

This information will assist families who choose to arrange a cremation, or burial, without a funeral director. It outlines what is required by the family, and how Whakatāne Cemeteries and Crematorium can assist. If you are the person making arrangement for the burial or cremation, you are also responsible for notifying Births, Deaths and Marriages of the death – refer to Section 7 for more detailed information.

TERMS AND CONDITIONS

Please read the following terms and conditions carefully before returning your acceptance form at the end of this document.

In signing the acceptance form, the person responsible for making arrangements for a burial or cremation acknowledges that Whakatāne Cemeteries and Crematorium is not a registered funeral directing company and will not act in the role of, or perform any of the tasks normally performed by, a registered funeral director.

Whakatāne Cemeteries and Crematorium will accept the deceased for burial or cremation without the involvement of a registered funeral director, on the proviso that the requirements outlined in this document are fully complied with. Whakatāne Cemeteries include Hillcrest Cemetery, Galatea Cemetery, Waimana Cemetery and Tāneatua Cemetery. The Whakatāne Crematorium is located at Hillcrest Cemetery.

1. LEGISLATIVE AND HEALTH & SAFETY COMPLIANCE

Compliance with the following legislation, including the Cemetery Standard Operating Procedures, is required.

- Burial and Cremation Act 1964
- Cremation Regulations 1973
- Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967
- Births, Deaths, Marriages and Relationships Registration Act 1995
- Health Act 1956
- Health (Burial) Regulations 1946
- Health (Infectious and Notifiable Diseases) Regulations 1966
- Health (Registration of Premises) Regulations 1966
- Whakatāne District Council Consolidated Bylaw 2007 (www.whakatane.govt.nz)

Note: Free access to legislation is available online at: <http://www.legislation.govt.nz>

2. BOOKINGS

A cremation or burial must be booked through the Whakatāne Cemetery and Crematorium administration office (07 306 0500) **at least eight working hours prior** to the service. The office is open from 9am – 4:30pm, Monday to Friday (excluding public holidays).

Please provide the following details:

- a. Full name and age of deceased.
- b. The date and time the service and/or cremation is to take place – Monday to Saturday (9am – 4:30pm).
Note: The Cemetery is closed on Sundays.
- c. Type of service(s) required -
 - Committal Service – Usually about 30 minutes duration in Chapel
 - Full Service – Usually one hour duration in the Chapel. Please advise when booking if you would like more time. (Note that extra charges will apply for longer services)
 - Cremation only – family delivers deceased to the Chapel at the Crematorium for immediate transfer to the care of cemetery staff (no service required).

The standard fee as set out in the Council's Fees and Charges Schedule will apply for the use of the Chapel.

3. DOCUMENTATION

All required documentation must be provided to Council **at least eight working hours before** a burial or cremation can take place. Please refer to the cremation or burial sections below for information on the documents required.

4. CHAPEL HIRE

If the chapel is booked for the service, family and friends are requested to arrive 30 minutes before a service starts to set up and test any presentations/slide shows/music prior to the service. There is no charge for this.

There is no laptop onsite so please ensure that you bring your own laptop if you are showing a slide show or presentation.

If there are staff onsite, they may be available to assist with any questions or issues prior to the service but will not be available once the service starts. Please note that there is no technical support onsite and Council assumes no responsibility if your device does not work or is not compatible for the projector or speakers. This is why it is highly recommended that you arrive early to test and troubleshoot any issues.

Whakatāne Cemetery and Crematorium reserves the right to charge extra fees for services that exceed the booked duration time.

5. FEES AND PAYMENTS

All fees relating to burials and cremations without the services of a funeral director (including relevant plot fees) must be paid prior to the burial or service.

6. PREPARATION AND TRANSPORTATION OF THE BODY

There are certain hygiene procedures and legislative requirements that must be followed by the person preparing a body for burial/cremation. This is particularly important in cases involving infectious diseases.

Embalming is not essential if the body is to be buried/cremated within three days after a death. If you are not engaging a registered funeral director to prepare the deceased for burial/cremation, or to transport the deceased, you must comply with the legislative requirements relating to handling and transporting the deceased, in particular: **Part 7 of the Health (Burial) Regulations 1946**.

Please ensure that the casket is placed feet first on the lowering device in the chapel.

7. DEATH BY INFECTIOUS DISEASE

If a person has died as the result of an infectious disease, you must ensure that the additional notification, required by **section 85 of the Health Act 1956** (in the form required by regulation 6 - Form 2 of Schedule 1 - of the Health (Infectious and Notifiable Diseases) Regulations 1966), is sent to the Medical Officer of Health.

8. REGISTERING A DEATH

The law requires that all deaths in New Zealand are registered with Births, Deaths and Marriages within 3 working days of the burial or Cremation. You can request the form to do this by contacting Births, Deaths and Marriages on the contact details below:

Freephone: 0800 22 52 52 OR Phone: 04 463 9362

Email: bdm.nz@dia.govt.nz

The form will ask for information about:

- The person who died
- Their parents and children
- Their relationship status
- How they died
- When and where there were buried or cremated

You will also need to provide some details about yourself. It is free to register a death, but there is a fee to order a death certificate.

CREMATION REQUIREMENTS

1. CREMATION DOCUMENTS

The following forms must be completed prior to cremation. We require the original forms - copies or faxes cannot be accepted, unless stated otherwise below.

- **Notice of Cremation** – This is the booking form for all cremations and provides details of the cremation, the deceased and next of kin.
- **Form A – Application for Cremation** – A family member must complete this form in full and sign it in front of a witness.
- **Form B/AB – Certificate of Medical Practitioner** – This must be completed in full by the Doctor who has seen and identified the body after death. Please ensure that the section on pacemakers and other biomechanical aids is completed.
- **Form C – Coroner's Certificate** – Only required if the death is referred to the Coroner.
- **Form D – Justice's Certificate** – Only required if Police clearance is required.
- **Form E – Certificate after Post-Mortem** – Only if a post-mortem is conducted.
- **Form F – Permission to Cremate** – This must be completed in full and signed by a doctor who is accepted by Whakatāne Cemeteries and Crematorium as a designated Medical Referee. Faxed copies of this form are accepted.
- **Form H – Register of Cremations** – Family to complete details.

Crematorium attendants are required (by regulation 10 of the Cremation Regulations 1973) to take all reasonable steps to satisfy themselves that the body presented for cremation is the one specified in the Permission to Cremate Form (Form F). The attendant may therefore need to open the coffin or casket, in your presence, or ask you for a statutory declaration or other evidence. The attendant will also ensure that cremation forms are completed correctly.

A cremation cannot proceed if all of the required documentation has not been completed.

2. MEDICAL REFEREE

A Medical Referee is a doctor appointed to verify that the necessary forms have been completed correctly, and in doing so, confirms that the deceased does not have a pacemaker. We cannot cremate without this form being signed by a designated Medical Referee.

Before signing the Permission to Cremate (Form F), the Medical Referee will need to see completed versions of both Form B/AB and Form A.

Details of Medical Referees can be found at <http://homepages.vodafone.co.nz/~clearwtr/styled-3/>

Below is a list of authorised Medical Referees in the Whakatāne District. Please note only the most senior Medical Referee can sign off on a cremation. It is only if he/she is unavailable that the responsibility can be designated to the Deputy or Second Deputy Medical Referees respectively:

1. Medical Referee

Dr Matthew Preston

Matthew.Preston@bopdhs.govt.nz

Whakatane Hospital Radiology – 306 0878 or 306 0809 (Try Hospital first)

Eastbay Radiology – 308 9913

2. Deputy Medical Referee

Dr James McKeivitt

j.mckeivitt@xtra.co.nz

The Doctors Pheonix – 07 307 0586

3. CASKET DIMENSIONS

A casket for cremation must not exceed 2200mm in length, 840mm in width and 440mm in depth. If the casket exceeds these dimensions, it will not fit into the cremator. Additional costs may apply for oversized caskets.

4. MATERIALS

Please contact the Whakatāne Cemetery and Crematorium administration office (07 306 0500) to discuss any requirements relating to a home-made casket, before the casket is made. Please note that:

- Shrouds are not permitted, due to health and safety requirements;
- Should the family wish to provide their own casket, the following must apply -
 - a. The casket must be made of readily combustible materials approved by us
 - b. Caskets made of willow, cardboard or wicker are not permitted (for safety reasons), unless encased in a wooden liner with a flat bottom surface, and a minimum thickness of 15mm
 - c. Caskets must be lined with a waterproof liner (in case the cremation does not take place within 24hrs of death, particularly where the deceased has not been embalmed). The waterproof liner should be of heavy duty plastic, lining the bottom of the casket and stapled up the sides of the casket to hold it in place
 - d. Caskets may not be made of lead, iron or English Elm
 - e. Caskets may be polished and may have furnishings/fittings, but handles, name plates and other decorative fixtures must be made of a readily combustible material approved by Whakatāne District Cemetery
 - f. Casket must have a flat, smooth surface and be a minimum of 15mm thick;
- We may remove any metal casket furnishings prior to cremation and we may dispose of these in an appropriate manner;
- We may decline to cremate any casket comprised of materials that, during the combustion process, may result in a breach of our Resource Consent or which may damage the Cremator;
- Caskets should not contain any of the following materials - alcohol / batteries / garden spades, forks or other garden implements / hardhats or crash helmets / lighters / medical appliances including pacemakers / metal-based products / motorcycle leathers / pitch / polystyrene foams / any rubber, plastic or PVC-based products / any electronic equipment, such as but not limited to, cell phones, radios, computers / any explosive material, such as ammunition / any glass or bottles of liquid / sawdust / wetsuits or surfboards / aerosols or any flammable containers / jewellery / sheepskin / footwear containing rubber.

5. EMBALMING

Embalming is not essential, however if a body is not embalmed, we recommend that a cremation takes place within 3 days following death.

6. ATTENDANCE AT THE CREMATION

For health and safety reasons, our staff are the only people permitted in the Crematorium work area.

7. OPEN CASKET VIEWING

Normally, caskets remain closed during services in the Chapel. However, when booking the service, the family can request that the casket be open during the service. The family is responsible for opening and closing the casket. Please note that such a request cannot be granted if a medical referee or the police require the casket to remain closed.

8. COLLECTION OF ASHES

Ashes may be left in the crematorium without charge for a period of up to 14 days after a cremation. If, after 14 days from the date of cremation, the ashes have not been collected and no arrangements have been made for further storage, the Whakatāne District Council may dispose of the ashes as it deems fit, in accordance with the relevant regulations.

9. INTERMENT OF ASHES

On payment of the prescribed fee, ashes may be interred within Whakatāne District Cemeteries. There are several options for ash interments and information on these can be provided at the cemetery office, or found on our website - www.whakatane.govt.nz - through the Online Services link.

BURIAL REQUIREMENTS

1. CASKET DIMENSIONS - See Whakatāne District Cemeteries and Crematorium

- If an adult casket exceeds 760mm at the shoulder, 610mm in depth and 2130mm in length, this must be clearly stated on the Interment Notice, at least eight working hours in advance, so that arrangements can be made for burial of an oversize casket. If the casket is too wide for a single plot, two pots may need to be purchased and additional interment fees may apply.
- If a child's casket is too large for a plot in the children's section, it will be buried in an adult area, at the fees applying for a child's plot and burial.

2. FORMS

- **Interment Notice:** This is the application form for all burials and provides the details of the deceased, next of kin and plot location. The normal process is to invoice the person named as next of kin, unless instructed otherwise in writing, and with full written acceptance from the person to be invoiced.
- **Medical Certificate of Cause of Death:** This form must accompany the above Interment Notice and, where applicable, the Authority to Open

3. BURIAL

Only cemetery staff are permitted to dig graves, or open the ground for burial. Families may fill in a grave after a burial, under the supervision of cemetery staff. However, if there is a risk of grave collapse, the Supervisor may disallow backfilling of a plot by the family.

4. BURIAL RIGHTS CERTIFICATE

When a plot has been paid in full, the person to whom the invoice was sent will receive a Certificate of Purchase of Exclusive Rights of Burial. This entitles that person to authorise any future burials, including ash interments, in that plot as well as authorising any memorial.

ADDITIONAL RESOURCES

- The Department of Internal Affairs *Before Burial or Cremation Information Brochure* (available online): [www.dia.govt.nz/pubforms.nsf/URL/BeforeBurialorCremation.pdf/\\$file/BeforeBurialorCremation.pdf](http://www.dia.govt.nz/pubforms.nsf/URL/BeforeBurialorCremation.pdf/$file/BeforeBurialorCremation.pdf)
- Citizens Advice Bureau website topics on Death: <https://www.cab.org.nz/article/KB00000627>
- Work and Income New Zealand (Ministry of Social Development) website information on WINZ Funeral Grants: www.workandincome.govt.nz/individuals/a-z-benefits/funeral-grant.html
- ACC website information on ACC Funeral Grants: <https://www.acc.co.nz/im-injured/financial-support/financial-support-after-death>

FAMILIES ARRANGING A CREMATION OR BURIAL WITHOUT A FUNERAL DIRECTOR



ACCEPTANCE FORM

DECLARATION

I,

full name

Certify that I am the person responsible for the burial/cremation of the body of:

full name of deceased

I have read, understood and accept the Terms and Conditions stated in this application form.

SIGNED

DATE

WITNESS

FULL NAME

SIGNED

DATE

PLEASE RETURN FORM TO WHAKATĀNE DISTRICT COUNCIL

cemeteries@whakatane.govt.nz

Whakatāne District Council

Commerce St, Private Bag 1002, Whakatāne 3158, New Zealand

Ph: 07 306 0500 Fax: 07 307 0718

www.whakatane.govt.nz