



FAMILY-LED BURIALS

We know that arranging a burial for someone you love can be a difficult and emotional time. If your whānau/family has chosen to make the arrangements yourselves, our cemetery team is here to support you and guide you through each step.

This information explains what needs to be arranged before the burial can take place, and who to contact if you need help along the way.

Making a burial booking

When you are ready to start the process, please contact our cemetery team on **06 759 6060**. A team member will talk you through the arrangements, answer your questions and help with your booking.

You will need to complete the [burial application form](#) (Form: APP-PR-105-F), which is available on our website or contact us directly.

Payment must be received **at least one clear working day** before the service, so we can confirm everything is ready for you.

Payments can be made:

- Online on NPDC's website at [NPDC eProperty – Debtors](#)
- In person at NPDC Civic Centre, Liardet Street, New Plymouth
- At our libraries and service centres in Inglewood, Waitara, Bell Block or Ōākura.

Once our team has confirmed your booking, you can send us the completed application form by:

- Emailing it to enquiries@npdc.govt.nz
- Delivering it to NPDC, Liardet Street, New Plymouth
- Delivering it to one of our Libraries and Service Centres.



Please include the size and shape of the casket on your application form.

What else you need to know

- The casket will be lowered by hand.
- Whānau/families who would like to place soil into the grave or assist with filling are welcome to do so. Shovels will be provided once the graveside area has been made safe and all mats and boards have been removed.
- We respect and support families who choose a home-built casket as part of their loved one's farewell. Please be aware that Council is not responsible for the casket's construction, condition or durability.

HOMEMADE CASKETS: (where applicable)

If your whānau/family chooses to make a casket yourselves, we understand this can be a meaningful and personal part of saying goodbye.

To help us care for the person safely and respectfully, the casket needs to meet some important requirements for construction and materials.

Casket construction

Caskets need to be made from one of the following:

- MDF or untreated plywood, using a minimum of 9mm untreated plywood or 9mm MDF Lite board
- Untreated timber such as pine, rimu or macrocarpa
- Wicker.

Casket shape and size

Caskets may be shaped or rectangular, but must have a flat bottom.

The maximum outside dimensions are:

- Length: 2200mm
- Width: 800mm, including handles
- Height: 680mm.

Oversized caskets

Please let us know when you make your arrangements if the combined weight of the casket and the person is more than 120kg.

This helps us plan ahead as two attendants will be needed to so the casket can be managed safely and respectfully.

Other important requirements

To ensure our team can manage the casket safely:

- All screws and nails need to be countersunk.
- Cardboard caskets must have a solid, flat, untreated plywood bottom and a plywood head end so they can be placed safely into the cremator.
- If the casket is painted, please use water-based paint.
- Oil-based varnishes and stains cannot be used because they do not meet our emissions consent requirements.
- For health and safety reasons, the casket must have a waterproof lining, such as a thin non-PVC plastic product.



Caskets cannot be made of treated timber.

Contacts



06 759-6060



enquiries@npdc.govt.nz

Helpful links



<https://www.npdc.govt.nz/services/cemeteries/>