



WAIROA DISTRICT COUNCIL

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PO Box 54, Wairoa 4160, Hawke's Bay
Coronation Square, Queen Street, Wairoa

APPLICATION FOR HEADSTONE AND PLAQUE MONUMENTAL WORK PERMIT

Please fill out this form if you wish to apply for a monumental work permit for a headstone and/or plaque, complying with Part 6 - Cemeteries of the Consolidated Bylaw 2023.

The **application fee** can be found on the Fees & Charges page of Council's website. Head to www.wairoadc.govt.nz and search for 'fees & charges'.

Please note, both the Applicant and the Monumental Mason must sign this form. On approval of the application, an **approval** will be forwarded to the Applicant and must be carried at all times while working in the cemetery.

For more information, please contact Council on (06) 838 7309.

Please answer all questions fully.

Applicant Details *(Owner or Authorised Representative of the Plot)*

Full Name	_____
Postal Address	_____
	_____ Post Code _____
Email Address	_____
Phone Number	_____
Relationship to Deceased	_____

Cemetery and Plot Details

Cemetery Name	_____
Plot Location	Block _____ Row _____ Plot _____ CE ID _____
Full Name of Deceased	_____
Date of Death	_____
Plot Type <i>(please tick)</i>	<input type="checkbox"/> Ashes <input type="checkbox"/> Casket

Details of Monumental Mason

Full Name	_____
Postal Address	_____
	_____ Post Code _____
Email Address	_____
Phone Number	_____

Details of Proposed Headstone/Plaque

Date of Installation _____

Material _____

Colour _____

Dimensions (mm) *Height* _____ *Width* _____ *Depth* _____

Inscription (*attach a seperate page if more space is required or provide photos if applicable*)

Note: Design must comply with Wairoa District Council Cemeteries Bylaw, and is pending Wairoa District Council approval.

Application & Declaration

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

The Applicant - I hereby apply for a monumental work permit for a headstone and/or plaque complying with Part 6 - Cemeteries of the Consolidated Bylaw 2023 and I certify that to the best of my knowledge and belief the information given in this application is complete and accurate.

The Monumental Mason - I hereby declare that all monumental masonry work carried out by the undersigned will be done in accordance with NZS 4242:2018 (Headstone and Cemetery Monuments), and also in accordance with Wairoa District Council's Cemeteries Bylaw and I certify that to the best of my knowledge and belief the information given in this application is complete and accurate. Only approved Monumental Masons or suitably qualified trades persons will be permitted to erect headstones and monuments in any Wairoa District Council cemetery. I further understand that failure to comply with the above standards may result in a fine.

Signed by the Applicant

Full name of person lodging this form

Date

Signed by the Monumental Mason

Full name Monumental Mason

Date

WDC Office Use Only

Payment Details

Permit Fee

\$

Date

Receipt Number

Invoice Number

Approval

This is approval for a permit, given by:

Full Name WDC Officer

Date
