St Stephen’s Tamahere Cemetery

Information on plots, plaques, permits and fees

Before you start

- All permits and permissions are granted by the **Cemetery Committee**. Apply through the Church Office: **office@ststephenstamahere.org.nz** (application form on page 2).
- No work of any kind may begin until your permit has been **approved and paid for**.
- Give a copy of your permit to your monumental mason before any headstone or plaque is installed or changed.
- All work must meet the New Zealand standard for headstones and cemetery memorials, NZS 4242:2018.

1. Graves and ashes plots

Who can buy a plot

- You must have been an **active member on the Parish roll for at least 10 years**.
- For **ashes plots**, the Cemetery Committee may waive the 10-year requirement at its discretion.
- **Family members** (whether or not they are on the Parish roll) may have their ashes interred in an existing grave and/or a plaque added, with a permit.

Good to know

- Graves can be dug **double depth** to allow for a second burial later.
- New ashes plots are on the **ashes berm at the Airport Road end** of the cemetery.
- Ashes berm plaques must be **no larger than 300 mm x 200 mm**.

Fees

Permit	Fee (incl GST)
Grave plot, including permit to bury	$1,000
Second burial in an existing double-depth grave	$500
Ashes berm plot and plaque (Airport Road end)	$500
Interment of ashes and a plaque on an existing grave or memorial (and/or updating a headstone)	$500
Additional memorial plaque on an existing grave, memorial or ashes berm (no interment)	$100
Maintenance or repair of an existing headstone or plaque (a permit is still required)	No charge

Not included in these fees: digging for any burial or ashes interment, and all costs of making and installing a headstone or plaque. These are arranged and paid separately.

2. Dingle Memorial Berm

The Dingle Memorial Berm is for memorial plaques only; **no ashes are interred here**.

- The person being remembered must have a **recognised connection to Tamahere and/or St Stephen’s Church**. The Cemetery Committee confirms this.
- Plaques must be the standard size of **200 mm x 120 mm**.
- The permit must be given to your monumental mason before the plaque is placed.

Permit	Fee (incl GST)
Memorial plaque on the Dingle Memorial Berm	$500

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Permit application form

How to apply

- Complete this form and email it to the Church Office: **office@ststephenstamahere.org.nz**
- Once your application is approved, you will be told the amount to pay. Please pay to **St Stephen’s Cemetery Committee**, Westpac **03-1559-0008948-01**, using your **surname** as the reference.
- All work must meet NZS 4242:2018 - https://www.standards.govt.nz/shop/nzs-42422018/
- GST Reg No: 74952720

About you

Full name _____

Phone _____

Email _____

Postal address _____

What you are applying for

Type (tick one) ☐ Grave plot ☐ Ashes ☐ Plaque

Full name of the person it is for
If different from the applicant _____

Date of death
If applicable _____

Existing grave, ashes plot or plaque involved
If relevant: name of the family member and row/plot number _____

Monumental mason
Name and phone number _____

Proof of eligibility supplied ☐ Yes ☐ No

Date submitted _____

OFFICE USE ONLY - Cemetery Committee / St Stephen’s Administrator

Eligibility approved by _____ **Date approved** _____

Location (circle) Plot / Ashes berm / Memorial berm **Number** _____

Amount to pay _____ **Invoice number** _____

Payment received _____