

EXCLUSIVE RIGHT TO RESERVE PLOT

APPLICATION FORM

Use this form to apply for the exclusive right to reserve a plot at **Clareville Cemetery**. This right does not give you ownership of the land. It simply lets you, or the person you name, arrange a burial or ashes interment in that plot for the time allowed in the District Bylaw. Please fill in all sections. If anything is missing or unclear, we may need to contact you.

Applicant details

Name	
Postal Address	
Phone	
Email	
Next of kin	
Next of kin phone	

Plot requirements

Plot	
Urn	
Child [up to 10]	
Natural Burial	
Pet	

Person 1

Surname	
First name/s	
Date of birth [dd/mm/yyyy]	
Address [last known]	

Person 2 [if required]

How to submit this form

- email to: info@cdc.govt.nz;
- post to: Carterton District Council, PO Box 9, Carterton 5743, or;
- deliver in person: **28 Holloway Street, Carterton**

You may also need to provide:

- ID
- Proof you can act for an estate [if needed]
- Written agreement from other family members
- Extra details for special plot types [for example, natural burials]

What happens next?

1. We check whether your preferred plot is available.
2. We contact you if we need more information.
3. We send an invoice to the applicant.
4. When payment is received, we issue your Exclusive Right of Interment certificate.
5. We update our cemetery records.
6. When a burial or interment is needed in the future, your family or funeral director must provide the certificate so we can confirm the right.

How long do rights last?

The Exclusive Right of Interment lasts for the period stated in the Bylaw. If the right expires and we cannot contact you or your next of kin, the plot may be returned to general availability following the process in the bylaw.

Updating or Transferring

If you want to update your details or transfer the right to another person, please contact the Council at **cemeteries@cdc.govt.nz**. We may ask for proof of identity or family consent.

Privacy Statement

- In submitting this form, I agree to my details being used for the purposes stated on this form. The data will only be accessed by the necessary Council staff.
- I understand my data will be held securely. I have the right to access and correct my data at any time. When this data is no longer required for the stated purpose, it will be disposed of in accordance with official Council procedures.
- If I wish to request a copy of my data or have it corrected, I can contact **privacy@cdc.govt.nz**.
- Please refer to our Privacy Policy at **cdc.govt.nz/privacy** for further information.

Rules, Policies & Fees

Wairarapa Cemeteries Bylaw

- cdc.govt.nz/bylaws/#wairarapa

Our Privacy Policy

- cdc.govt.nz/privacy

Current cemetery fees information

- cdc.govt.nz/fees

Cemetery information

- cdc.govt.nz/cemetery