

APPLICATION – Casket Burial

For issue of Casket Burial Warrant

PARTICULARS OF DECEASED

Please complete using CAPITAL LETTERS ONLY

Full Name																																												
Returned Services Association (RSA) Number (or Spouse's number)																																												
Address																																												
Occupation																																												
Age														Sex																														
Date of Birth														/											/									Religion										
Date of Death														/											/																			
Place of Death																																												
Death Certified by																																												

NEXT OF KIN

Please complete using CAPITAL LETTERS ONLY

Full Name																										
Postal Address																										
Contact Phone number																										

PARTICULARS OF CASKET BURIAL

Please complete using CAPITAL LETTERS ONLY

Cemetery																				
Division																				
Plot Number																				
Block											Row									
Is the Plot (please select one)	NEW				RESERVED				RE-OPEN											
Depth of Grave	SINGLE						DOUBLE													
Casket size																				
Dimensions																				
*Dimensions MUST be provided in METRIC. Standard casket dimensions are 2200mm x 750 mm. Please attach casket dimensions if different.																				
Dressing (please select one)	COUNCIL						FUNERAL DIRECTOR													
*Lowering straps to be supplied by Council.																				
Date of Burial			/			/					Time		:					am / pm		
*Lowering straps to be supplied by Council.																				
Date of Application			/			/														
Applicant's Signature																				
Funeral Director																				
Contact details																				
Person to Charge																				
Additional notes:																				

PLEASE NOTE:

- Applications are only able to be processed once the form is completed in full.
Submitting a form prior to obtaining all relevant information may cause delays in processing.
- Please email your completed application to: districtfacilities@fndc.govt.nz
- If submitting your application after hours, please phone **021405273** to confirm receipt of application.
- Funerals may only be held between the hours of:
 - 8:00am and 5:00pm Monday – Friday.
 - 8:00am and 1:00pm Saturday.

Burial Advisory & Acknowledgement

FNDC Cemeteries

Purpose

This advisory is provided to ensure that families are fully informed of specific site conditions and potential challenges that may be experienced at cemeteries managed by the Far North District Council (FNDC) across the Northland Region. It also outlines the steps that FNDC staff and contractors may need to take in response to these conditions.

Site Conditions

Some cemeteries within the Far North District are located in areas with a high-water table, which can significantly affect burial plots—particularly during or following periods of wet weather or ground conditions that are unavoidable in northland. These conditions may result in:

- Water ingress into plots during or after excavation, despite the use of pumps and other mitigation measures.
- Ground instability, particularly in lower-lying sections of some cemeteries, which may cause adjacent soil or structures to shift or collapse.
- The need for last-minute changes to the burial plot location or depth to ensure safety and dignity.

These factors are beyond the control of FNDC and its contractors but are actively managed to minimise disruption to services.

FNDC and Contractor Actions

- Use water pumps to manage groundwater during excavation where required.
- Remove pumps prior to the service to avoid visual and noise disruption, understanding this may result in water refilling the grave.
- Apply measures to conceal water ingress, such as placing hay or other material at the base of the grave.
- Take immediate action to address any collapse or instability, including relocating the burial to an alternative plot if necessary.
- Work with the funeral director to promptly communicate any required changes to the family.
- All of the above may result in funeral director or family needing to make decisions and at times delay's to the funeral service, this is unfortunate but unavoidable due to the process needed to complete the requirements.

Acknowledgement

I/we acknowledge that FNDC, and/or relevant funder director, has explained the above conditions and potential challenges that may be experienced at cemeteries managed by FNDC in the Northland Region. I/we understand that FNDC staff and contractors will take all reasonable steps to ensure the burial is carried out with dignity and minimal disruption, but that circumstances beyond their control may require adjustments on the day.

Deceased's Name:		Scheduled Date of Burial:	
Name(s) of Person(s) Providing Acknowledgement:			
Relationship:		Signature & Date:	

For Official Use Only

Received by (FNDC Staff):		Date Received:	
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