

Application for permit to work in cemetery

Send the completed form to
cemeteries@wcc.govt.nz

**Absolutely Positively
Wellington City Council**
Me Heke Ki Pōneke

Party interred

1. Family name:	First names:
2. Family names:	First names:

Applicants details

☐ The Exclusive Rights of Burial Deed is in this person's name ☐ Basis of right to use plot (*provide proof as relevant*)

Full name:

Email:

Address:

Phone number/s:

Plot requirements

This must be provided to be verified by Wellington City Council Cemeteries and Crematorium staff

Cemetery:

Plot identification:

Number:

Row/Section/Garden:

Section:

Temporary grave marker in place: ☐ Yes ☐ No

Nominated contractor

Name of company:

Address of company:

Name:

Telephone:

Scope of work

Tick relevant boxes and provide additional details as necessary

Create enclosure	Remove headstone	Remove plaque	Remove panel
Reinstate floor	Place headstone	Place plaque	Place panel
H.P. Cleaning	Other repair:		

Dimensions (*new monument or other structure*)

Memorial length x width:

Enclosure length x width:

Please contact the Karori cemetery office for further memorial dimension information.

Detail including any inscriptions (*please provide a comprehensive description of work*)

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Authorisation

I am the person arranging this permit. I declare that the information given on this form is correct. I/the company will be responsible for paying the permit fees and other related fees set by the Wellington City Council in consideration of being granted the permit.

Funeral Director (Company):

Name:

Email:

Address:

Phone number/s:

Signature:

Date:

Office Manager approval

Approved for issue of Permit subject to the specific instructions set out in the section below and the relevant provisions of the Wellington City Council Cemetery Bylaws. Please refer to Wellington City Council Cemetery and Crematorium users guide.

Signature:

Audit tab checked

Date:

Instructions

To be completed by the Business Support Officer. The following instructions apply to this activity. Compliance with stated instructions is mandatory.

Denominational sections standard base size ((S) = single, (D) = double)

Ash Beam 900 x 430 (S)	Jewish Orthodox 900 x 430 (S), 1800 x 430 (D)
Ash Circle 350 x 250	Lawn Plaque 350 x 250
Assyrian 900 x 430 (S)	Memorial Plaque (bronze) 135 x 95
Chinese 900 x 430 (S), 1800 x 430 (D)	Muslim 350 x 250
Granite Book Plaque 110 x 70 x 15	Pacific Island 900 x 430
Greek Orthodox 900 x 430 (S), 1800 x 430 (D)	Plaque other
Greek Orthodox2 900 x 430 (S), 1800 x 430 (D)	Plymouth Brethren 900 x 430
Hindu 900 x 430	Poon Fah 900 x 430 (S), 1800 x 430 (D)
Prog Jewish 350 x 250	Roman Catholic3 900 x 430 (S) 1800 x 430 (D)
Public1 900 x 430 (S), 1800 x 430 (D)	Rose Garden Plaque 200 x 125
Public2 900 x 430 (S), 1800 x 430 (D)	Serbian Orthodox 900 x 430
Public3 900 x 430 (S), 1800 x 430 (D)	Seyip 900 x 430 (S), 1800 x 430 (D)
Recumbent Desks 500 x 300	Tung Jung 900 x 430 (S), 1800 x 430 (D)
Roman Catholic1 900 x 430 (S), 1800 x 430 (D)	Urupa 900 x 430 (S), 1800 x 430 (D)
Roman Catholic2 900 x 430 (S) 1800 x 430 (D)	