

Upper Hutt City Council

AKATARAWA CEMETERY RULES

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Burials and sale of plots

- A. Burials may be made in any Cemetery for the time being vested in the local authority or under its control and not closed in a manner provided by law in that behalf subject to the conditions prescribed in this Part of these rules.
- B. Burial plots shall be sold upon such terms and conditions as may be decided by the local authority and the exclusive right of burial may be granted for such limited period as the local authority by resolution decides.

Burial plots

- A. Where the exclusive right of burial for such limited period as the local authority by resolution decides, has not been purchased and the full purchase price thereof paid, and where the human remains to be buried are not that of a poor person as mentioned in clause 21 hereof, such burial shall take place only upon production to the Chief Executive of a Certificate by a relative of the deceased in the form set out in the Seventh Schedule to this part of these rules or to the like effect.
- B. Such burial shall take place in such plot as the Sexton shall determine and no fence or headstone shall be erected thereon unless the exclusive right of burial therein shall have been purchased as provided in the next preceding sub clause.
- C. Any friend or relative of a person so buried may, at any time within two years from the date of such burial or such extended time as the local authority sees fit, purchase the exclusive right of burial for such limited period as the local authority by resolution decided in such plot in the manner provided in this Part of this bylaw for the purchase of such rights.

Provisions for all interments

- A. No burial whatever shall be made in any Cemetery without a burial warrant for that purpose obtained from the Sexton.
- B. "That Council apply the Out of District fee on the purchase of a new plot by a person who has resided out of the Upper Hutt district for the previous five years or more, except in the case of a person in long term care, where the Chief Executive shall decide in each case whether an out of district fee is payable in respect of such a person".
- C. In all cases of intended burials, the funeral director or person having the management or control of the same shall make application in the form of the Second Schedule to this part of these rules to the Council for warrant for such burial: and shall produce to the Council such evidence of death as may be required; the Council, for on or behalf of the local authority is hereby authorised to grant such warrant in the form of the Third Schedule to this Part of these rules.
- D. No such warrant shall be issued until there shall have been paid the fee for interment specified in the approved fees and charges; provided, however in that in the case of an interment under the management or control of a funeral director, the Council may, at its

discretion, waive the foregoing requirement as to prior payment and charge the cost of the same against the funeral director concerned on the basis of a monthly account, or such period as the Council decides.

- E. Notification of the intended burial shall be given to the Sexton at least eight (8) working hours prior to the time fixed for the funeral, and no such burial shall take place until the delivery to the Sexton of the said warrant has been made.
- F. Bookings for funerals will be accepted from 8.00 am to 8.00 pm seven days per week.

Warrant to be authority to Sexton

The burial warrant, when received by the Sexton, shall be sufficient authority to him for such burial, and after such burial he shall sign the certificate at the foot of such warrant.

Hours for funerals

No funeral shall be held on any day except between the hours of 8.00 am and 5.00 pm Monday to Friday, and 8.00 am to 1.00 pm on Saturday. No funerals will be held on Sundays and Public Holidays. Bookings for funerals can be made between the hours 8.00 am – 8.00 pm seven days per week.

Burial of ashes

Upon application being made in that behalf and the prescribed fees paid to the local authority the urn containing the ashes of any deceased person may be buried in the special portion of the Cemetery set aside for that purpose or in any plot subject to an exclusive right of burial. "Plots set aside for the burial of ashes in the special portion of the Cemetery shall be 600mm x 600mm in size"

Fees

All fees required by this Part of these rules and as referred to in the approved fees and charges shall be as the local authority by resolution decides. A search fee may be payable for every inspection of the Cemetery plan and records held at the office of the local authority, and where a signed extract is required therefore shall be as prescribed.

Purchase of the Exclusive Right of Burial

- A. Every application for the purchase of the exclusive right of burial for such limited period as the local authority by resolution decides in any part of the Cemetery shall be in the form set out in the Third Schedule to this Part of this bylaw or to the like effect.
- B. An agreement in the form set out in the Third Schedule hereto shall be entered into between the local authority and the purchaser and the purchaser shall pay to the Council the purchase money for such exclusive right of burial.
- C. Upon satisfactory proof being given to him of the original having been lost, and upon payment to him of a fee of \$10.00 therefore. The Council may issue to the person entitled thereto a duplicate of such agreement. Should the original subsequently be found, any person holding such duplicate shall return the same immediately to the Council for cancellation.

D. No burial shall take place in any plot in respect of which the exclusive right of burial shall be held by any person unless such person shall have consented to such burial in the form set out in the Fifth Schedule hereto or the funeral director has satisfied himself that such burial is authorised.

Purchaser or Owner of private ground may transfer

- A. Any purchaser or owner of the exclusive right of burial in any plot in which no burial shall have taken place may, with the consent of the local authority, transfer his or her interest in such ground to any other person upon payment to the Council of such fee as the local authority by resolution decides.
- B. Where such exclusive right of interment has been purchased local authority may, in lieu of consenting to any such transfer, require the holder of such right to surrender the same to the local authority upon payment to such holder of the price paid by him for such right, or a sum bearing the same proportion to such price, as the area proposed to be transferred bears to the original area over which such right was purchased, and any such holder shall comply with any such requirement.

Keeping graves in order

The local authority may agree to keep any grave in any Cemetery in order upon payment of the fees in that behalf prescribed in the Schedule of Fees and Charges hereto.

Lapsing of applications

Any application for the purchase of the exclusive right of burial in any plot or ground not previously used for interment shall lapse unless the purchase is completed by payment within six (6) calendar months from the date of the application.

Keeping in order

All kerbs, enclosures, tombstones, headstones and other monuments shall be kept in proper order or repair by the purchasers of lots or their representatives or assigns. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967; all monuments, tablets, and fences or erections of any kind which shall fall into a state of decay or disrepair may at any time be removed from the Cemetery by order of the local authority subject to section 9 of the Burial and Cremation Act 1964. In the event of there being no one available to effect repairs or permit removal, a photographic record of the plot shall be taken before removal and filed with Cemetery records.

Shrubs and trees

- A. Shrubs planted in any portion of any Cemetery may at any time be trimmed, removed, or cut down by the order of the local authority.
- B. No tree shall be planted in any Cemetery by any person without the consent of the local authority being first obtained.

What fees cover

The fees mentioned in the Schedule of Fees and Charges (except those specified for keeping graves in order) do not include payment for any work required to be done beyond the actual digging of an ordinary grave, and after burial, filling in the same.

Levelling

- A. Every person who encloses any plot of ground shall do all levelling required at his own cost and in accordance with the requirements of the local authority.
- B. Every such person shall, without delay, remove from the Cemetery all rubbish and earth not required in the filling in of the grave, or in connection with such levelling to a place approved by the Sexton.

Deposit of materials

- A. No monumental mason or other person erecting or repairing any headstone, monument, fence, or other work in, on, or around any grave, or constructing or repairing any vault, in any Cemetery shall make use of any footpath or other part of such Cemetery for placing or depositing thereon any tools, planks, casks, or material in connection with the work of such erection, construction, or repair for a longer time than is reasonably necessary for the purpose of completing such work; any such mason or other person who, after service upon him of a notice in writing signed by the Chief Executive, requesting the removal thereof within a time specified in such notice.
- B. No person shall make use of any footpath or roading in the Cemetery for the purpose of mixing cement or mortar otherwise than upon a proper mixing board or in other approved manner.
- C. The local authority may construct sheds or other buildings for the storage of tools, planks, casks or other material belonging to such masons or persons and may make such charges for the use of the same and for the supply of turf or of water or for such other services whatsoever as the local authority may from time to time fix by resolution.
- D. If a local authority so requires a deposit of \$20.00 shall be lodged with every application for a permit to carry out any work. Such deposit will be refunded when the work has been completed to the satisfaction of the Sexton.
- E. If the local authority shall provide any such shed or building, the local authority may require any such mason or other person to remove either from the Cemetery or into such shed or building all tools, planks, casks or other material and any such mason or other person failing to comply with any such direction shall be liable to prosecution for an offence against this Part of these rules.

Vehicles

A. No person shall take any vehicle of any kind into any Cemetery except between the hours of sunrise and sunset, or at such time as the local authority in any particular case by resolution decides.

- B. No person shall permit any vehicle of any kind under his control to remain in the Cemetery after sunset on any day without the permission of the local authority.
- C. No person in control of any vehicle unless authorised by the local authority shall drive or conduct the same or permit the same to be on any part of the Cemetery except the roads open for vehicular traffic.
- D. No person shall drive or conduct any vehicle of any kind in any Cemetery at a greater speed than 20km/h or than indicated on any road within any Cemetery.
- E. No person shall drive or conduct any vehicle in any Cemetery except in the direction indicated by traffic notices.

Removal of fences, headstones, plants etc.

No person shall without authority, remove or take from any Cemetery, or from any grave in any Cemetery, any vase, wreath, plant, flower, or any other thing, except that the local authority may cause to be removed any neglected or broken material of this nature.

Misconduct

No person shall in any part of the Cemetery, by any violent or improper behaviour, prevent, interrupt, or delay the funeral service.

Soliciting of orders

- A. No person shall, in any Cemetery, advertise or solicit any order or custom from any other person for any work whatsoever to be done in or in connection with any Cemetery, or for the sale, preparation, or supply of any article, material, or thing to be set up, affixed, placed, or used in any Cemetery.
- B. Except at the specific request of a purchaser of plots or their representatives or assigns, no person shall in any Cemetery, accept or take any such order or custom as aforesaid.
- C. No commercial photographer shall, without the consent of the funeral director, or special permit in writing for the occasion from the Chief Executive, attend any funeral for the purpose of taking photographs.

Interment charges; poor persons

Where application is made to the local authority for the interment at reduced charges of any deceased poor person, the applicant shall, on making such application, furnish to the local authority a certificate duly signed by him certifying that such deceased person has not left sufficient means to pay the ordinary charge of interment fixed by this Part of these rules, and that his relatives and friends are unable to pay the same. Such certificate shall be in the form specified in the Sixth Schedule to this part of these rules or to the like effect.

Deceased servicemen

Notwithstanding anything to the contrary contained in this Part of these rules, the fee payable to the local authority for the disinterment of any deceased serviceman and the reinterment thereof in the war graves section of the Cemetery, if application is made therefore by the War Graves Branch of the Department of Internal Affairs, shall be as may be agreed upon between the parties from time to time.

Disinterment

Where an application for a disinterment is received by a local authority, the disinterment shall be conducted pursuant to Sections 51 and 55 of the Burial and Cremation Act 1964 and subject to the payment of such fees as the local authority by resolution decides.

Dogs

No person shall take any dog or allow any dog in his custody or charge under his control to go within the limits of the Cemetery unless such dog is led on a leash. Every person, while having in his or her care or control, any dog which fouls anywhere within the Cemetery with faecal matter, is required to remove such faecal matter immediately. The faecal matter is to be disposed of responsibly.

Interments

Interments may be made from time to time in ground in the Cemetery set apart by the local authority for the purpose of a memorial park (berm or garden Cemetery) and shown on a plan prepared by the local authority, but no fences or monuments other than headstones shall be erected or trees, shrubs or flowers planted except as approved by the local authority, and no kerbings shall be erected anywhere within the precincts of such memorial park Cemetery.

Purchase of allotments

Any person may upon payment of the fees and charges set out in the Schedule of Fees and Charges hereto purchase allotments. The number of plots to be sold at any one time shall be left to the discretion of the local authority.

Erection of memorials

- A. The local authority shall construct or cause to be constructed a continuous concrete platform or berm flush with the ground surface on which the base or platform foundation work for all memorials will be placed. The cost of the platform shall be included in the purchase price of the plot.
- B. Concrete bases for all headstones shall not stand higher than 150mm above the highest point of the concrete berm. All headstone bases are to be constructed in accordance with the details set out in the Eighth Schedule.
- C. No monument including the foundation thereof, shall be erected of greater than 900mm in the case of adult plots and 530mm in the case of children's plots centrally placed at the head of each plot, or of a greater height than 700mm in the case of adults or 450mm in the case of children's plots above the concrete headstone base. Such monument shall comply with sound

- engineering principles and shall be aesthetically acceptable to the controlling authority. The plan of such monument shall be submitted to, and approved by, the local authority before the erection of any such monument be permitted.
- D. No erected memorial shall be of any other material than granite. Concrete for the base of the memorial shall be finished in grey cement; no coloured cements shall be added or used and all plaster work is to be carried out using Dricon foundry sand only.
- E. In constructing bases and in erecting memorials, the adjoining roads, paths or allotments shall not be injured.
- F. All memorials shall be kept in good repair by the purchaser of the allotment or the assignee. Subject to the provisions of the Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967, all memorials of any kind which shall fall into a state of decay or disrepair, may at any time be removed from the Cemetery by order of the local authority, and in the event of there being no-one available to effect repairs or permit removal, a photographic record of the plot shall be taken before removal and filed with Cemetery records.

Shrubs, trees and flowers

No shrubs, trees or flowers shall be planted and maintained in the Cemetery except such as shall be planted as and where directed by the local authority or its duly authorised officer.

Vaults and brick or walled-in graves

- A. No vaults or brick or walled-in graves above ground shall be constructed in a memorial park Cemetery except in such portion as may be set aside for the purpose by the local authority and subject to complying with engineering and aesthetic requirements of the local authority.
- B. Statuary may be permitted within a memorial park Cemetery subject to any conditions and requirements of the local authority.

Vases or containers

All vases or containers for flowers shall be housed in insets set into the base on which the memorial is placed in such manner as shall be approved by the local authority.

Interpretation

In this section of this part of these rules, unless inconsistent with the context – PLAQUE LAWN CEMETERY means a Cemetery in which the surface is laid down as a grass lawn, no headstones project above the ground and which is declared to be such by the local authority.

Structures, plaques and tablets on plots

In any plaque lawn Cemetery no person shall:

A. Erect any kerb, railing, fence, building, or other structure on or around any single plot or part thereof;

- B. Construct or place any tombstone, headstone, monument, or structure upon any plot in such manner that any part thereof shall project above the level of the ground immediately adjoining; or
- C. Install or place any memorial plaque, memorial tablet, or other thing on any plot without the prior permission in writing of the Sexton and subject to compliance with the following conditions:
 - i. Such tablet or plaque shall be of an approved size and set in an approved position in an approved manner.
 - ii. All lettering and names of persons buried in each plot shall be placed on the one tablet or plaque
 - iii. Payment of fees shall be made as prescribed in the Schedule of Fees and Charges

Dimensions of plots

The dimensions of plots shall be determined by resolution of the local authority.

Wreaths etc.

No person shall plant anything on any plot, but during a period of two days or such other period as the local authority decides following interment any wreath or other floral tribute may be placed on a plot, but shall be removed at the expiration of such period.

Special receptacle for flowers

- A. After the expiry of two days from the interment no person shall place on a plot any floral tribute except flowers and foliage which shall be placed in a special receptacle of an approved type. Any such floral tribute may be removed by the Sexton at any time after the fifth day from the latest interment in that plot.
- B. The Sexton shall be at liberty at any time to remove damaged receptacles or receptacles of a type not approved by the local authority, and he may also remove at any time dead flowers and dead foliage.

Compliance with conditions prior to cremation

- A. No cremation shall take place in any crematorium maintained by the local authority unless the provisions of the Cremation Regulations 1939 and of every regulation made in substation therefore or in amendment thereof shall have been complied with.
- B. No cremation shall take place in such crematorium unless there shall first have been paid to the Chief Executive the fees chargeable in respect of such cremation in accordance with the scale of fees as the local authority by resolution decides and due notice given to the Sexton, or by such other arrangement for the payment of fees as the Chief Executive decides.

Urns for ashes

An approved urn containing the ashes of a deceased person may be left for 14 days from the date of the cremation free of charge. At the expiry of this period such fee per month as the local authority may from time to time prescribe shall be paid; but the local authority will not hold ashes on these terms beyond three months from the date of such cremation and at the expiration of such three months may dispose of the ashes in accordance with the aforesaid regulations.

Casket construction

- A. The casket containing any deceased person intended for cremation shall be made of an approved combustible material and the specification as to overall size shall be such as will be accepted by the incinerating process.
- B. Two persons properly concerned with the cremation of the deceased may see the casket placed in the incinerating hall after the service in the chapel.
- C. No inspection of the actual process of incineration shall be permitted.
- D. Without the consent of the Sexton no casket shall be opened after admission to the crematorium.

Miscellaneous provisions

- A. No cremation shall be held on any day except between the hours of 8.00 am and 5.00 pm Monday to Friday, and 8.00 am to 1.00pm on Saturday or such other hours as the local authority by direction may determine.
- B. Every application for cremation, together with all necessary certificates, shall be deposited with the Chief Executive prior to cremation.

Against damage and interference

No person shall:

- A. In any way damage or injure the crematorium or any part thereof;
- B. Paint, write, or carve on or in any way whatever disfigure the crematorium or any part thereof; or
- C. Unlawfully or improperly interfere with, or interrupt the carrying out of, any cremation in the crematorium or of any service or ceremony in connection therewith.

FIRST SCHEDULE

AKATARAWA CEMETERY Effective 1 July 2017 MEMORIAL SIZES

ALL MEMORIALS ARE TO BE MADE OF GRANITE ONLY

HEADSTONES

Adults (Monumental 1-4) Maximum width 900mm Maximum height 700mm

Children - Monumental Maximum width 530mm Maximum height 450mm

Monumental Ashes Maximum width 530mm Maximum height 450mm

NB: Adult headstones are to be set at 50mm in from the rear of the base to the back of headstone. In the case of the children's and other headstones, 20mm shall apply.

BASES

Adults – Single	900mm x 430mm	Neat size
Adults - Double	1400mm x 430mm	Neat size
Children - Monumental	600mm x 300mm	Neat size
Monumental Ashes	600mm x 300mm	Neat size

All bases must be no higher than 150mm from highest point of the concrete berm to the top of the base. Single bases sit centrally at the top of the grave. Double bases sit centrally across two grave sites.

PLAQUES

Adults (Plaque 1-3)

Plaque 500mm x 300mm x 30mm Neat size

Recumbent Desk 500mm x 300mm x 90/40mm or 75/25mm Neat size

Children - Plaque

Plaque 450mm x 250mm x 30mm Neat size

Recumbent Desk 450mm x 250mm x 90/40mm or 75/25mm Neat size

Ashes Plaque

Plaque 500mm x 300mm x 30mm Neat size

Recumbent Desk 500mm x 300mm x 90/40mm or 75/25mm Neat size

Ashes General

Plaque 300mm x 230mm x 30mm Neat size

Recumbent Desk 300mm x 230mm x 90/40mm or 75/25mm Neat size

Memorial Trees

Plague 300mm x 230mm Neat size with 75mm concrete

surround

Memorial Gardens

Recumbent Desk 300mm x 230mm x150/50mm All polished.

Plinth (Plaque 1-3) 900mm x 300mm x 50mm Neat size

A plinth can be used in conjunction with a recumbent desk only. There is an option of placing flower holes on either side, or both sides of the plinth. A plinth may be erected in adult sections; Plaque 1, 2 or 3 only. Plinths are not permitted in the Ashes Plaque 1 Section.

FLOWER VASES

Headstone Section All flower vases are to be placed into the base

Plaque Section Flower vases are to be placed in the concrete berm or plinth. Only one

flower vase is permitted per plaque, in the concrete berm.

Trumpet Vases Are permitted only in the headstone sections

CEMETERY RULES RELATING TO MONUMENTAL WORK

No monument shall be removed from the cemetery without permission from the Sexton.

• Monumental work is to be carried out between the hours of:

Monday – Friday 8.00am – 5.00pm

Saturday 8.00am - 1.00pm

(Excluding Public Holidays)

Prior arrangements must be made with the Sexton for Saturday installations.

- Permits for all work including cleaning and repainting must be obtained from the Sexton prior to any work being carried out.
- A notification form also needs to be filled out prior to the commencement and completion of all work and the forms are to be deposited in the slot of the office door.
- Cleaning and repainting of memorials carried out on site will not incur a permit fee; however, a
 permit will still be required prior to work commencing.
- In all upright headstone sections all wording and art work is to be placed on front side of stone only. Plaster is to be finished in grey cement only.
- No advertising of any sort will be permitted on any memorial.

Permit Fee: \$27.00

• For any enquiries – please contact the Sexton:

Telephone: (04) 526-7030 Mobile: (027) 249-4836

After Hours: (04) 971-9453



SECOND SCHEDULE:

AKATARAWA PUBLIC CEMETERY

Warrant fo	r Interment:	_								
Surname:		ŗ	No:					Date:		
First Name	es:									
Occupation	n:									
Address:										
Full Age: (y	/ears)			Date o	of Death:		Interme	ent Date:		
Denominat	tion:							_		
Name of C	lergy/Celebr	ant:								
Funeral Di	rector:									
Date and T	ime of Funer	al:								
Next of Kin	n:									
Relationsh	ip:		-							
Address an	nd Contact D	etails of Next	:							
Customer (Code:		-			Invoice Nu	mber:			
Send Acco	unt to:		-			_	_			
Address:										
	erson entitle ight of burial									
Address										
Office Use	<u>Only</u>									
Plot No:					(Grave or Ashe	s:			
Plot Certific	cate No:	_			F	Plot Area:				
Grave Des	scription:	_			Date	e of Purcha	se:			
Doggint N	lo.				Am	unt Baidi	\$			
Receipt N						ount Paid:	-			
Plot	Interment	M.I.P.	Lowering Device	Extra Depth	Oversize Casket	Out of District	Weekend Digging	Weekend Services	Memorial Book	Memorial Permit
4207155	4207156	4207159	4207158	Triple	4207501	4207160	4207501	4207159	Inscription	4207501
				Depth					4207501	
				4207501						
CPL	CIN	CMIP	CLD	CED	COC	COD	CWD	CWS	СМВ	CMP
TOTAL \$					•	•	•	SEYTON		•

THIRD SCHEDULE

UPPER HUTT CITY COUNCIL

AKATARAWA PUBLIC CEMETERY

	GRAN	T OF EXCLUSIVE R	RIGHT OF BURIA	L	
		Certificate numbe	r		
of Upper Hutt, iss	sued under the p	n perpetuity in the Frovisions of "The Coct and of the Bylaw	emeteries Act, 1	908" and its a	
		f the sum of \$ the Upper Hutt			
_		petuity in the parce	_		Cemetery, described as ortion of the said
Granted at Upper	r Hutt this	day of	20	<u> </u>	
				SEXTO	N

FOURTH SCHEDULE

UPPER HUTT CITY COUNCIL AKATARAWA CEMETERY

Application to Issue Permit for Memorial Work

Full name of Deceased:		
Date of Death:		
Type of Work:		
Tick appropriate box		
☐ New Headstone ☐ New Plaque	Additional Wo	ork to existing Memorial
☐ Clean/Repaint Onsite ☐ Clean/Repaint Onsit	aint Offsite	
Materials to be used:		
Description and dimensions of memorial to	be placed.	
Please Note:		
 The construction of all bases is to do No advertising of any sort will be per The details of the start date and notification is also required at the do 	ermitted on any memor I time is to be provide	rial ed prior to commencing work and
Name of firm:		
Signature:	Date:	
FOR OFFICE USE ONLY		
Permit Fee:	-	
Permit Number:	Plot No:	Section:
Signature:	_ Date	

FIFTH SCHEDULE

NZS 9201

Chapter 14: 1972

FORM FOR AUTHORITY TO INTER

l,	of		being the
owner of Plot Path _		Division	in the
Cemetery	do hereby authorise th	ne Sexton of	
Cemetery to bury the late	of	in the a	bove plot.
Date:			
	Signed:		
	Witnessed by:	:	
	of		

SIXTH SCHEDULE

NZS 9201 Chapter 14: 1972 To the Chief Executive _____ Council I, _____ do hereby certify that I was personally acquainted with _____ (now deceased) for a period of _____ years _____ months prior to his death, and that such deceased person has not left sufficient means to pay the ordinary charge for interment fixed by bylaw, and that his relatives and friends are unable to pay the same. Dated at ______ this _____ day of _____ 200

Signature

SEVENTH SCHEDULE

NZS 9201

Chapter 14: 1972

To the Chief Executive		
Counci	I	
Sir		
	BURIAL O	
I,	of	, being
	of the dec	ased do hereby declare that, to the best of my knowledge
and belief, the above-n	amed decease	did not leave any assets available for, or make provision
for the purchase of a C	emetery plot ar	that I am not in a financial position to arrange for the
purchase of a Cemeter		
	Signed:	
	Address:	
To the best of my know	ledge and belie	the above-mentioned statement is correct.
Justice of the Peace		
Solicitor		
Medical Practitioner		
Minister of Religion		

EIGHTH SCHEDULE

