Headstones and plaques



You can personalise a headstone or plaque to honour a loved one. It must however comply with our guidelines around size, design, material and installation. To ensure this a permit is required for all headstone and plaque installations.

Monuments, memorial headstones and plaques can only be installed in Waipā District Council cemeteries by a qualified monument-installer, preferably a member of the Master Monumental Masons Association.

Apply online: Permit to install or work on a headstone/plaque.

Waipā District Council Cemeteries Bylaw: Cemeteries Bylaw (2013)

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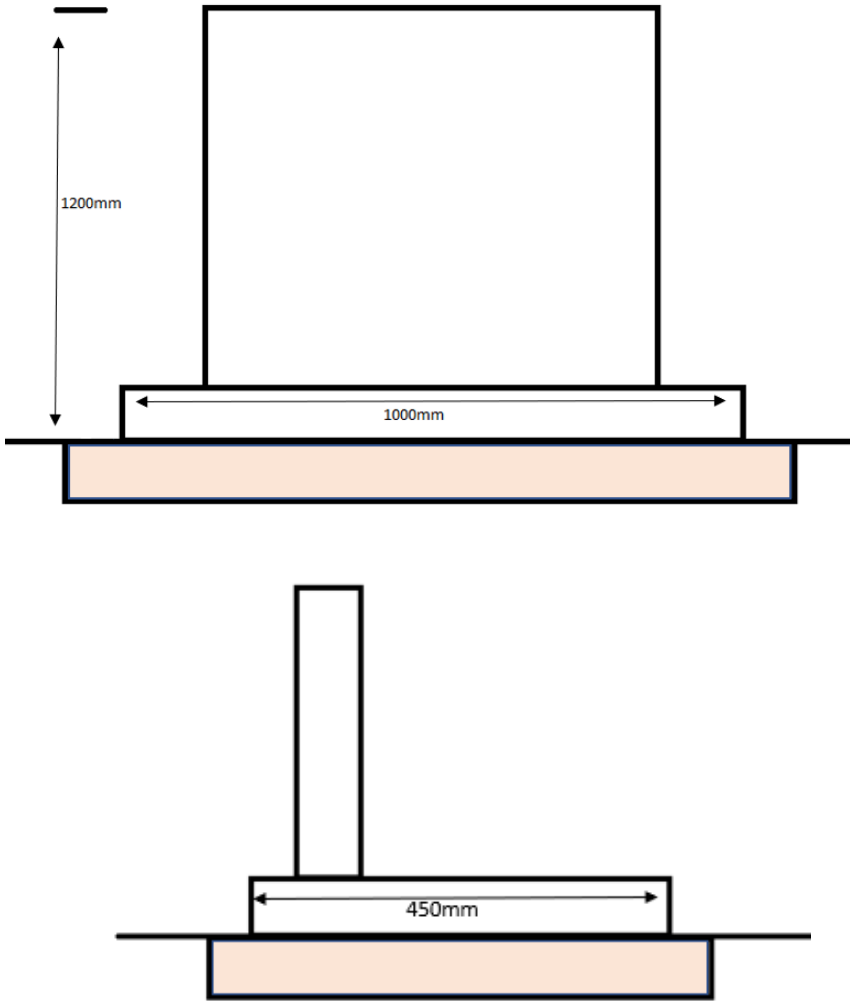
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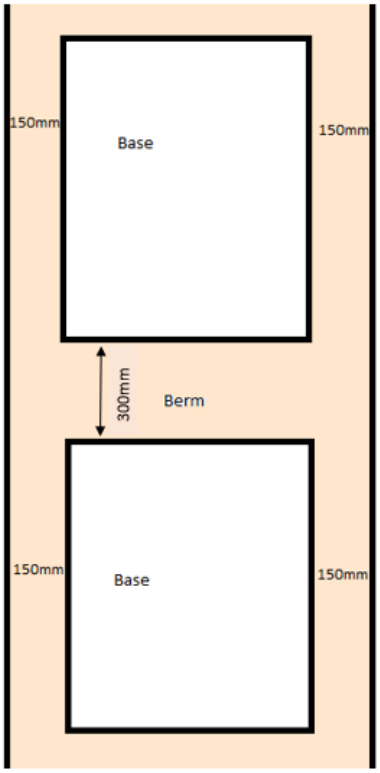
TE AWAMUTU CEMETERY

1.1 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots



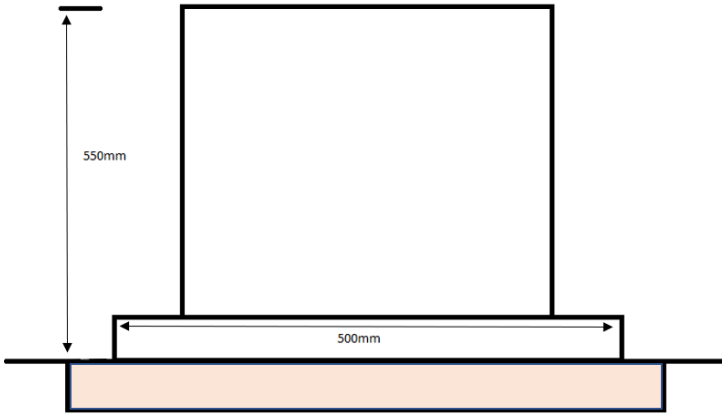


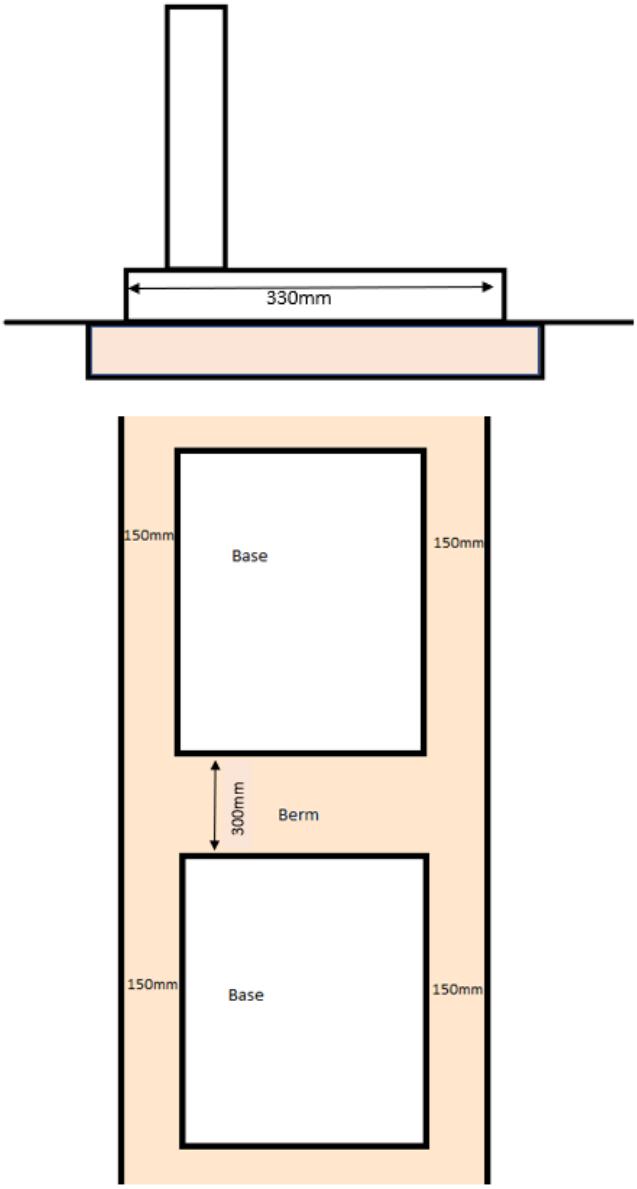
1.2 Stone Memorials for Children and Ashes Blocks

Child graves – Ashes Berm 6 & 7 – Ashes Block H

These are to have upright small stone style memorials.
These memorials are to be no larger than 500mm wide, 550mm high and 330mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Stone Memorials for Children's & Memorial Ashes Berms Headstone Dimensions



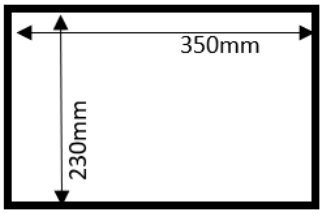


1.3 Plaques

Ashes Blocks 1 to 5 – Ashes Blocks A to G – Ashes Block I to L

Standard plaques are to be no more than 350mm wide by 230mm high.

Standard Plaque Dimensions

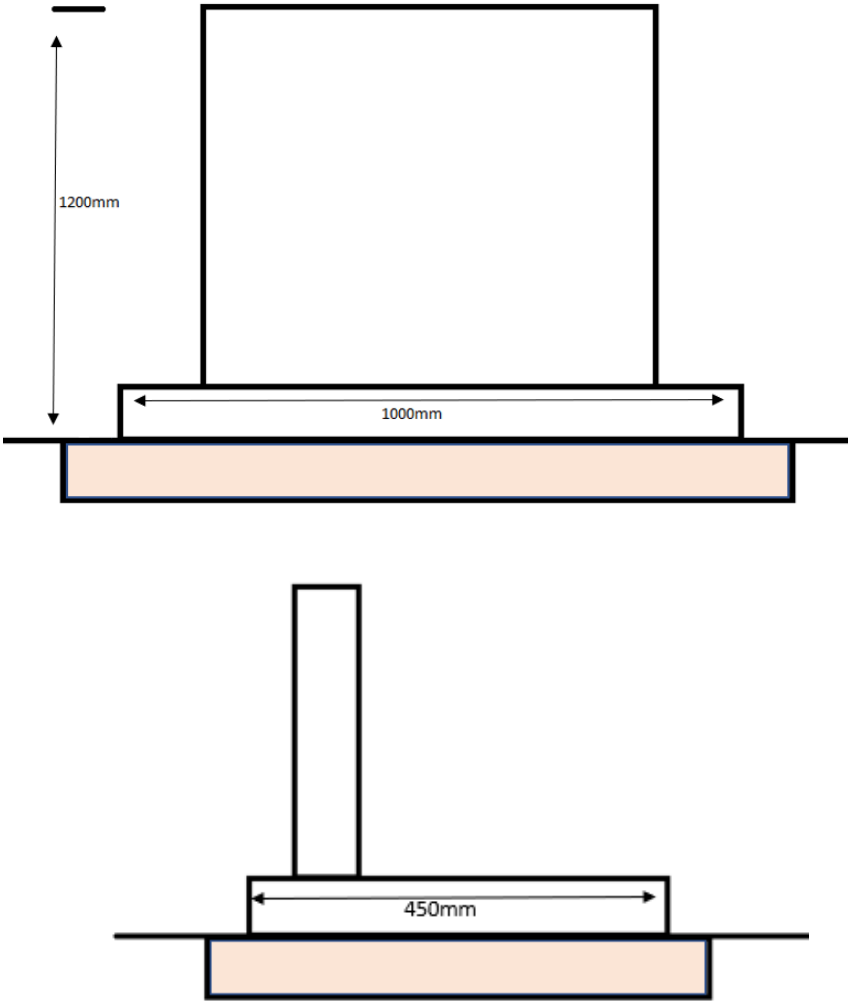


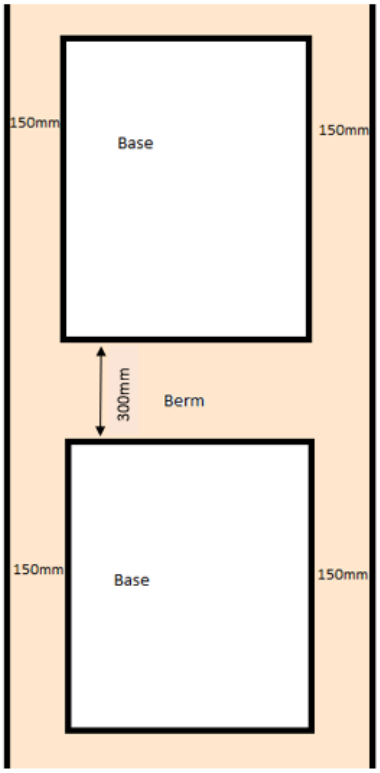
KIHIKIHI CEMETERY

1.4 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots



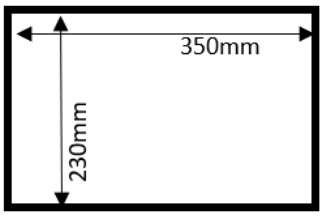


1.5 Plaques

Ashes Row A

Standard plaques are to be no more than 350mm wide by 230mm high.

Standard Plaque Dimensions

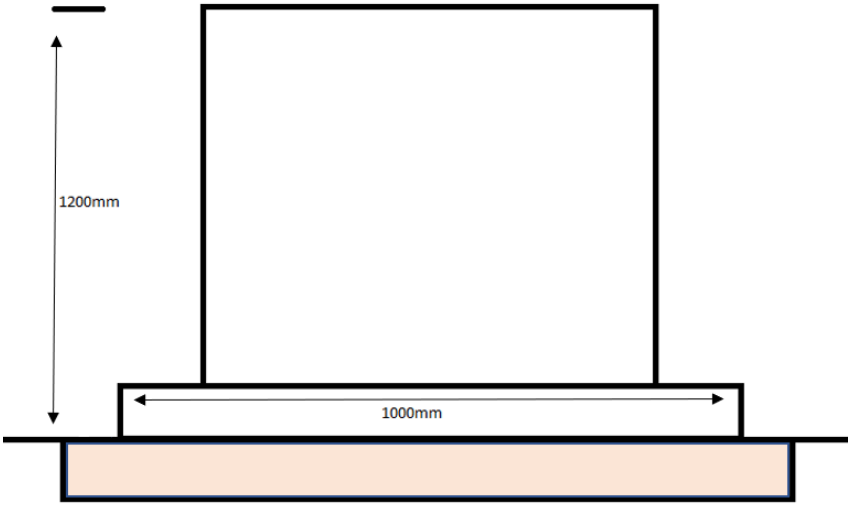


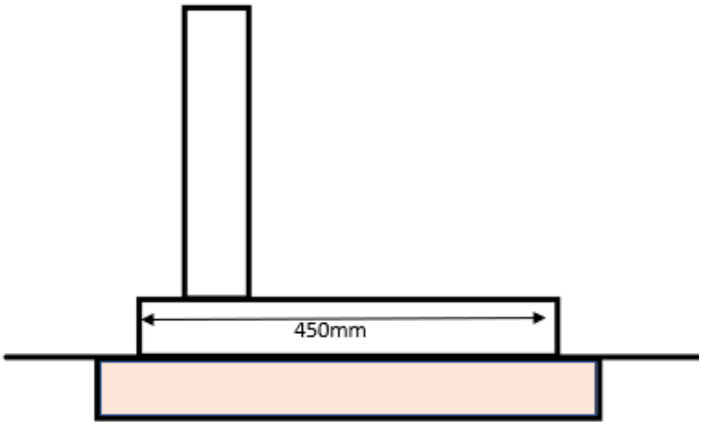
HAUTAPU CEMETERY

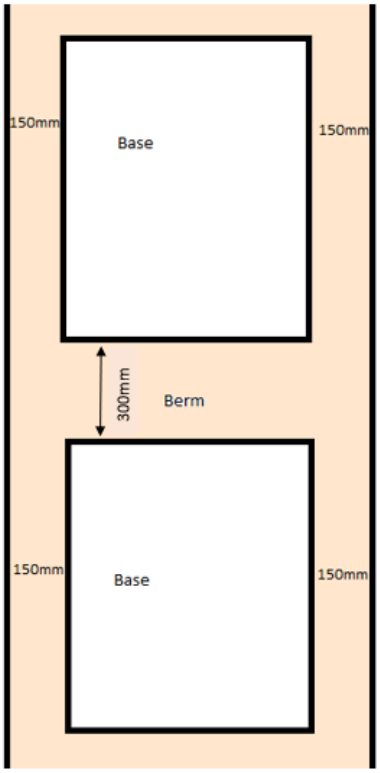
1.6 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots


1200mm
1000mm


450mm

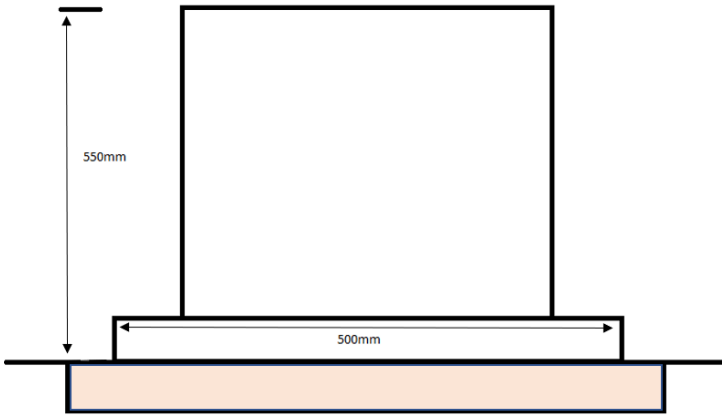


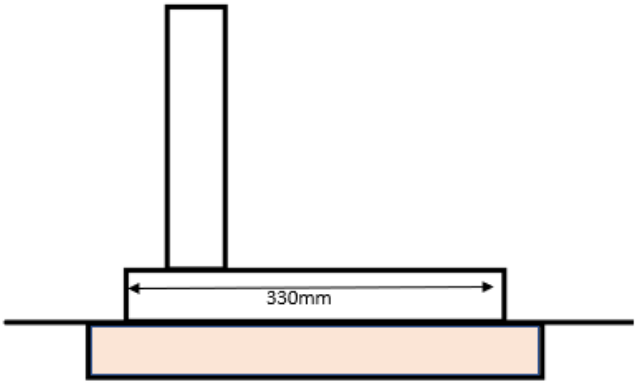
1.7 Stone Memorials

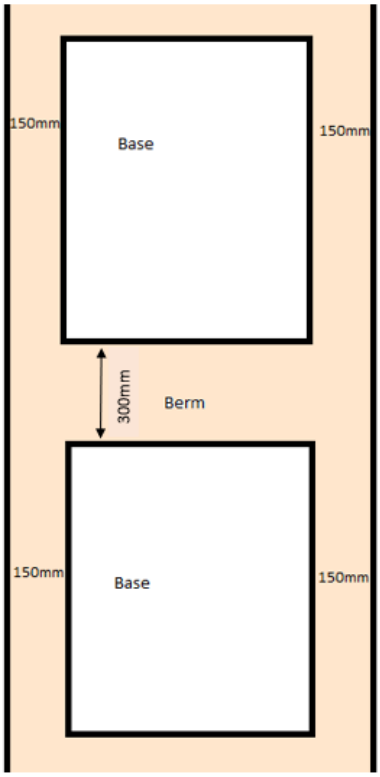
Memorial Garden 1

These are to have upright small stone style memorials.
These memorials are to be no larger than 500mm wide, 550mm high and 330mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Stone Memorials for Children's & Memorial Ashes Berms Headstone Dimensions





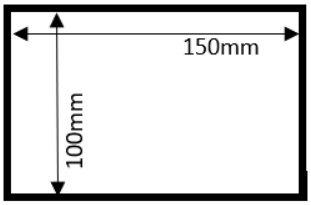


1.8 Plaques

Garden of Remembrance 1

Small plaques are to be no more than 150mm x 100mm and must be of bronze construction.

Small Plaque Dimensions



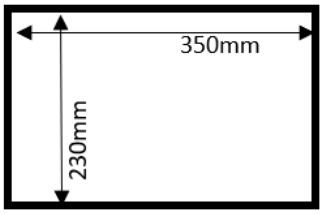
Memorial Gardens A-C

Plaques require a desktop plinth. The plinth is to be no more than 350mm wide by 230mm high

Garden of Remembrance 2 and Ashes Blocks O & P

Standard plaques are to be no more than 350mm wide by 230mm high.

Standard Plaque Dimensions

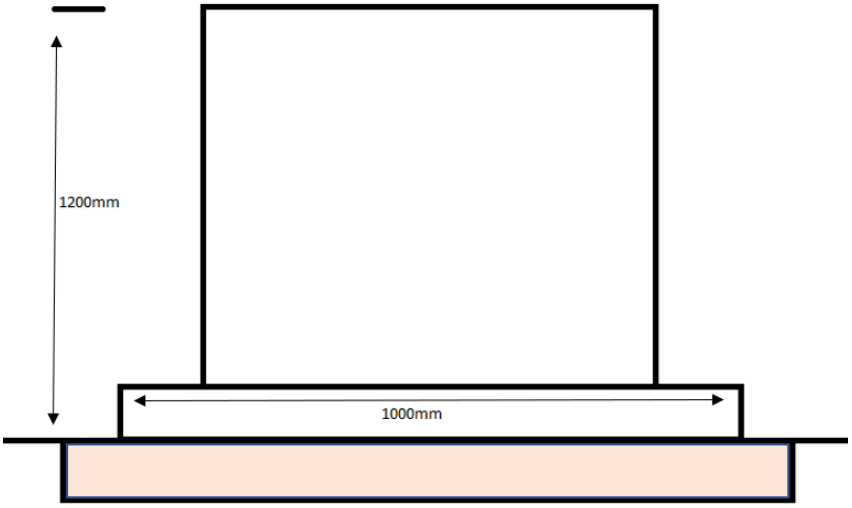


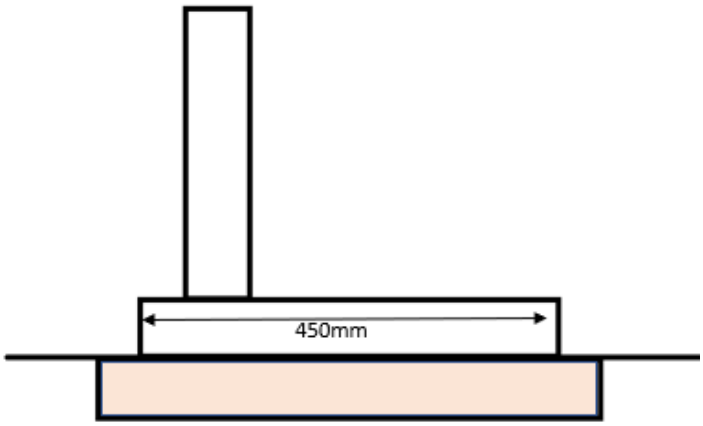
LEAMINGTON CEMETERY

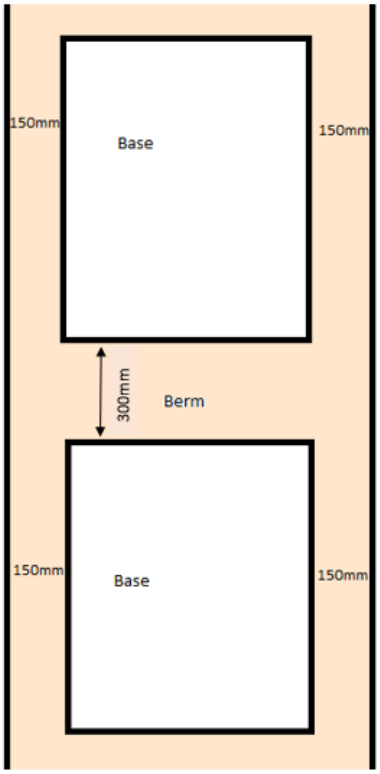
1.9 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots





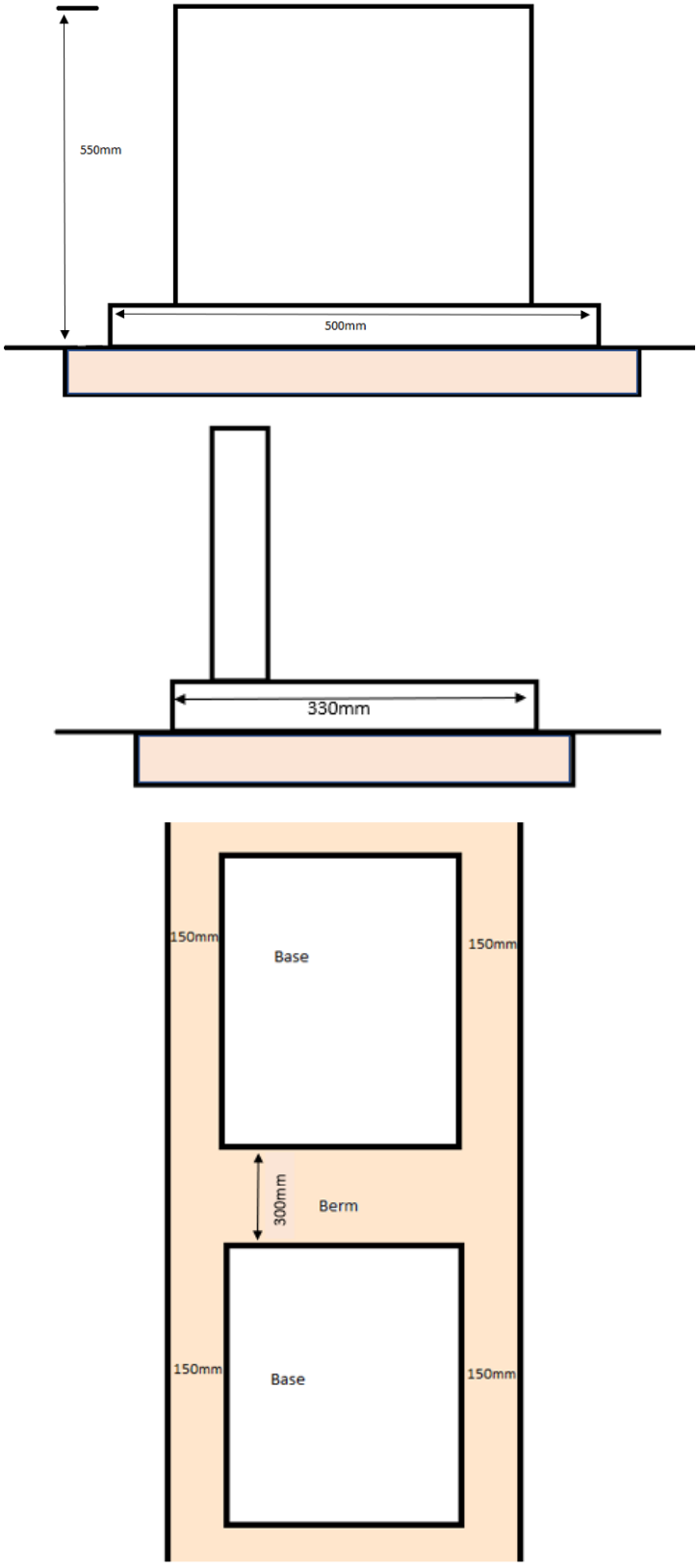


1.10 Stone Memorials

Memorial Ashes Berm 4, Row 1

These are to have upright small stone style memorials.
These memorials are to be no larger than 500mm wide, 550mm high and 330mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Stone Memorials for Children's & Memorial Ashes Berms Headstone Dimensions

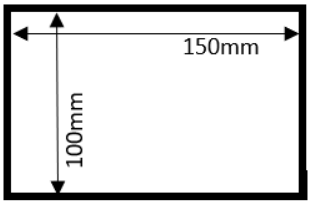


1.11 Plaques

Plaque Dimensions for Gardens of Remembrance 1

Small plaques are to be no more than 150mm wide x 100mm high and must be of bronze construction.

Small Plaque Dimensions



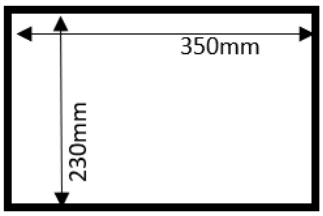
Plaque Dimensions for Garden of Remembrance 2 & 3

Standard plaques are to be no more than 350mm wide by 230mm high.

Plaque Dimensions for Memorial Ashes Berm 4, Row 2

Plaques are to be no more than 350mm wide and 230mm high and will require the stonemason to install a desktop plinth for the plaque.

Standard Plaque Dimensions



1.12 Natural Burial

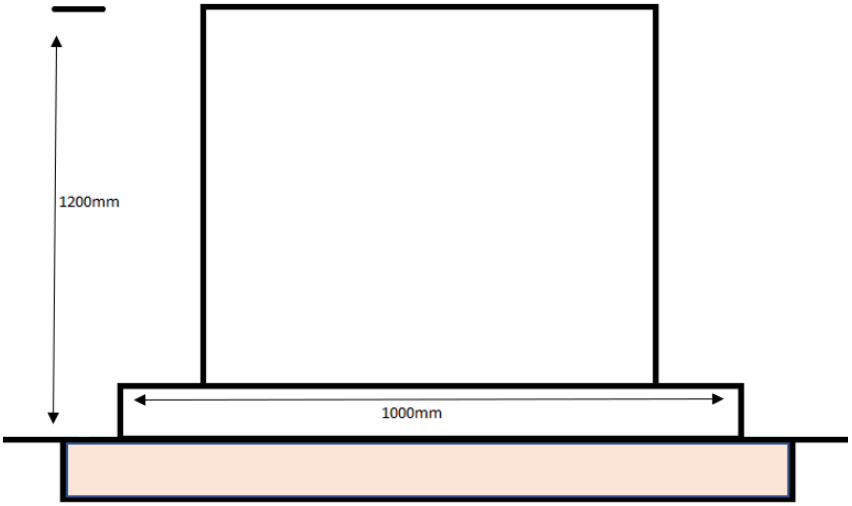
A memorial tree will be planted. A headstone or plaque is not permitted.

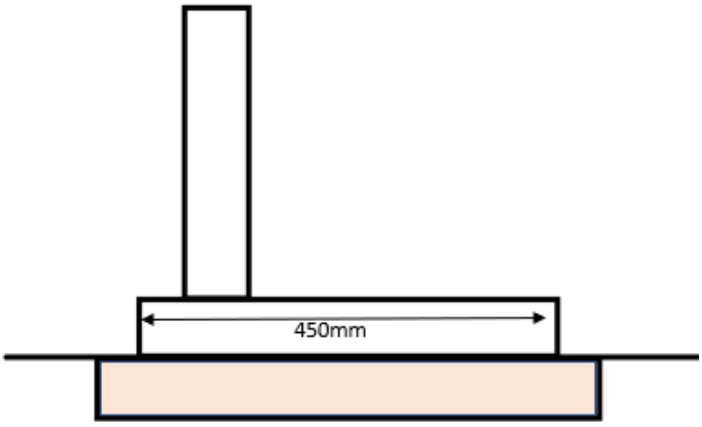
PUKERIMU CEMETERY

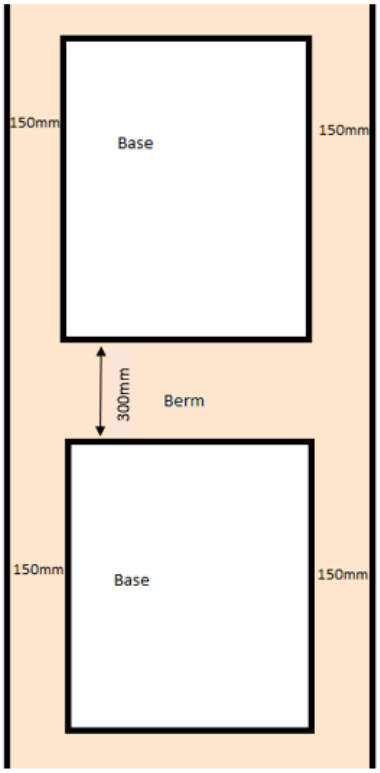
1.13 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots


1200mm
1000mm


450mm

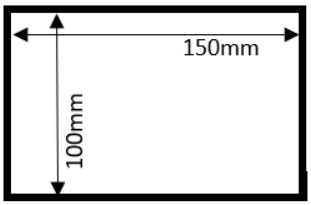


1.14 Plaques

Memorial Ashes Berm 1

Small plaques are to be no more than 150mm x 100mm and must be of bronze construction.

Small Plaque Dimensions

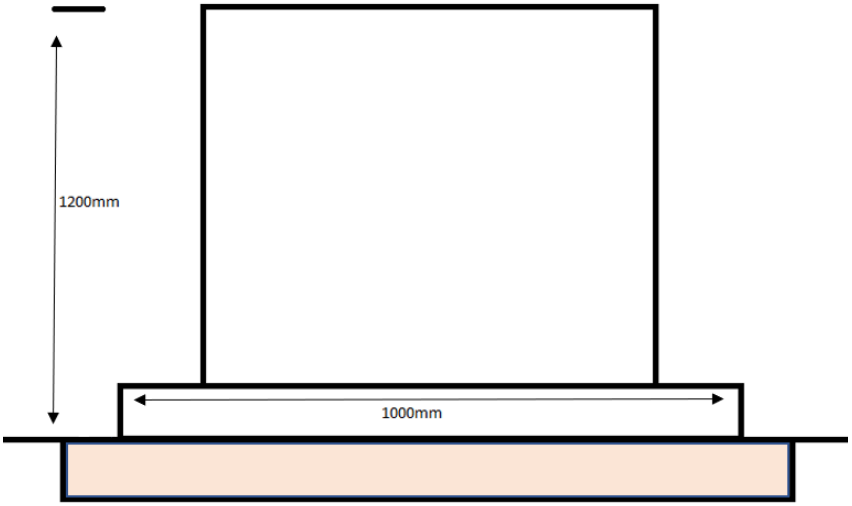


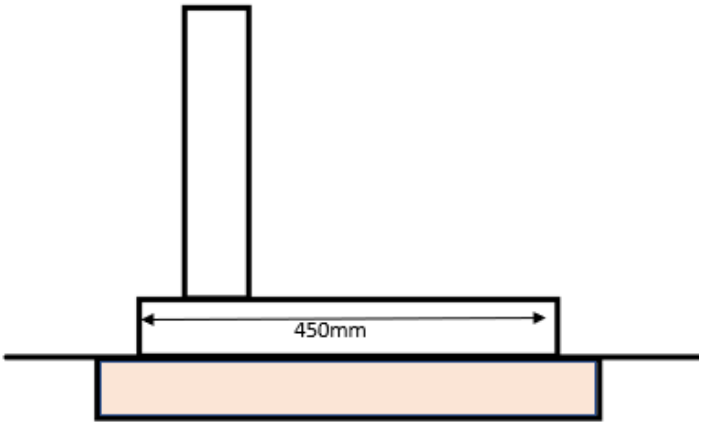
PIRONGIA (ALEXANDRA) CEMETERY

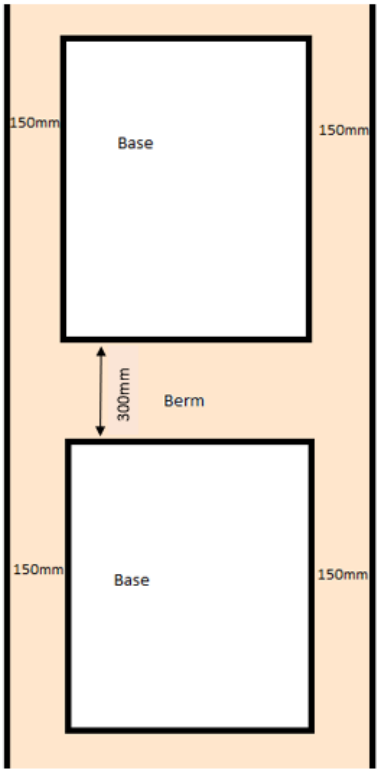
1.15 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots


1200mm
1000mm


450mm

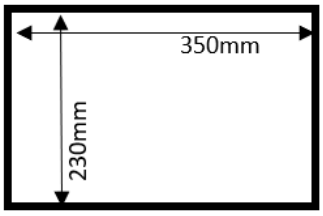


1.16 Plaques

Ashes Block D

Standard plaques are to be no more than 350mm wide by 230mm high.

Standard Plaque Dimensions

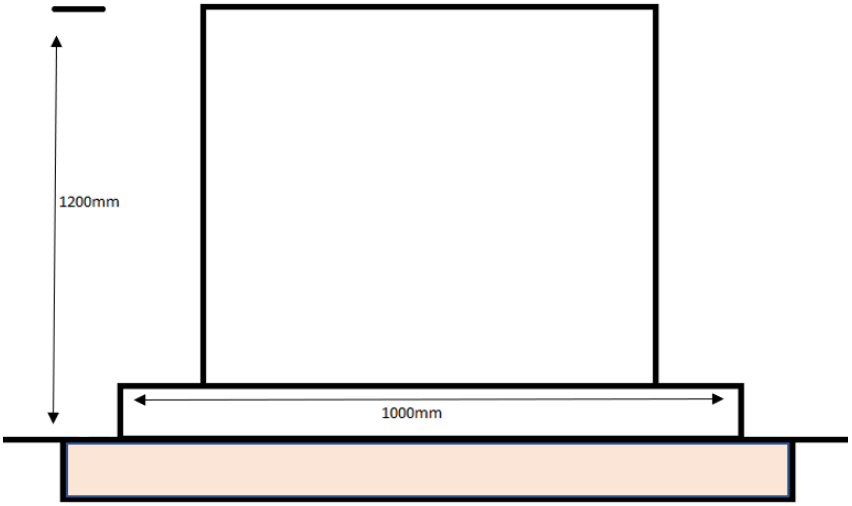


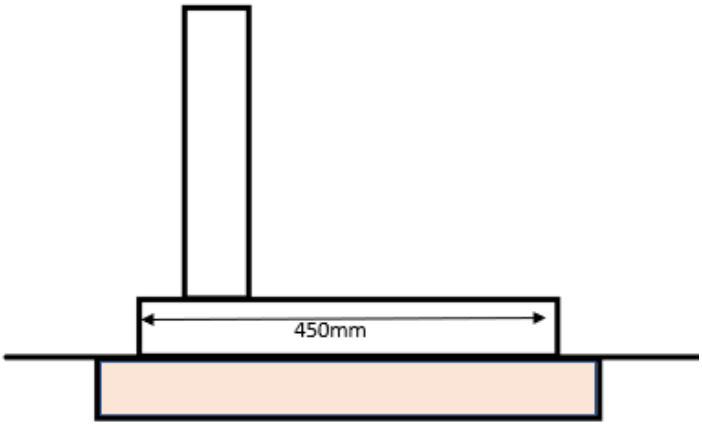
PATERANGI CEMETERY

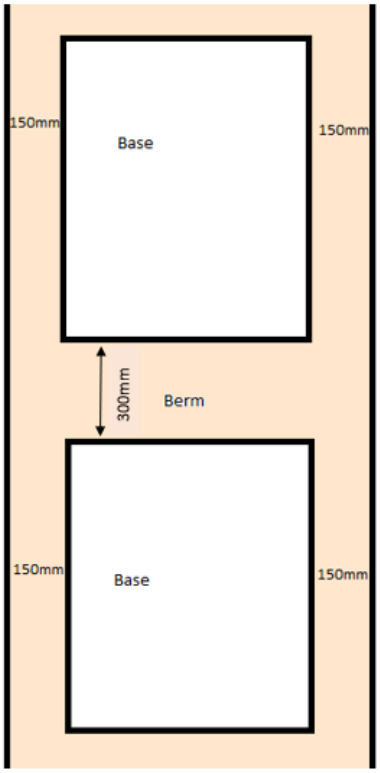
1.17 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots


1200mm
1000mm


450mm



1.18 Stone Memorials

Ashes Block A

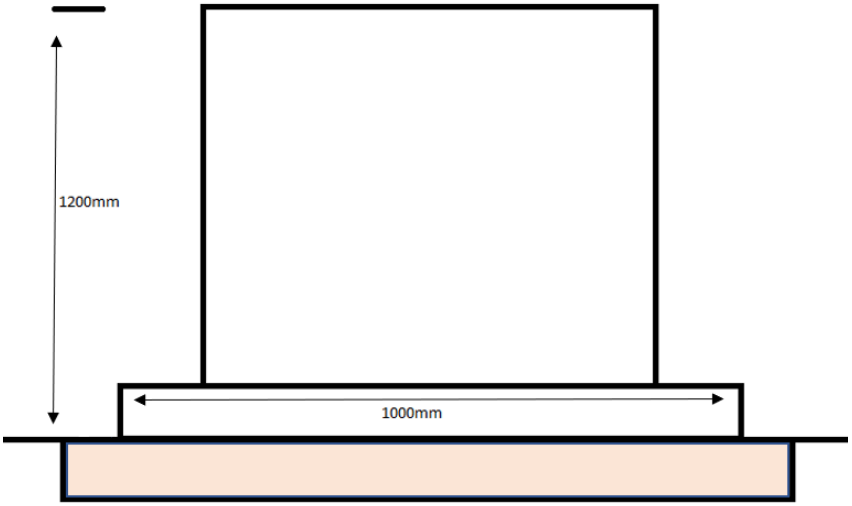
Memorial Ashes Berms have upright small stone style memorials.
These memorials are to be no larger than 500mm wide, 550mm high and 330mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

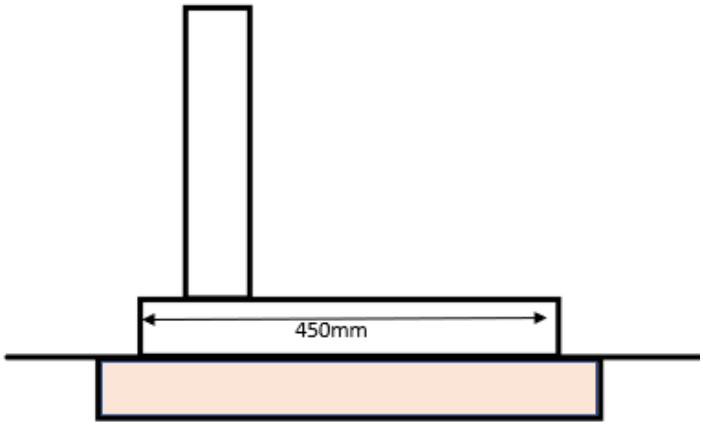
PUAHUE CEMETERY

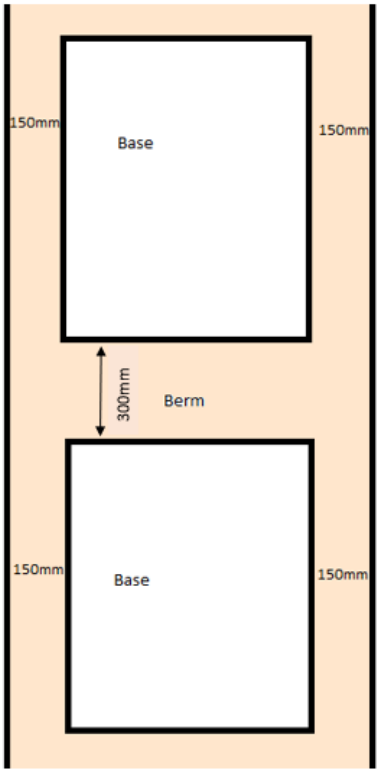
1.19 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots


1200mm
1000mm


450mm

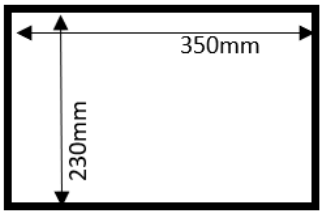


1.20 Plaques

Ashes Block A

Standard plaques are to be no more than 350mm wide by 230mm high.

Standard Plaque Dimensions

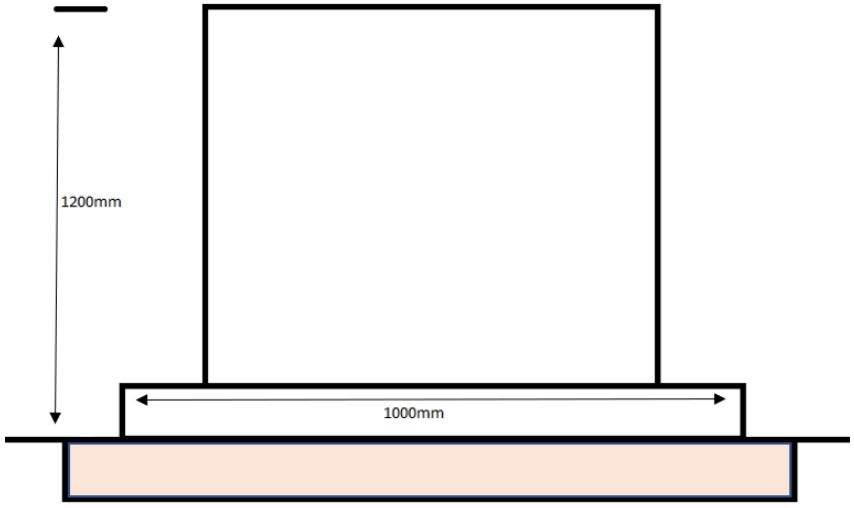


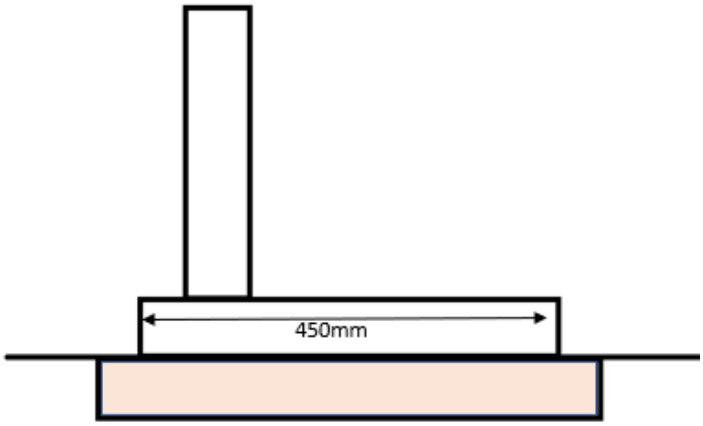
PUKEATUA CEMETERY

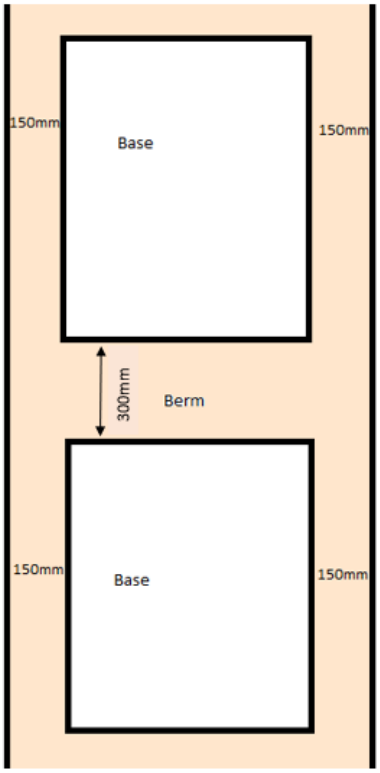
1.21 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots





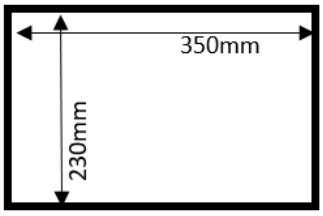


1.22 Plaques

Lawn Plot Headstones

Standard plaques are to be no more than 350mm wide by 230mm high.

Standard Plaque Dimensions

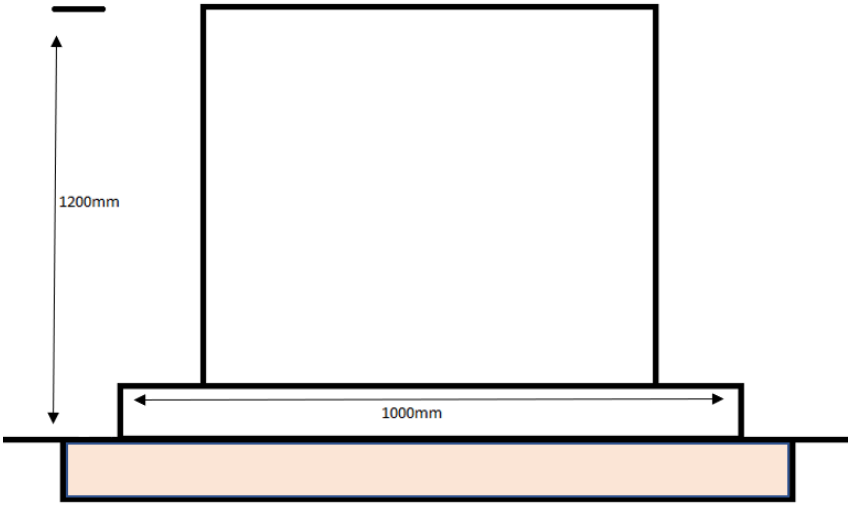


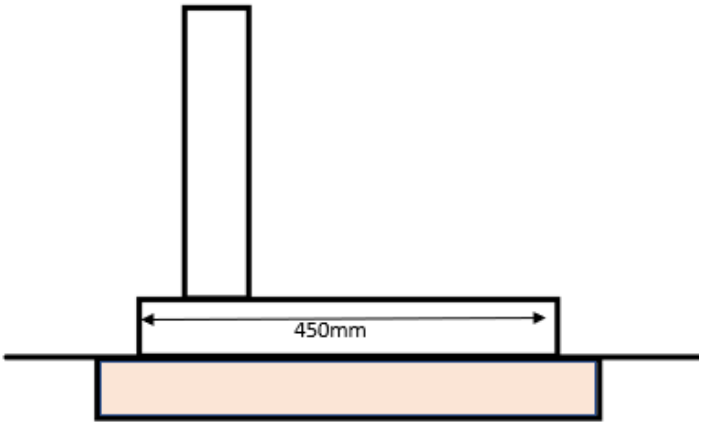
ŌHAUPŌ CEMETERY

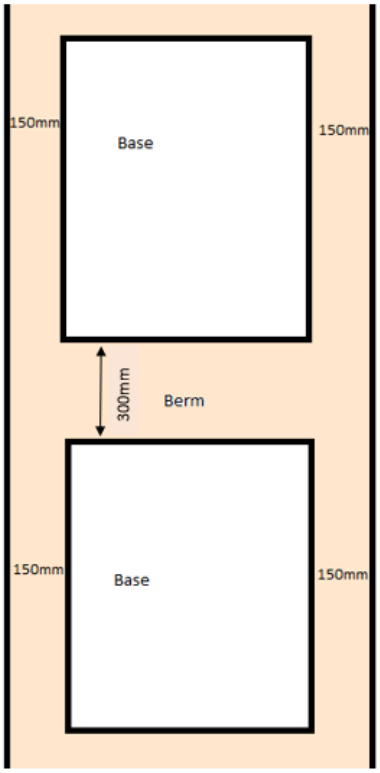
1.23 Lawn Plot Headstones

Erected monuments are to be no larger than 1000mm wide, 1200mm high and 450mm deep. Any concrete base or monument being installed must give an allowance of 150mm between the edge of the berm and the edge of the concrete base or monument.

Headstone Dimensions for Lawn Plots


1200mm
1000mm


450mm

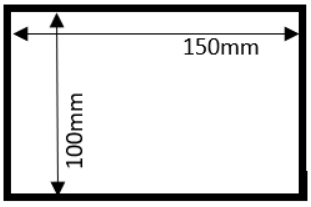


1.24 Plaques

Ashes Block B

Standard plaques are to be no more than 350mm wide by 230mm high.

Small Plaque Dimensions



ŌHAUPŌ (CATHOLIC) & HAIRINI CEMETERY

We do not administer headstone permits for these cemeteries. Please contact the Catholic Diocesan for details on instalments and maintenance.

OTHER MONUMENTS

Any exceptions to the above must be approved first by the authorised officer of the Waipā District Council and may include a fee for any extra berms that may need to be laid.

MATERIALS

Memorials must be constructed of permanent, durable materials in the construction of memorials as these are not easily damaged or broken and may last for more than 50 years.

Recommended materials for monuments include:

- Granite or other suitably hard stone
- Marble
- Stainless Steel
- Basalt
- Andesite

Recommended materials for plaques include:

- Granite or suitably hard stone
- Bronze
- Marble
- Ceramic
- Permanite

Not permitted:

- Glass
- Timber
- Limestone
- Sandstone

Any exceptions to the above must be approved first by the authorised officer of the Waipā District Council.

INSCRIPTIONS AND DESIGNS

Under the Waipā District Council Cemeteries Bylaw (2013), Section 10.3, offensive language or offensive symbols are prohibited. These may include foul or explicit language, hate speech, gang insignia, inappropriate or explicit images, or images associated with violence or violent groups.

Designs are submitted with a Monument Permit application and we may ask for a resubmission if the design is deemed to not fit these requirements.

MONUMENT PERMIT

The purpose of the Monument Permit is to aid Waipā District Council in the management of cemetery records, to improve the visual amenity of cemeteries and to monitor the condition of monuments and plaques through maintenance and consistent standards.

The permit is to be completed and returned to the Council offices 10 business days before work is due to begin to allow time for processing and to advise of any service(s) that may be scheduled to avoid conflict.

Note: RSA cemeteries do not require a permit. Please contact Veteran Affairs if you have questions regarding RSA monuments.

METHOD OF FIXING AND SECURING

All monuments and plaques must be installed, removed, or reinstated to the standards set out in the current New Zealand Standards.

HEALTH AND SAFETY, CONTRACTOR EXPECTATIONS

All contractors working on site will observe health and safety guidelines as set out in the Health and Safety at Work Act (2015).

- The work area must be marked off with a safety barrier or hazard cones
- If any headstone or plaque should become loose or unstable Council shall contact the installing contractor to come and re-secure said headstone or plaque
- No contractor shall work in a cemetery during an interment/funeral service
- All contractors performing work in the cemetery must leave the site in a tidy and safe condition. If the site is not considered to be tidy and safe after work is complete the contractor will be asked to return and tidy the site to acceptable standards
- Acceptable standards include leaving no parts of stone, concrete or other debris on or around work site, leaving the lawn with no extensive damage, reporting and arranging for the repair of any damage caused to any cemetery structure or vegetation

NON COMPLIANCE

Any new monument or plaque that is found to be non-compliant or installed without a permit will be subject to an order for removal or repair to be served on the contractor, or where the contractor cannot be identified, the next of kin of the deceased. Waipā District Council bears no responsibility for costs incurred by an order for removal or remediation.

If a monument or plaque is found to have come loose or otherwise not securely fixed to its base an order for removal or remediation will be issued to the contractor for action within 30 working days.

Only one structure is permitted on each plot.

Relatives and/or trustees of the deceased are responsible for the ongoing maintenance and repair of the monument

FREQUENTLY ASKED QUESTIONS

Do I need a permit for my headstone or plaque?

Anyone who wants to repair, remove, reinstate or install a headstone or plaque within our cemeteries must first apply for a permit. Your funeral director or stonemason will apply on your behalf.

Note: RSA cemeteries do not require a permit. Please contact Veteran Affairs if you have questions regarding RSA monuments.

Who maintains headstones?

The ongoing maintenance, upkeep and repair of the memorial or headstone is the responsibility of a relative or designated representative.

Can we install a headstone ourselves?

No, headstones and plaques must be installed by a qualified installer, preferably a member of the Master Monumental Association. Members of the public can apply for work to be performed in a cemetery on your behalf by an accredited member, however it often easier for the installer to apply for you.

Apply online: Permit to install or work on a headstone/plaque.

Council will approve the headstone after installation – the installer must provide a photo of the finished work within ten days of installation to info@waipadc.govt.nz

What can be done about graffiti or damage?

If a headstone is damaged it is the family's responsibility to have it fixed, and if damage is dangerous for the public, it must be fixed immediately. It is the family's responsibility to remove any graffiti from headstones, however we can assist with this.

Am I allowed to put in flower holder vases?

Only in the holes provided. For safety to visitors and staff no glass jars please.

Does the council provide white crosses?

They can be obtained through your funeral director, and are only permitted until the installation of a headstone or plaque.

I've never had to apply for a permit in the past, why do I need to now?

A new bylaw came into effect on 1 November 2018 and added new permit requirements to help better manage our cemeteries. This is to make sure that headstones and plaques are appropriate and meet our standards and guidelines.

Existing headstones and plaques are exempt. The new rules apply to memorials installed from 1 November 2018.

When will I hear back about my application?

You must apply at least ten working days before the work starts. Our Parks administration will be in touch once your application is processed.

What counts as inappropriate headstone/plaque content?

Anything that is obscene, offensive, or likely to cause distress. This may include foul or explicit language, hate speech, gang insignia, inappropriate or explicit images, or images associated with violence or violent groups. This is at the discretion of the Manager of Community Facilities. We may ask for a resubmission of a design.

Can I have one headstone for two sites?

Yes, single-depth sites like at Pukerimu Cemetery and Leamington Cemetery can cater for this. Double-depth grave sites would be at the discretion of Council.

What if removal of the existing headstone is done one day, and installation is done on another?

You will need to submit two different applications, one for each day of work. This is to ensure we know when work is being carried out in the cemetery and we can check there are no services being held at the time and area of installation.

What happens to flowers, wreaths and adornments?

Memorials including headstones, monuments and memorabilia such as flowers and trinkets are welcome in Waipā cemeteries.

After burial, the grave is levelled and turf replaced straight away to keep the cemetery tidy and help with maintenance. Flowers and wreaths that are on the casket at the time of burial will be laid on top of a grave.

These will remain in place for up to 28 days and then they will be removed and disposed of by Council so that maintenance can be done.

Any objects or flowers placed at the grave site after the 28 day period must be kept within the concrete berm at the head of the grave. Please be mindful of other visitors to the cemetery and to our staff who maintain grounds when you choose what to leave. Items can blow away with weather and glass and other breakable materials can be hazardous to others.