**CEMETERY PLOT APPLICATION FORM**

**□ Te Puke Cemetery - Dudley Vercoe Drive □ Maketu Cemetery - Spencer Avenue**

**□ Te Puke Cemetery OLD - Landscape Rd □ Oropi Cemetery - Oropi Rd**

**□ PLOT RESERVATION ONLY □ Katikati Cemetery - Hot Springs Rd**

**Date: CSO/Officer:**

**Plot Number: Warrant Number (Office Use Only):**

**Deceased Full Name:**

**Name of the person already interred in this plot, if applicable:**

**Last known Address:**

**Occupation (Previous): Age: Gender** (Please circle): **F / M / Other**

**Date of Birth: Place of Birth:**

**Date of Death: Place of Death:**

**Denomination (optional): Veteran** (Please circle)**: Y / N Service Details:**

**Date/Day/Time of Interment/Burial:**

**Any service details ADD TO NOTES** (possible holdups travelling to the cemetery, etc):

**Date of cremation if ashes ADD TO NOTES**:

**Doctor Certifying Death: Death Certificate Received** (Please circle): **Y / N**

**Funeral Director – Company and Person/Cellphone/Email ADD TO NOTES**:

**Next of Kin ADD TO NOTES**: Name, address, email and phone (written permission, if required):

**Next of Kin Relationship to the deceased:**

**Plot Depth** (Please circle):Single / Extra Depth / Re-Open (2nd burial)

**Interment Type** (Please circle):Ashes / Casket / Plaque only / Wall Plaque

**Excavation** (Please circle):Standard / Special / Over width (Standard = L2.06m x W0.61m)

**What are the Casket measurements, including handles ADD TO NOTES** (Length x Width x Depth):

**Cultural Needs ADD TO NOTES** (e.g. family wanting to back fill, shroud, wrap, sand, flax, etc.):

**Comments ADD TO NOTES**:

**OFFICE USE ONLY - Surrounding plot details PLEASE INCLUDE IN EMAIL TO SEXTON:**

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| **Plot Number** | **Name** | **Occupied Date** | **Any encroachment detail** |
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**PLEASE NOTE THE FOLLOWING:**

1/ There are no lowering devices or services available at the cemetery. Please contact your local Funeral Director.

2/ A plot cannot be interred into if a neighbouring plot was occupied within the last six months. This will be confirmed by Council, if relevant.

3/ Plots are prepared by removing the lawn turf and reinstating at the original level, with no mounding. Any ground subsidence is monitored and backfilled, as and when required.

4/ Due to minimal available space at the Katikati Cemetery, burial plots are only reserved for immediate use.

5/ The wording in red is for action by the Council representative.

6/ All cemeteries in the Western Bay of Plenty District are Lawn Cemeteries. A small white cross is permitted to be installed at the head of the plot for the first 12 months, while a headstone is being considered. Flowers are to be left on the concrete beam. The lawn cemetery part of the plot is to remain free for access for maintenance and safety purposes. Any encroachments will be promptly removed. Please refer to the Council Website to apply for a Memorial Headstone Permit. [www.westernbay.govt.nz/rules-regulations-and-licenses/cemeteries-memorial-headstones](http://www.westernbay.govt.nz/rules-regulations-and-licenses/cemeteries-memorial-headstones)