The Cemeteries and Crematorium Office does not take responsibility for any increased charges incurred as a result of any such instance.

2.2.1 Certificate of Cremation

A certificate of cremation (required for sending ashes overseas) may be applied for at the time of cremation and will be made available with the collection of the ashes.

2.2.2 Bookings for Cremations

Notice of the day and hour desired for a cremation must be given to the Cemeteries and Crematorium Office by advising that a casket will be delivered for cremation no later than 10.30am on the day of the cremation. At the time of booking the funeral director must advise if an oversized casket is being delivered.

If a cremation is to take place on a Saturday, it is to be booked via the online system no later than 10.30am on the Friday.

2.2.3 Hours for Cremation

Cremations are accepted between the following hours:

- 8am – 4pm, Monday to Friday
- 8am – 2pm, Saturdays

No cremations can take place on public holidays except when Boxing Day and 2 January fall on a Sunday. In such instances, cremations can take place on the Tuesday when the actual holiday is commemorated, but only between 9am and 2pm.

2.2.4 Delivery of Caskets for Cremation

All caskets are to be delivered to the rear entrance of the crematorium. Special arrangements can be made for the delivery of a casket to the front entrance when the chapel is not booked for a service.

2.2.5 Observing a Cremation

Only two people properly concerned with the cremation of any deceased person may observe the casket placed in the cremator after the completion of a service in the chapel or otherwise, accompanied by a funeral director. Notice must be given to the Cemeteries and Crematorium Office by 9am on the day of the cremation that an observer will be present.

Unfortunately there may be occasions where unforeseen and unplanned circumstances prevent viewing.

2.2.6 Security of Caskets

All caskets delivered for cremation must be securely sealed and are to remain closed at all times.

No casket containing a deceased person is permitted to be opened, nor shall any fittings be removed except for the nameplate or memorial items accompanying the casket, which may contravene the resource consent discharge permit requirements and the Health and Safety at Work Act 2015.

2.2.7 Casket May Be Held

The Cemeteries and Crematorium Office reserves the right to hold a casket on its premises overnight should breakdowns or late deliveries occur, or if there is insufficient time to carry out and complete the cremation process. However, all reasonable efforts will be made to cremate caskets on the day of delivery.

2.2.8 Suitability of Caskets for Cremation

Legislation prohibits the discharge of toxic gases and materials into the atmosphere and the DCC must abide by such legislation, including the conditions of the discharge permit held by the crematorium. The DCC also has a duty of care to ensure the safety of all staff and visitors to the crematorium and chapel.

To ensure that legal and safety requirements are met, strict rules apply on what can or cannot be cremated.

No casket will be accepted for cremation unless the construction, lining and contents of the casket comply with the industry standards as described in this section and Appendix One: Acceptability of Casket Contents.

Caskets constructed of, or containing, materials whose combustion may contravene the conditions of the discharge permit or cause physical damage to the cremators will not be accepted for cremation.

The Cemeteries and Crematorium staff reserve the right to inspect any casket proposed for use in a cremation to approve its suitability.

2.2.8.1 Casket Construction and Fittings

Caskets intended for cremation shall comply with the specifics required for construction materials and dimensions as stated in Section 8 of this document

No fittings will be removed from the caskets delivered for cremation except for nameplates, handles and items placed on top of the casket, or to allow the safe loading of the casket into the cremator.

Should the removal of an approved casket liner from a casket be required, this must occur before the delivery of the casket to the crematorium, or be carried out by a funeral director within the designated secure area of the crematorium. No caskets or liners used in conjunction with this practice will be accepted for cremation unless its construction meets standards as described for caskets elsewhere in this document.

2.2.8.2 Interior Linings of Casket

The casket must be suitably lined and sealed to prevent leakages of fluid and odours. If the casket is not of watertight construction or materials, the body must be enclosed in a sealed, impervious plastic body bag as recommended by the Medical Officer of Health.

2.2.8.3 Contents of Caskets

Legislation prohibits the discharge of toxic gases and material into the atmosphere and ensures a safe working environment. Materials that are not acceptable in caskets are identified in Appendix One: Acceptability of Potential Casket Contents. Funeral directors are encouraged to discuss with the Cemeteries and Crematorium Office before the cremation should the casket for cremation contain any items that are not designated as 'acceptable' by these standards.

Staff shall have the discretion to interpret these standards as may be considered appropriate for reasons of:

- environmental responsibility
- protection of plant and equipment
- safety of staff and visitors.

2.2.9 Pathology Remains

All deliveries of pathology remains must be sealed in an approved leak- and odour-proof container. Deliveries not complying with this requirement will not be accepted.

2.3 Post-Cremation Services and Ash Disposal

Upon formal application and payment of fees at the Cemeteries and Crematorium Office, ashes may be interred in a cemetery. Designated areas are provided for ashes, including the use of a family plot, ash beam plot, family ash plot, Returned Services ash plot, child's plot and ash scattering gardens, or they may be placed in the Columbarium Wall.

The Cemeteries and Crematorium staff require instructions at the time of delivery of the casket for cremation to:

- contact the client
- return the ashes to the funeral director or client
- inter the ashes in a designated burial plot requested by the client or funeral director
- scatter the ashes in areas designated for this purpose.

2.3.1 Ashes Return Timing

The ashes will be available for collection from the Cemeteries and Crematorium Office no sooner than 24 hours following the delivery to the crematorium.

To obtain ashes before this, special application and arrangements can be made with the cemetery administration officer responsible for cremation. It will be no sooner than eight working hours following the actual cremation. The office reserves the right to decline the application in circumstances where this will not be possible.

2.3.2 Scattering of Ashes

If requested, ashes can be scattered in designated areas by the crematorium staff. The availability of such areas may change over time.

2.3.3 Interment of Ashes

No person other than a DCC-approved interment contractor shall dig or prepare any grave/ash plot in any part of any cemetery managed by the DCC.

The client, funeral director or cemetery representative may inter ashes. Permission must have been obtained in writing from the burial rights owner (exclusive right to bury – see NZ Burial and Cremation Act 1964) in advance. Formal application will be required for clients who were not cremated in Dunedin. An interment fee applies. All ash plots will be prepared by the crematorium representative.

A minimum of four working hours notification of an ash interment must be given to the Cemeteries

and Crematorium Office before the burial.

Interments may take place any day of the week at any time the cemeteries are open. A Cemeteries and Crematorium representative can be present at ash interments if requested during normal working hours.

Clients or funeral directors will be asked to close the ash plot after the burial, especially after hours. If this is not possible, the Cemeteries and Crematorium representative will close the ash plot, when possible, after the client or funeral director has departed – due to availability of staff, this is only possible during normal weekday operational hours, not evenings or weekends.

Any ash burial to take place at weekends must be arranged with the Cemeteries and Crematorium Office no later than 10.30am on the Friday before.

2.4 Ash Plots

2.4.1 Ash Beam Plots

Burial rights of an ash beam plot will be provided for sale at the Cemeteries and Crematorium Office. The DCC does not pre-sell burial rights to ash plots except when family are interring a loved one and wish to purchase an additional plot. The purchase of a second plot is only available at this time to the one named purchaser.

Ash beam plots are currently available in the cemeteries listed below.

- Allanton
- Andersons Bay
- Broad Bay
- Dunedin
- Green Island
- Green Park
- Macandrew Bay
- Middlemarch
- Port Chalmers (New)
- Portobello
- Waikouaiti

The width of ash beam plots varies in different cemeteries, but all new ash beam plots will be installed to provide a maximum of 400mm width. It is the responsibility of the family (or representative) to check the correct dimension requirements for the plot before commissioning work.

Each plot accommodates up to two ash burials.

2.4.2 Family Ash Plots

Burial rights of family ash plots are available for purchase at the Cemeteries and Crematorium Office. These are available in the cemeteries listed below.

- Andersons Bay
- Dunedin Cemetery
- Green Park

The DCC does not pre-sell burial rights to family ash plots.

The width of a family ash plot will be no more than 800mm.

These can accommodate up to eight ash burials per plot. Variances occur as a result of the style and size of urns which may result in a reduction to the number of ash burials. It is the responsibility of the family (or representative) to check the correct dimension requirements for the plot before commissioning work.

2.4.3 Returned Services Section Ash Plots

Returned Services plots will be provided by the Cemeteries and Crematorium Office. These are currently available in the cemeteries listed below.

- Green Park
- Port Chalmers (New)

These plots can accommodate up to two ash burials. The government agency responsible (Veterans' Affairs) requires that the first interment must be a Returned Services person. A spouse can be interred first provided that the Returned Services person confirms in writing that they too will be interred in this same plot.

For any questions regarding the eligibility of a veteran or a veteran's spouse/partner, please contact Veterans' Affairs, toll free on 0800 483 8372.

The mailing address for all applications and correspondence regarding Return Services plots is: Veterans' Affairs, PO Box 5146, Wellington 6145.

2.4.4 Child's Ash Plots

Parents may have their ashes interred with their child in an existing child's plot if space permits. A memorial plaque to acknowledge the interment may be placed on the base of the child's memorial.

2.4.5 Disinterment of Ashes

Ashes may be disinterred from any Dunedin cemetery if the burial rights owner formally applies to the Cemeteries and Crematorium Office and pays the appropriate fees.

2.4.6 Disposal of Ashes – Those Not Collected

Where ashes are not collected from the crematorium within three months from the date of cremation, they will be disposed of by the Cemeteries and Crematorium Office in accordance with the Cremation Regulations 1973.

3. DUNEDIN CITY CEMETERIES

3.1 Burial Services

No burial shall take place in any cemetery unless all provisions of the Burial and Cremation Act 1964 and any amendments have been complied with. Applications and any necessary certificates or authorities shall be lodged by the funeral director or client with DCC staff at the Cemeteries and Crematorium Office before a burial takes place.

3.1.1 Permission for Burial

Burial rights are available for purchase at the Cemeteries and Crematorium Office. The DCC does not pre-sell the burial rights to burial plots. Burial plots are only made available for purchase at the time arrangements are being made for an interment. The purchase of the neighbouring plot to form a double or family plot is only available at this time to the one named purchaser.

Each new burial will be placed near newly created ones. Selection of plots will be limited to plots in the current block, as allocated by the DCC.

Burial plots available for first interments are currently available in the cemeteries listed below.

- Green Park
- Port Chalmers (new)
- Waikouaiti
- Waitati
- Pūrākaunui
- Portobello
- Macandrew Bay
- Broad Bay
- Allanton
- Otokia
- Middlemarch
- Hindon
- Dunedin

No burial whatsoever shall be performed, or monumental works or preparations undertaken in any form, at any cemetery without permission first being obtained from the Cemeteries and Crematorium Office and the appropriate fee paid as specified in the Schedule of Fees.

The Cemeteries and Crematorium Office reserves the right to inspect for approval any casket proposed for use in a burial.

3.1.2 Exclusive Burial Rights

No burial shall take place in an existing plot without the authority of the burial rights owner. Where any doubt of ownership or authority exists, formal proof and identification will be required.

If the burial rights owner is deceased, then an application must be made on the Authority to Inter in an Existing Plot form; the immediate next of kin may give authority or a person acting on behalf of the deceased or the estate can apply.

3.1.3 Transfer of Interest in Unused Historic Plots

A purchaser or owner of the exclusive right of burial in any plot where no burial has taken place cannot transfer or sell their interest or ownership to any third party. In all such circumstances where the owner decides that the plot is no longer required, they may sell the burial rights back to the DCC on the return of the original burial rights certificate. In these instances, the DCC will pay the original purchase price.

3.1.4 Hours for Burials

Burials shall only take place between these hours.

- 9am – 4pm, Monday to Friday
- 9am – 1pm, Saturdays

No burials will take place on Sundays or public holidays.

If a burial is requested outside the stated hours, arrangements must be made with the interment contractor, who will charge an additional fee.

3.1.5 Notifications for burial and Burial Bookings system.

Notification of an intended burial shall be given to the Cemeteries and Cremation Office via the online booking system no less than four (4) working hours before the time of interment.

If clients choose not to engage a funeral direction, assistance from the Crematorium and Cemeteries Office is limited to the supply of forms and purchase of plots.

Burial requests for all Dunedin cemeteries must be booked through the DCC online booking system.

3.1.6 Notification of Time of Arrival of the Funeral Party

The expected time of arrival shall be given to the Cemeteries and Crematorium Office via the online booking system.

The interment contactor will be advised of the burial and expected time of arrival at a cemetery. If the time varies greatly from the intended time, alternate arrangements must be made with the interment contactor by cell phone.

3.2 Grave Preparation and Maintenance

3.2.1 Grave Location Service

Graves can be located on request by contacting the Cemeteries and Crematorium Office.

3.2.2 Grave Testing Service

To determine if sufficient space is available for additional interments in an existing grave or plot, a testing service is available on request at the Cemeteries and Crematorium Office.

3.2.3 Concrete Covered Graves

The DCC Cemeteries and Crematorium takes no responsibility for the breaking or reinstatement of the concrete surface on any grave.

Permission is only granted to an approved monumental mason (i.e. a member of the New Zealand Master Monumental Masons Association) to break the concrete covered graves. These works and the subsequent reinstatement are at the client's cost and are to be arranged directly with the monumental mason.

3.2.4 Grave Preparation

No person other than a DCC-approved interment contractor shall dig or prepare any grave in any part of any cemetery managed by the DCC.

The minimum depth of cover for any casket is 1000mm (excluding natural burials).

3.2.5 Maintenance of Graves

The DCC maintains the cemeteries' grounds and assets such as rubbish bins, seats, grass, pathways and shrub borders.

The DCC is not responsible for the maintenance of headstones or plaques, or plots that are surrounded by concrete or steel framework or other structures.

Graves will be topped up and levelled whenever undue sinkage occurs. Sinkage can be reported to the Cemeteries and Crematorium Office, after which the grave will be levelled up as soon as is practical.

Floral tributes will be removed 10 days after a burial has taken place.

Private plantings are not permitted in any lawn areas in DCC cemeteries. Any such plantings in these areas will be removed.

All plot adornments or ornamentation must be placed on the concrete beam away from the grass and the concrete mowing strip.

Any unsafe, prohibited or deteriorating adornments will be removed. This includes (but is not limited to) vases, pots, jars, ornaments or statues.

Free-standing vases, jars and bottles made of glass are strictly prohibited in all DCC cemeteries. UV-resistant plastic and metal containers are the preferred options.

3.2.6 Provision of Grave Markers

The DCC makes no provision for supply, maintenance or replacement of any grave markers (excluding natural burials).

3.3 Natural Burials (Green Park Cemetery)

The current practices and procedures for natural burials are discussed below, however this section will be subject to continuing consultation and review.

3.3.1 Preparation

The use of toxic embalming fluids is not permitted. If embalming is necessary (e.g. because there will be a delay of five days or more, or the deceased person had been receiving treatment for cancer), the use of a certified eco-embalming fluid is permitted.

Use of natural fibres for clothing is encouraged. Non-biodegradable accessories or jewellery are discouraged.

3.3.2 The Casket

Caskets for natural burials must be made of biodegradable (preferably sustainably grown) materials. No lead, metal or plastic fittings are permitted, with the exception of metal screws and nails. No toxic glues, oil-based paints or artificial stains are permitted. All lining or filling must be biodegradable.

3.3.3 The Burial Plot

Bodies are buried within or as close to the active soil layer as possible. Actual depth varies according to the soil conditions, but won't be less than 750mm from the top of the casket to the surface. Plots are then filled with aerobic, organically active soil. Plots will be topped up as required when sinkage occurs.

Only one casket will be buried in each plot.

Each new burial will be placed near newly created ones. Selection of plots will be limited to plots in the current block as allocated by the DCC. Reservations will not be available.

Graves will be prepared by the DCC-approved interment contractor. Family and friends may backfill a grave if they desire, otherwise this will be undertaken by the DCC's interment contractor.

3.3.4 Ash Interments

Ashes may not be interred in the natural burial area.

3.3.5 Memorials

The concept of natural burials means that no permanent (i.e. headstones) or synthetic memorials are to be installed at the site.

A native plant can be planted on the left side of the casket. The plant would be selected by the family from the DCC's Natural Burial Brochure, which provides a list of suitable plants for the area. The DCC will supply and plant the tree. Arrangements for the planting of memorials will be made after the burial at the best time of year to ensure healthy growth. Purchase and initial maintenance of the plant is included in the interment fee.

A temporary non-treated wooden marker is provided by the DCC and will be installed on the plot. Purchase and installation of the marker is included in the interment fee.

These temporary markers will not be maintained or replaced by the DCC. Any synthetic materials left at the grave will be removed.

3.3.6 Site Management

The area will be developed as natural bush revegetation. A site map of approximate site locations will be kept by the DCC, but due to the nature of regenerating bush, access to all plots will not always be available.

3.3.7 Site Maintenance

The natural burial area will be maintained as a bush revegetation site. Care and maintenance of the plants will be undertaken during establishment, after which only minimal maintenance will occur.

4. MEMORIAL INSTALLATION AND MAINTENANCE

Only a certified monumental mason (New Zealand Master Monumental Masons Association) or DCC-approved masonry contractor can undertake work associated with the installation of any monument in a cemetery. The approved contractor must guarantee all aspects of their work under the NZ Standard 4242:1995 (Headstones and Cemetery Monuments). A list of current approved contractors can be found at www.dunedin.govt.nz/council/procurement/approved-contractor-policy/list-of-approved-contractors

Minor repair and maintenance may be undertaken by interested parties. Minor maintenance is limited to cleaning and minor crack repair, and the proposed work must not affect the structural integrity of the memorial. Best practice guidelines are available at the Cemeteries Office or at: www.dunedin.govt.nz/facilities/cemeteries. (See 'Related Information'.)

Owners of the exclusive right of burial or, in lieu of the owner, the immediate next of kin (or their agent), may give permission for a headstone or plaque to be erected or for wording to be added to the existing monument. Where any doubt of ownership or authority exists, formal proof and identification will be required.

4.1 Installation of Memorials

Before the installation of all headstones, memorials or plaques, a monumental permit must be issued by the Cemeteries and Crematorium Office. This ensures the headstone is placed on the correct plot and installed to best industry practice (New Zealand Standard 4242:1995). The monumental mason applies for the permit on behalf of the plot owner or family. Any headstones, memorials or plaques installed without a permit will be removed.

All monuments including headstones and plaques are to be constructed in accordance with NZS 4242:1995, sound engineering principles and to the satisfaction of the DCC.

All monuments are to contain at least two dowels to secure the monument to the concrete/granite base. Dowels shall be threaded stainless steel rods or approved deformed fibre-reinforced polymer (FRP) composite rods. FRP or marine-grade stainless steel dowels shall be used in cemeteries susceptible to sea salt spray.

Headstones shall not be wider than 1 metre or overhang the concrete/granite base. They may stand no taller than 1.1 metres above the concrete beam.

For monuments up to 900 x 600mm, two securing dowels that are at least 100mm long or half of the overall thickness of the monument (whichever is greater) are to be used.

The diameter of the securing dowels is to be at least 12mm and no more than one-third of the stone's thickness.

For monuments larger than 900 x 600mm and up to 1000 x 900mm, two securing dowels that are at least 150mm long or one-third of the overall thickness of the monument (whichever is greater) are to be used.

The minimum diameter of the securing dowels is to be 20mm or no more than one third of the stone's thickness.

Securing dowels are to be fully grouted into the concrete/granite base and monument using a high strength, non-shrink grout or epoxy resin, installed in strict accordance with the manufacturer's instructions. Surface roughening of the holes shall be undertaken before installation of the dowels to ensure a sufficient bond is achieved.

The DCC may commission a certified monumental mason (i.e. a member of the New Zealand Master Monumental Masons Association) to inspect the installation of the securing dowels before construction of the monument.

The DCC will provide concrete beams for interments where it is appropriate in a cemetery. The cost of the concrete beam is included in the purchase price of the exclusive right of burial.

Where upright headstones are permitted and a concrete beam provided, the headstone must be erected and pinned to the beam installed by the DCC. No kerb or fence, covering or other structure shall be permitted. No concrete work is to be painted.

The base of the monument must be set back 150mm from the front of the concrete beam.

It is preferable that a monument is to be made of granite or suitable approved stone, bronze or other non-ferrous metal or similar suitable material. Other natural stone is permitted such as marble, schist, sandstone or limestone, but these materials are prone to earlier deterioration

(note, marble is more durable). No stainless steel, wood, fibreglass, plastic, glass or other unsuitable material is allowed.

Company names, discreetly placed at the bottom front of a monument, are permitted.

The adjoining roads, paths or allotments must not be damaged while constructing bases and erecting monuments. No mixing of concrete is permitted on any hard surfaces, work or construction must not interfere with normal cemetery activities, and no materials are to be left on public access lanes or neighbouring graves. All rubbish is to be removed from the cemetery when the work is completed. Tools and materials may not be left unattended in a cemetery.

No work is to be started or continued while an interment is underway.

4.2 Specific Requirements for Memorials on Burial Plots

Due to variations in the beam dimensions, it is the responsibility of the plot owner to ensure that the headstone and base are of the correct dimensions for the particular plot concerned.

1200mm-wide burial plot:

- Concrete/granite base: 1000mm width x 450mm depth x 60mm–150mm thickness
- Headstone: Maximum height 1100mm (including concrete base)

All structural work must be done in accordance with the NZ Standard 4242:1995 (Headstones and Cemetery Monuments).

Headstones on burial plots shall not overhang the concrete base or interfere with the concrete mowing strip and may stand no higher than 1100mm above the concrete beam on burial plots.

Plaques on burial plots can be set directly onto the concrete/granite base but shall not overhang.

Any alternative proposal must be made in writing and agreed to before a permit is issued, but the DCC reserves the right to decline any alternative request. Non-complying plaques and headstones may be removed.

4.3 Specific Requirements for Memorials on Ash Plots

4.3.1 Family Ash Plots

All structural works must be done in accordance with the NZ Standard 4242:1995 (Headstones and Cemetery Monuments).

Due to variations in the beam dimensions, it is the responsibility of the plot owner to ensure that the headstone and base are of the correct dimensions for that particular plot.

Headstone:

- Maximum height 1100mm (including concrete/granite base).

All memorials must have a plaster concrete or granite base set and pinned onto the concrete beam.

Base specifications:

- 600 x 400mm for older plots (Green Park, Port Chalmers)
- 700 x 400mm for new plots (Dunedin, Andersons Bay)

Headstones on family ash plots shall not overhang the concrete/granite base or concrete mowing strip.

Any alternative proposal must be made in writing and agreed to before a permit is issued, but the DCC reserves the right to decline any alternative request. Non-complying plaques and headstones may be removed.

4.3.2 Memorial Plaque on Ash Plots

The DCC allows the installation of a plaque, not a headstone, on ash plots. Due to variations in the beam dimensions, it is the responsibility of the plot owner to ensure that the plaque is of the correct dimensions for the particular plot concerned.

Plaques on ash beam plots must have a minimum clearance of 10mm from the edge of the plaque to the edge of the plot and be no more than 10mm thick.

Plaques measuring 150 x 100mm may be fixed to ash beams at any cemetery where there is an ash beam provided. Fixing the plaque can be done by crematorium staff, or the family can organise this through a monumental mason – a fee may apply.

Plaques measuring up to 180 x 300mm may be fixed to some plots on ash beams, depending on the size of the ash plot. Manufacturers must determine the size of plot and the plaque must be fixed by the client or the client's representative.

Garden ornaments or statuettes placed in ash beam plots must be at least 350mm back from the concrete edge and be no higher than 300mm. Ornaments, tributes and memorials that are placed in the garden area may be removed if they encroach on neighbouring plots or public plantings or if they make it difficult for the contractor to maintain the area.

The DCC does not accept any responsibility for damage or vandalism to plaques, garden ornaments or statuettes. Maintenance of plaques is the responsibility of the plot owner or the family of the deceased.

Plaques can be placed on the walls in the Court of Reflection at Andersons Bay cemetery. A fee applies. A plaque occupying a single space must measure 150x110mm or 300x110mm for two spaces purchased.

Non-complying plaques and headstones may be removed.

4.3.3 Dunedin Cemetery

Plantings, adornments and ornamentation (including fences, ornaments and solar lights) are strictly prohibited in ash plot areas. Any prohibited items left on plots at Dunedin Cemetery will be removed.

4.4 Maintenance of Memorials

Maintenance of monuments and plaques is the responsibility of the owner of the exclusive right of burial or their representative. Monuments and plaques must be kept in good repair and the DCC does not take any responsibility for damage or vandalism to any memorial or plaque.

Before any repair, restoration or conservation of headstones or gravesites, permission must be obtained from the burial rights owner's next of kin or the family of the deceased burial rights owner and a permit applied for from the Cemeteries and Crematorium Office. Where maintenance or minor repairs can be carried out on the headstone in situ, a permit is still required but no fee will be charged. All works must be undertaken in accordance with the New Zealand Standard NZS 4242:1995 (Headstones and Cemetery Monuments) and carried out by a qualified tradesperson.

No person shall make use of any footpath or roadway in any cemetery to mix cement or mortar other than on a watertight platform, and all necessary precautions shall be taken to ensure that no damage is done to footpaths, roadways and plots.

The DCC may remove from its base any monument that has fallen into a state of disrepair if the Cemeteries Officer determines that a monument is an extreme health and safety risk. The monument will be laid down on the plot.

No responsibility for damage is taken for any plaque damaged where Cemeteries and Crematorium staff have been formally requested to remove it.

4.5 Removal of Monuments or Memorials from Cemeteries or Graves

No person (including family and monumental masons) may remove a kerb or monument from any plot or grave unless they have permission from the Cemeteries Administration Officer.

Monuments that are removed to be restored or repaired and are over the current height limit for the cemetery may be reinstated back onto their original position. All structural works must be undertaken in accordance with the NZ Standard 4242:1995 (Headstones and Cemetery Monuments).

4.6 Plantings

4.6.1 Lawn Cemeteries

Plantings are not permitted in any lawn areas in DCC cemeteries. Any such plantings following an interment will be removed after ten days.

5. DISINTERMENT

4.6.2 Ash Plots, Family Ash (Quarter Plots) and Children's Plots

Any plants (including trees and shrubs) must not exceed 500mm at maturity. The DCC reserves the right to remove any plantings that encroach on a neighbouring plot or cemetery planting, have the potential to damage the concrete beam or in any way interfere with normal cemetery activity.

4.6.3 Family Plots (with Concrete Kerbing)

No new trees are to be planted on these graves. The DCC reserves the right to remove any existing plants that become unsafe, impact on the structural integrity of memorials or in any way present a health and safety issue.

4.6.4 Existing Plantings – Planted before 2016

The maintenance of plants (including trees and shrubs) taller than 500mm will be agreed upon between the respective family and the DCC. These plantings must be maintained by family or friends. Failure to do so means DCC reserves the right to remove them.

4.6.5 Eco-Burial Site

In a designated DCC eco-burial site (currently at Green Park Cemetery), all planting on graves will be undertaken and maintained by the DCC. This is the only area in cemeteries where trees can be planted, as the aim is to have a wooded area above those interred there. It is anticipated that the trees will be significantly taller than 500mm once fully grown, the only part of Dunedin's cemeteries where this is allowed. As the DCC will be controlling the planting and maintenance process, a list of appropriate and approved trees will be available for people burying their family members there.

5.1 Legal Process

Where an application for a disinterment is received by the Cemeteries and Crematorium Office, the disinterment shall be conducted according to Sections 51 and 55 of the Burial and Cremation Act 1964 and any amendments thereto, and subject to the payment of fees determined by the Cemeteries and Crematorium Office. The fees and charges are listed at:

www.dunedin.govt.nz/facilities/cemeteries.

5.2 Booking Process

Details regarding all intentions for exhumation must be directed to the Cemeteries and Crematorium Office. A convenient time for all parties will then be negotiated.

6. GENERAL PROVISIONS

6.1 Genealogical Research

The Council provides free access to cemetery records at www.dunedin.govt.nz/facilities/cemeteries.

Further assistance is available from the Dunedin Public Libraries and the Cemeteries and Crematorium Office.

6.2 Vehicles in Cemeteries

Vehicles are not permitted in Andersons Bay Cemetery, Southern Cemetery, Northern Cemetery, Green Park Cemetery or Dunedin Cemetery between the hours listed below.

- 5.30pm – 8am, April – September
- 7.30pm – 7.30am, October – March.

No vehicles will be allowed in any of the other DCC cemeteries between the hours of sunset and sunrise.

The speed limit in all cemeteries shall not exceed 20km/hr.

6.3 Dogs, Horses and Livestock

Dogs must be under continuous control on a leash in all DCC cemeteries, as stated in the DCC Dog Control Bylaw.

Grazing leases (horses and livestock) may apply in those areas not suitable or otherwise unused for cemetery purposes.

6.4. Remotely Piloted Aircraft Systems

DCC does not normally grant permission for the use of Remotely Piloted Aircraft Systems (or "Drones") over DCC Cemeteries. For more information on operating RPAS over council-owned land, please visit www.dunedin.govt.nz.

7. PAYMENT OF FEES

7.1 Schedule of Fees

A schedule of fees will be set for all services offered by the Cemeteries and Crematorium Office, and these are subject to review and possible change on 1 July each year. All fees will be published in the DCC Annual Plan and posted on the DCC website.

7.2 Terms of Trade

Funeral directors and monumental masons will collect and pay all fees on behalf of their client to the DCC by the 20th of the following month.

Any member of the public arranging a burial or cremation without involving a funeral director will be invoiced directly with payment due by the 20th of the following month.

7.3 Indigent Persons – Application for Free Cremation from the DCC Crematorium

The DCC may waive fees to provide a free cremation provided that an application is made and all the conditions met on the approved form: Application for Waiving of Cremation Fees (Indigent Persons Only). This form can be found at www.dunedin.govt.nz/facilities/cemeteries, or at the Cemeteries and Crematorium Office.

Such application must be made, where possible, at least 48 hours before a cremation takes place. It must have first been investigated and approved by a Justice of the Peace.

The cremation will not take place unless the Cemeteries and Crematorium Office has given prior approval.

The cremation of an indigent person will not be accepted on Saturdays or any public holiday.

No burial plot or other interment service in any DCC cemetery will be made available for burial of indigent persons unless the indigent person is certified by a Justice of the Peace to be known or believed to have belonged to any particular religious denomination for which burial is preferred. If there is a portion of the cemetery that is set apart and available for that denomination, the indigent person shall be buried in that portion.

8. DESCRIPTION OF APPROVED CASKET FOR CREMATION

8.1 Type of Materials

Caskets intended for cremation shall be constructed of a combustible material such as medium density fibreboard (MDF) or natural timbers, in such a way that it will not collapse while being handled by crematorium staff. Caskets constructed of metal, fibreglass, recycled cardboard or other material not tested for combustion will not be accepted for cremation.

8.2 Approved Dimensions

The exterior dimensions of the casket shall not exceed 840mm wide x 600mm high. This is the maximum size that can be physically loaded into the cremator.

8.3 Lining of Interior of Casket

The casket must be suitably lined and sealed to not allow any fluid or odour to escape from it.

If the casket is not watertight and is not provided by a recognised industry supplier or a funeral director, the body must be enclosed in a sealed, impervious plastic body bag as recommended by the Medical Officer of Health.

8.4 Metal Caskets

Metal caskets or metal-lined caskets will not be accepted for cremation.

8.5 Approval of Casket for Cremation or Burial

The Cemeteries and Crematorium Office reserves the right to inspect for approval any casket proposed for use in a cremation or burial.

9. GUIDELINES FOR THE CONTENTS OF CASKETS FOR CREMATION

The Cemeteries and Crematorium Office and its client funeral directors are expected to adhere to these guidelines, for reasons of:

- sound professional practice
- environmental responsibility.

It is recognised that the Cemeteries and Crematorium Office has the discretion to interpret these guidelines as may be considered appropriate for the above reasons.

It is recommended that the funeral director discuss with the Cemeteries and Crematorium Office, either at the time of making a cremation booking or as soon as possible thereafter, any item suggested for inclusion in the casket for cremation which is not designated as 'acceptable' by these guidelines.

This is a voluntary enforcement policy and co-operation is required for it to be effective.

9.1 Pathology Remains

All deliveries of pathology remains must be sealed in an approved leak-proof container.

APPENDIX 1:

ACCEPTABILITY OF POTENTIAL CASKET CONTENTS

Casket Trimmings	
Casket lining and accessories	No materials containing poly-vinyl chloride (PVC) or metals likely to cause contamination. Chlorinated compounds and metals can cause hazardous poisons on combustion. The incineration of such materials is strictly prohibited under the conditions of the crematorium discharge permit.
Sheets, pillows, mattress	No inner-sprung and/or latex-based rubber mattresses or materials containing PVC.
Body Coverings	
Body wrap/bag	Materials containing poly-vinyl acetate are acceptable. No PVC is acceptable.
Shroud	Acceptable.
Clothing	Outer garments made fully or principally of latex-based rubber or plastic (e.g. wet weather gear, fishing waders) are not acceptable.
Footwear	Shoes, sandals, slippers, etc., are acceptable, although rubber/plastic soles or uppers are not desirable. Work boots, military boots, gumboots or similar are not acceptable.
Surgical Implants	
Cardiac defibrillator, battery powered	Not acceptable.
Cardiac pacemaker, battery powered	Not acceptable.
Drug infusion pump	Not acceptable.
Irradiated metal pellets	Not acceptable (except where the pellets have been removed at hospital)
Radio-active injectable solutions	May be acceptable on written prior agreement by DCC.
Embalming or temporary preservation fluid	Acceptable.
Metal joints, pins, plates	Fixion expandable nails not acceptable. Other joints, pins and plates are acceptable.
Silicon implants	Acceptable.
Dental work including dentures	Acceptable.
Bodily Appliances	
Plaster casts	It is recommended that funeral directors discuss with the crematorium authority as early as possible whether the particular bodily appliances will be accepted in the casket for cremation and (if appropriate) the extent of body coverage by any plaster cast.
Prosthetic limbs and callipers	Not acceptable.
Personal Effects	
Spectacles and jewellery	Not recommended, but acceptable.
Handbags	Not recommended. Acceptable if not PVC and maximum dimensions do not exceed 300 x 200 x 100mm.
Handbag contents	Not recommended. Acceptable depending on materials enclosed.
Metal walking stick	Not acceptable.

Acceptable Extraneous Items

- A single book of maximum dimensions (200 x 125 x 40mm).
- Photographs without metal frames or glass.
- Any other items comprised of entirely combustible materials which DO NOT explode when subjected to heat or upon combustion generate temperatures, emissions, or residues which are unacceptable to the crematorium authority or the relevant Environmental Protection Authority.
- Shredded paper in pillows and mattresses.

Unacceptable Extraneous Items

- Any item containing poly-vinyl chloride (PVC) or latex-based rubber.
- Any items consisting of, or containing metal or glass.
- Pathological waste (including: infection-control items, syringes, gauze) and materials used in preparation of the body for cremation.
- All fluids and containers including bottles or cans of alcohol.
- Batteries (whether or not implanted in the body), pressurised spray cans and any other item that explodes when subjected to heat.
- Any item containing lead.

For advice or information

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