



Application for Memorial Permit

THIS APPLICATION NEEDS TO BE LODGED AT THE PRE-PRODUCTION PHASE FOR ALL MEMORIALS

Name of Applicant: _____

Address of Applicant: _____

Email: _____ Phone No _____

I, the above named, would like to apply for a Memorial Permit for the following:

Name of Deceased: _____

Cemetery: Rotorua, Reporoa, Ngakuru, Mamaku

Date of Death: ____ / ____ / _____ Block: ____ Section: _____ Plot: _____

Location of Memorial: Ornamental Garden, Berm Lawn, Niche Wall, RSA Plaque, Burial Plot

Please attach Stonemasons proof of proposed memorial detailing inscription and dimensions.

Signed by Applicant: _____ Date: ____ / ____ / _____

By signing the above I declare that I am authorised to permit the placement of a memorial in relation to this plot.

RDC Office Use:

Plot location confirmed: YES AMENDED

Sited wording and description of Memorial: _____ Signature

Permit Approved: YES NO Dated: ____ / ____ / _____

Applicant notified of approval: YES NO Method: Letter, Phone, Email, Fax, Verbal

Please allow up to 15 working days to process this application.

Completed form can be emailed to: cemetery.rotorua@rotorualc.nz or mailed to Rotorua Lakes Council, Private Bag 3029, Rotorua Mail Centre, Rotorua 3046.

MATERIALS

All memorials to be made of either granite, marble, concrete with plaster, porcelain and ceramic and in some instances bronze. The use of other materials will require Council approval prior to use.

OFFENSIVE WORDING AND DESIGN

No individual monument shall cause offence or unfairly overwhelm adjacent areas either by design, wording or other mark.

MEMORIAL RESTRICTIONS

General Area

Base:

- Bases for all memorials shall not stand higher than 150mm above the highest point of the concrete berm.
- The depth (front to back) to be no greater than 500mm. Depending on the size of the concrete berm, a minimum space of 100mm is to be maintained both front and back of the base. This means that, for example the concrete berm is 600mm wide then the depth of the base can only measure 400mm.
- The width (left to right) of the base is to be no wider than 1000mm, in the case of a double side by side plot 2200mm.

Memorial:

- No erected memorial shall have a completed height higher than 1200mm above the concrete berm. Such memorial shall comply with NZS 4242:2018 Headstones and Cemetery Monuments as a minimum and shall be aesthetically acceptable to the controlling authority (Rotorua Lakes Council). The plans of such memorials shall be submitted to, and approved by, the Rotorua Lakes Council before the erection of any such memorial is permitted.

Children's Memorials:

The following restrictions are only for those areas set aside for children, known as Children's Lawns.

- A base no greater than 500mm x 300mm x 100mm thick. A memorial above the base to a height no greater than 500mm. Total height of memorial not to exceed 600mm,

Flat Lawn Plaques:

Plaques in this area to be no greater than 500mm x 400mm. Plaques are plastered on the concrete berm to a maximum height of 150mm at the back, angling down to 30-60mm at the front. Plastering is to match the existing memorials in the flat lawn area. For memorials within an RSA section these must be purchased through Veterans' Affairs New Zealand contact RSA for details.

REMOVAL OF UNPERMITTED MEMORIALS

The Rotorua Lakes Council reserves the right to remove any memorial placed within any of its cemeteries that has not obtained a Memorial Permit. Any such memorial will be held for a period of no less than two months prior to disposal. All such memorials can be collected by the family and or applicant. The Rotorua Lakes Council will allow such memorials to be restored within the cemetery subject to a memorial permit being approved and the payment to the Rotorua Lakes Council of any costs it incurred due to taking this action.