

JAMES TAIT,
WHO DIED ON THE 24TH OF APRIL 1890
AGED 33 YEARS.

Guide to repair and
conservation of monuments

Symonds Street Cemetery

GEORGE CAMPBELL
WIFE
1861 — 19

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Foreword

The Symonds Street Cemetery is recognised as being of outstanding significance as one of New Zealand's oldest urban cemeteries. This document relates specifically to the care of monuments and is intended to help guide the types of work that may be carried out under guidance and those where resource or other consents may be required and where specialist skills will be needed.

It is aimed at assisting Parks, Heritage and other relevant staff at Auckland Council, other statutory bodies such as the Heritage New Zealand, heritage consultants including conservation architects, archaeologists and conservators, the descendants of individuals buried and commemorated in the cemetery and other interested parties such as volunteers and volunteer groups.

A conservation approach is required for the management and care of the cemetery. Some maintenance tasks may be able to be carried out with permission and guidance from council. Others will require a Resource Consent process and approval from Heritage New Zealand. In all cases permission is required so that council can check and review any works proposed.

This document draws on the Conservation Plan for the Symonds Street cemetery and provides a summary of the:

- range of values that contribute to the significance of the monuments
- styles and types of monuments in the cemetery
- key conservation policies that relate to the conservation and maintenance of the monuments
- District Plan and Unitary Plan requirements, highlighting when Resource Consent will be required
- the process to be followed to help guide families and others wishing to conserve or maintain monuments
- condition issues and the range of skills likely to be necessary for repairs and maintenance of monuments.

Introduction

The Symonds Street Cemetery is one of Auckland's most historic and special public reserves. It is Auckland City's oldest cemetery and one of New Zealand's oldest urban cemeteries. It was established in 1841, the year that Auckland became the capital of the colony. Located on the Symonds Street Ridge, in an area that was at that time removed from the town, the cemetery was enlarged in 1842 and divided into sections for different religious denominations. It was Auckland's main burial ground from 1842 until 1886 when Waikumete Cemetery was opened.

The cemetery is a significant cultural landscape that incorporates a wide range of heritage components including monuments, in-ground remains, landscape features such as fences, walls, paths, steps, earthworks, historic plantings as well as buildings and sculpture and significant views and vistas. It is of outstanding significance for its historic values, established under the control of the colonial government and reflecting important aspects of early colonial society, religious observance, and funerary practice, ethnic and other origins, trade and technology, public health and attitudes to the passing of life and ongoing remembrance. It is of spiritual value and the establishment of denominational burial grounds reflects the importance of established religion throughout the 19th century. The cemetery has special value as the place of commemoration for an estimated 10,000 or more Auckland citizens and others buried there since 1841, including many prominent individuals.

It has outstanding significance as a designed nineteenth century urban cemetery, reflecting contemporary approaches to landscape design and has aesthetic value for its picturesque woodland setting, gullies, parkland areas, walks, paths and historic plantings, views and vistas.

The cemetery contains a very significant range of 19th century monuments which in addition to their spiritual and cultural value are an irreplaceable record of Victorian funerary art and technical skill as well as social and genealogical history.

Interments reveal important archaeological information including age, gender, ethnicity, occupations, health, causes of death, burial practices, funerary customs and attitudes to death, as well as the design, materials and techniques used in the monuments.

The Symonds Street cemetery is recognised as being of outstanding heritage significance and the entire site is scheduled in Category A in the District Plan (Appendix 1: Schedule of buildings, heritage properties, places, monuments and objects of special value) and in the Proposed Auckland Council Unitary Plan (Schedule of Significant Historic Heritage Places – Part 1: Historic Heritage Places)

The Symonds Street Cemetery is also registered as Category I by the New Zealand Historic Places Trust (Register No.7753). The Symonds Street Cemetery is vested in Auckland Council as a local purpose (cemetery) reserve under the reserves Act 1977 and council is the landowner.

The responsibility for maintenance of headstones and monuments is not clear. The historic nature of the cemetery also presents practical difficulties. Generally, the budget allocated for the repair of monuments in the cemetery is used to address graffiti, vandalism and safety issues. Council is working to assess the condition of all the monuments in the cemetery, and identify opportunities to work with descendant families and public interest groups or charities to offer their assistance with restoring monuments

Permission for any work within the cemetery requires approval from Auckland Council. Consultation with the Heritage New Zealand is also required as an affected party in relation to resource consent applications and in terms of archaeological requirements. The Symonds Street Cemetery is an archaeological site under the Heritage NZ Pouhere Toanga Act 2014 (HNZPTA). Heritage New Zealand administers the Heritage NZ Pouhere Toanga Act 2014 under which there is statutory protection for archaeological site. Under the Act an archaeological sites is defined as any place in New Zealand that was associated with human activity before 1900, or may be able through investigation by archaeological methods to

provide evidence relating to the history of New Zealand. Sections 42-64 of the HNZPTA set out requirements to control activity on the site that may result in destruction, damage or modification of any part of an archaeological site. An authority from Heritage New Zealand is required before any such work proceeds. Archaeological requirements of the HNZPTA extend to above-ground material, encompassing grave monuments and markers and their enclosures.

A conservation approach is required for the management and care of the cemetery. Work is guided by the Symonds Street Cemetery Conservation Plan which includes a detailed history of the cemetery, a summary of why it is significant and policies for its maintenance and conservation.

Work within the Symonds Street Cemetery is guided by the International Council on Monuments and Sites (ICOMOS) New Zealand Charter. The ICOMOS New Zealand Charter, is a set of guidelines on cultural heritage conservation, produced by ICOMOS New Zealand. The NZ Charter is widely used in the New Zealand heritage sector and forms a recognised benchmark for conservation standards and practice. Consistent with the Charter work within the Symonds Street Cemetery should be based on the following principal objectives.

- The greatest respect for, and least possible loss of material of cultural heritage value.
- The minimum degree of physical intervention consistent with long-term care.
- Making use of all relevant conservation values, knowledge, disciplines, arts and crafts.
- The retention, conservation and on-going care of archaeological values of the site.
- The implementation of a conservation process which will manage the on-going repair and conservation, to address present and long-term deterioration.
- Consultation with interested parties and connected people, should be carried out throughout the project.
- Work should be based on an understanding

of the history and significance of the particular monument.

- Any proposed work should be fully documented and recorded by suitable professionals, with photographic, written and other appropriate records, such as measured drawings being made before, during works and on completion. Archival documentation should be deposited with Auckland Council.

Maintenance of the cemetery is an ongoing requirement that requires skill and care in all processes involved including assessment, recording, investigation, documentation, preservation, restoration or reconstruction. In addition to the effects of time, vandalism is a frequent problem and many of the monuments have required expert repair. Auckland Council has the primary responsibility for the care of the cemetery and are assisted in this work periodically by family members of those buried there as well as groups such as Friends of Symonds Street Cemetery.

Despite best intentions, tasks that might seem like they could be carried by volunteers have the potential to cause damage unintentionally. All works including redecoration, maintenance repair and restoration will require some level of guidance, skill or expertise. Proposed work may require advice from conservation architects, archaeologists, conservators, historians or landscape historians. All work proposed will require permission from Auckland Council, so it can be checked and reviewed.

A Resource Consent application will be required for some work, and an application for an Authority to Modify an Archaeological site under the HNZPTA. Council can advise when this will be required.

The heritage value of monuments in the Symonds Street Cemetery

The Symonds Street Conservation Plan 1996 notes that the cemetery has 'great significance' as a social artefact of 19th century Auckland. It provides social records, evidence of the burial attitudes of the period, examples of local craft skills, evidence of British and Italian commercial sculpture and the pervasiveness of the aesthetic of the garden cemetery.

Definition of a monument

The Conservation Plan notes that all monuments must be regarded as intrinsically valuable. The term monument is used in this document to refer to any mortuary monument or grave marker including headstones, tombs, allegorical monuments, surrounds, fences, walls and any grave enclosure.

The heritage significance of monuments

The heritage significance of the monuments derives from their historic, social, aesthetic, technical, and spiritual values. A brief outline of these values is set out below based on the Conservation Plan.

The New Zealand Historic Places Trust's Registration Report (Register No.7753) also provides further information about the history and significance of the cemetery and monuments.

Historical

The cemetery is Auckland's earliest public cemetery and reflects important aspects of early colonial society, religious observance and the provision of separate denominational areas within the cemetery, funerary practice, and attitudes to death and commemoration. It is the resting place of early Auckland citizens and New Zealanders, including many prominent individuals in the history of New Zealand and the Auckland region.

Social

The cemetery is an important social record. Monument inscriptions record the names, of Auckland's earliest residents, occupational activities, the longevity or early mortality and causes of death, which provides an important commentary on the conditions of the era. The cemetery has been a place of remembrance and social gathering for more than 150 years and the monuments reflect communal connections with forebears and members of earlier Auckland society.

Artistic value

The monuments represent a significant collection of 19th century funerary art and crafts. Collectively they demonstrate the complexity and influence of the Victorian expression of death through a combination of religious, architectural and antique funerary symbols. The cemetery includes funerary monuments of varying ages and visual styles spanning almost a century, with collective as well as individual aesthetic appeal.

Technical

The monuments are a significant representative example of 19th century monumental masonry, largely no longer practiced. The cemetery includes a significant range of examples demonstrating stone cutting and dressing, carving and sculpting, letter cutting and leading. In addition there are a range of 19th century construction techniques and materials evident including brick and stone masonry, casting and rendering, the fabrication and erecting of cast and wrought iron, and wood turning and machining.

Spiritual

As a place of burial, the site has deep spiritual associations. Monument design, inscriptions and the layout of the cemetery are a physical manifestation of spiritual meaning, with different approaches perceptible between various denominations.

Monument designs

The monument designs reflect fashions in style, tastes, attitudes and aesthetics of the time in which they were erected, as well as availability of materials and the financial circumstances of families. Many New Zealand cemeteries were established in the early or mid-Victorian period and are repositories of the changing monumental designs from this time. Some were closed when they reached capacity and therefore contain types representative of the period in which they were in use. Others that have continued to be used have monuments representative of a wider time period and therefore reflect greater diversity in terms of the styles of monuments and approaches to marking burial sites.

The very earliest cemeteries that retain monuments date from the mid-19th century. Monuments are relatively plain and have little symbolic ornamentation, with simple inscriptions. Headstones are most often rounded profile or sometimes cut with a square top. Monuments that remain from this period are made often from sandstone or limestone. Slate was also used and there are two examples in the Wesleyan section.

Blanks for headstones were sometimes supplied in Sydney sandstone and finished locally. Early images show that that timber was also widely used. Generally these have been lost; so any remaining timber elements are consequently extremely significant because of their rarity and the information they may reveal. Most remaining monuments of this period do not have a surround marking the plot and most stones are set direct into the ground.

Mid Victorian (circ. 1870s) monuments are more varied in form, design and materials. Monument forms have greater variety with tombs, pedestals and an increasing use of symbolic elements and decoration. Examples made of sandstone exist from the 1870s and are ornamented with symbols and decoration. Marble headstones are more common with the use of lettering carved and filled with lead. Other materials included brickwork and occasionally-surviving iron markers. Iron rails or bars are also evident, used for reinforcement in large monuments.



A pair of sandstone monuments, Wesleyan section.



A pair of slate monuments, Wesleyan section.



*Sandstone monument mid-1870s,
Wesleyan Section.*



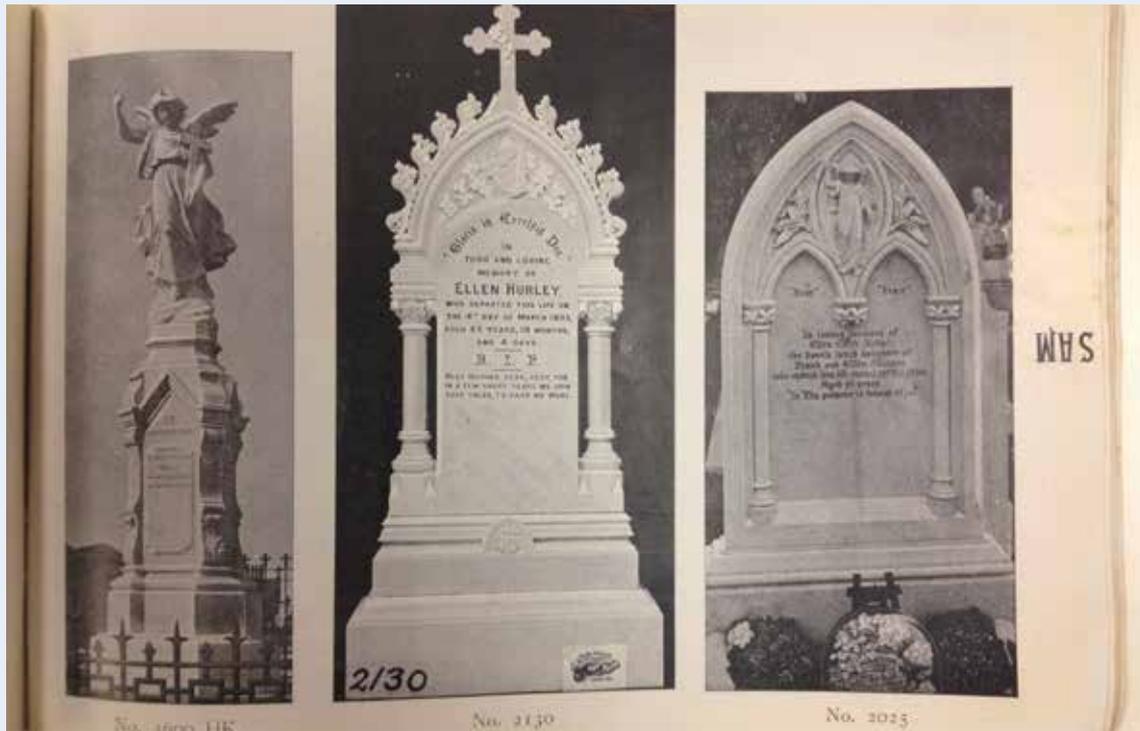
*Sandstone plinths from the mid-1870s,
Presbyterian Section.*



*Sandstone monument from the mid-1870s,
Wesleyan Section.*



Tomb monument, Wesleyan Section.



Examples of Carrara marble monuments, c1900.

S.A. MacFarland (Sarzana Italy) held in McNab and Mason Collection, Sir George Grey Special Collections Auckland Library. NZMS 807

The late Victorian periods represent the most varied monument types in terms of the forms monuments took, range of materials used, and employment of symbolic decoration. This variety was a particular aspect that contributed to the overall Picturesque form of Victorian cemeteries, generally rural cemeteries that featured winding roads, a network of paths, and family lots incorporated into the topography.

Burial plots were marked out with more permanent materials than previously. Timber enclosures gave way to concrete curbs with cast and wrought iron posts, rails and panels. The burial plots were often finished with a concrete or rendered slab, which could be finished in tiles or simply covered in loose shells or crushed marble.

A huge variety of granite, stone, marble and basalt elements were utilised. Many designs were derived from either Gothic or Classical forms and consistent with eclectic Victorian styles, sometimes a combination of both. Many monuments are in the form of a pointed Gothic arch, with a myriad of variations of this type.

Classically derived obelisks, columns and statuary were used with a pedestal or classical base.



Classical Urn monument (left) and Gothic Spire
Source Excelsior Catalogue

Cast and wrought iron was primarily used to define the plot surround. The use of decorative iron work was at its peak in the late Victorian period, made possible by relatively cheap manufacturing and fabrication processes. The vast range of elaborate styles and forms evident in cemeteries is probably the greatest representative example of this type of work in the country, although this has diminished due to loss and decay.

The Symonds Street Cemetery also incorporates monuments associated with disinterred burials which occurred in the 1960s for construction of the southern motorway.



Cast iron work, Knox monument, Presbyterian section.



Detail of decorative wrought iron work.



Wrought iron and cast iron work, Presbyterian section.



Monument types

The following table provides a summary of monument types.

Type	Brief description	Typical materials	Image
Headstones Upright slabs Stele Includes: <ul style="list-style-type: none"> • foot stones • set in socket • set on a base 	Vertical slab at head of grave with lettering and decorative detail inscribed or set in relief. Extensive range of stylistic forms, symbols. Set in, direct into ground or mounted on concrete base.	Timber Limestone Sandstone Marble Slate Cast and formed metal Granite	
Tombs Chest tomb Table tomb Box Tomb Altar	Four-sided monuments, with flat top incised and sides often panelled	Limestone Sandstone	
Pedestals Plinth	Classically-styled base, used architecturally to mount sculpture or serve as the base for columns. Used on their own or in conjunction to sculpture and columns. Some sit on substantial bases.	Limestone Sandstone Marble Granite	
Ledgers Tablet Book Scroll	Inclined headstone in a variety of forms including tablet, book and scroll.	Marble Granite Cast bronze Concrete Plastered brick	

Type	Brief description	Typical materials	Image
Sculptures Crosses Obelisks Angels Urns	Includes a wide range of markers both allegorical and symbolic forms. Often these are set on a base, plinth or pedestal	Marble Granite Sandstone Limestone	
Crosses	Various forms of the Cross with or without other decorative or allegorical motifs included. Set on a base, plinth or pedestal.	Marble Granite	
Obelisks	Based on the form of an Egyptian obelisk. Set on a base, plinth or pedestal.	Marble Granite	
Angels / Urns	Includes allegorical and symbolic forms such as angels and urns. Set on a base, plinth or pedestal.	Marble Granite	

Type	Brief description	Typical materials	Image
Surrounds			
Kerbs	<p>Defines the extent of single or multiple (often family) plots. On sloping sites these can include walls and bases that the monuments are mounted on.</p> <p>Kerbs sometimes form monuments in their own right.</p>	<p>Walls and bases</p> <p>Plastered brick work</p> <p>Basalt</p> <p>Marble</p> <p>Granite</p>	
Enclosures	<p>Fenced enclosures around the plots, formed from a range of designs and materials.</p>	<p>Timber – post, rails and pickets</p> <p>Cast iron posts and panels</p> <p>Wrought iron panels set between cast iron posts</p> <p>Wrought and cast iron chains</p>	 
Edging to Enclosures and surrounds	<p>Often enclosures were defined with low walls and kerbs</p>	<p>Basalt</p> <p>Sandstone</p> <p>Limestone</p> <p>Marble</p> <p>Granite</p> <p>Concrete</p> <p>Plastered brick</p>	

Overview of policies in the Symonds Street Cemetery conservation plan

The Symonds Street Cemetery Conservation Plan (1996) contains objectives and policies to guide the conservation of the cemetery. General guidelines set out how to achieve the policy, and for historical fabric and built landscape features more detailed specific guidelines are included.

For a copy of the Symonds Street Conservation Plan contact Auckland Council.

Conservation Plan objectives

1. To conserve and stabilise the documentary information, historic fabric and cultural value of the cemetery.
2. To record all historic fabric and document all works.
3. To preserve and enhance the landscape character of the cemetery.
4. To protect and manage the botanical and visual integrity of the reserve's forest stand.
5. To control and manage invasive flora and fauna.
6. To improve awareness of the existence of the reserve, its features and historic features.
7. To increase appropriate public use and enjoyment of the reserve.
8. To frequently review approaches and methods of management to ensure that resources are utilised to best meet the objectives of the conservation plan and maximise public benefit.
9. To manage the reserve in a manner which is responsive to the requirements of the ICOMOS Charter, Heritage NZ Pouhere Toanga Act 2014 (HNZPTA 2014) and the Resource Management Act.
10. To administer and manage the reserve in accordance with the statutory obligations imposed by relevant legislation.

Policies from the Conservation Plan that relate to the care of monuments are set out below.

1.0 Historical fabric and built landscape features.

- 1.1 All monuments and fabric dating between 1843 and 1909 should be retained.
- 1.2 Factors causing deterioration of the fabric of the cemetery should be identified and arrested and their re-occurrence prevented.
- 1.3 Original features which are incomplete or missing from cemetery elements of particular cultural significance should be reconstructed.
- 1.4 A systematic programme of site and archival research should be implemented during the course of all conservation works to provide for a more detailed understanding of the site.
- 1.5 Original fabric removed from the cemetery should be located and retrieved.

Conservation of monuments:
The monuments are considered as a group to be intrinsically valuable, while individually showing a wide variation in decay and damage. Conservation practises should seek to meet conservation objectives of preserving the cemetery for the future while also accepting that decay is an integral part of the character of the cemetery. All conservation work should be carried out by professionals with appropriate training in the conservation of particular elements and materials concerned and in strict accordance with any formally approved guidelines for the cemetery in existence.

12.0 Statutory requirements.

- 12.1 To ensure the reserve is managed in accordance with relevant statutory requirements, including the Auckland (Symonds Street) Cemeteries Act 1908, Reserves Act 1977, The Resource Management Act 1991, and Historic Places Act 1993.
- 12.2 To make provision for the protection of the heritage values of the site within the District plan for the central area, currently being prepared under the Resource Management Act 1991.
- 12.3 To review the legal consistency of any transfer of ownership or rights to parts of the cemetery with the obligations imposed by the Auckland (Symonds Street) Cemeteries Act 1908.

13.0 Plan review and amendment.

- 13.1 To continuously review this Conservation Plan to adapt to changing circumstances or increased knowledge about the site.

Condition of monuments

There is great variation in the condition of monuments in the cemetery due to a range of factors such as settlement, erosion, tree root damage, corrosion of wrought and cast iron elements, deterioration of inscriptions and damage caused by vandalism.

The maintenance and condition issues table on page 24 identifies the common issues associated with cemetery monuments.

Conservation works should aim to meet the objective of retaining the cultural heritage values of the cemetery. This needs to balance the need to both conserve fabric and accept that decay is an integral aspect of the character of the cemetery. This is not dissimilar to the conservation approach applied in the care of any other cultural heritage where there is a need to retain the fabric that is identified as being of heritage value while accepting decay and the patina of age is an aspect that contributes to heritage value. In the case of cemeteries the extent of decay tends to be greater due to the long period of neglect, persistent and targeted vandalism and inappropriate care.

A range of conservation processes will be appropriate depending on the condition of the fabric in question. The conservation processes utilised are as defined in the ICOMOS New Zealand Charter.



A monument showing some slight deterioration.

Definitions

The following definitions from the ICOMOS New Zealand Charter explain some of the terms used in this document. Refer to the ICOMOS New Zealand Charter icomos.org.nz/nzcharters.htm

Conservation means all the processes of understanding and caring for a place so as to safeguard its cultural heritage value.

Conservation is based on respect for the existing fabric, associations, meanings, and use of the place. It requires a cautious approach of doing as much work as necessary but as little as possible, and retaining authenticity and integrity, to ensure that the place and its values are passed on to future generations.

Documentation means collecting, recording, keeping, and managing information about a place and its cultural heritage value, including information about its history, fabric, and meaning; information about decisions taken; and information about physical changes and interventions made to the place.

Maintenance means regular and on-going protective care of a place to prevent deterioration and to retain its cultural heritage value.

Non-intervention means to choose not to undertake any activity that causes disturbance of or alteration to a place or its fabric.

Preservation means to maintain a place with as little change as possible.

Reassembly means to put existing but disarticulated parts of a structure back together.

Reconstruction means to build again as closely as possible to a documented earlier form, using new materials.

Recording means the process of capturing information and creating an archival record of the fabric and setting of a place, including its configuration, condition, use, and change over time.

Reinstatement means to put material components of a place, including the products of reassembly, back in position.

Repair means to make good decayed or damaged fabric using identical, closely similar, or otherwise appropriate material.

Restoration means to return a place to a known earlier form, by reassembly and reinstatement, and/or by removal of elements that detract from its cultural heritage value.

Stabilisation means the arrest or slowing of the processes of decay.

What to consider for the conservation of monuments

Work to monuments will require careful planning and an understanding of the significance of the monument, its condition and causes of any deterioration, proposed approaches, methods and materials to be used. Any work to monuments will require approval.

Some maintenance tasks may be able to be carried out with permission and guidance from Council. Others will require a Resource Consent process. In all cases a process of discussing work proposed and obtaining the appropriate permission or consent will be required. The steps involve the following stages.

Permissions or consents required

Necessary consents and permissions should be sought before any works commence. These are legal requirements and must be obtained.

Landowner consent

Symonds Street Cemetery is a public reserve and all works or activities require land owner approval from the Local and Sports Parks manager.

Resource Consent Application

The Cemetery is a Category A Heritage Place in the Auckland Council District Plan Central Area Section (Appendix 1: Schedule of buildings, heritage properties, places, monuments and objects of special value and those subject to heritage orders). The entire site is included. Any work apart from maintenance, within the cemetery requires an application for a Resource Consent.

Alteration or modification of a Category A scheduled place is a restricted discretionary activity. Any proposal to modify a monument, for example by adding new plaques or other information to an existing monument, or reinstating a monument that has been lost will need an application for Resource Consent. Consent may also be required if working near or pruning trees. The extent of earthworks may also require consent. Proposals to establish new monuments will also require an application for

Resource Consent. For assistance with Resource Consent applications contact the City Centre Duty Planner.

Proposed Auckland Unitary Plan requirements to enable HNZ Authority conditions to be enacted.

In situations where an authority to carry out invasive/destructive archaeological investigations has been granted, under the provisions of the Heritage NZ Pouhere Toanga Act 2014, for a site that is covered by the operative rules of the Proposed Auckland Unitary Plan (PAUP) protecting historic heritage a resource consent for the invasive/destructive archaeological investigation is also required. In cases where the Heritage NZ Pouhere Toanga Act 2014 authority relates to sites or features identified as being subject to additional archaeological controls in appendix 9 of the PAUP a restricted discretionary consent will be required when:

- the primary feature is a Category A place;
- a controlled activity consent will be required when the activity involves; features identified in exclusions column.

Consent will be required for any earthworks or works near or pruning existing trees.

Heritage NZ Pouhere Toanga Act 2014 requirements

Archaeological Authority

Heritage New Zealand administers the Heritage NZ Pouhere Toanga Act 2014, under which there is statutory protection for archaeological sites. Under the Act an archaeological site is defined as any place in New Zealand that was associated with human activity before 1900, is the site of the wreck of any vessel where that wreck occurred prior to 1900, or may be able through investigation by archaeological methods to provide evidence relating to the history of New Zealand. Consequently the whole of the cemetery is an archaeological site in terms of the Heritage NZ Pouhere Toanga Act 2014, as it is associated with human activity prior to 1900. Where there are plans to make modifications or excavate below the present

ground surface this must be discussed with Heritage New Zealand archaeologists in the Auckland office to determine requirements for a possible Authority to Modify. An archaeological survey and investigation and/or monitoring may be required.

Registered Historic Place

The Cemetery is registered as a Category 1 Historic Place by Heritage New Zealand. The District Plan requires that the written approval of HNZ be obtained for any resource consent on this site. This should be done prior to lodging the resource consent with council. Heritage New Zealand can offer advice on conservation matters and should be consulted regarding any proposed works.

Consulting with iwi

The Resource Management Act recognises that iwi have a special cultural and spiritual relationship with the environment.

Applicants are encouraged to consult early with local iwi who may be affected by, or interested in, a proposal so that they have time to consider it and advise of any concerns.

When considering an application, we need to recognise and provide for the relationship of Māori, their culture and traditions, with their ancestral lands, water, sites, waahi tapu (sacred areas) and other taonga (treasures).

Depending on the extent of works there may be specific requirements under the proposed Unitary Plan to consult with iwi.

What to include in your application

In planning any work, the specific significance of the particular monument should be investigated and understood.

Prepare a condition report and outline intended scope of conservation work. A description of condition and causes of deterioration should be completed, to understand why work may be required. Identify scope of redecoration, maintenance, repair or restoration work proposed.

Condition report

An initial condition assessment should be prepared for individual monuments to identify faults, likely repairs and priority for works to be undertaken. To assist you an example of a Memorial Assessment Form is attached at Appendix 2.

For works identified as skill level 2/3 a more detailed condition assessment will be required and may require professional assistance. A good reference for more detailed recording of monuments is the Practical Handbook in Archaeology, Recording and Analysing Graveyards by Harold Mytum.

Condition assessment categories

	<i>General Description</i>	<i>Conservation Processes</i>
1	Excellent Very good condition Monument is generally complete and in good order	Maintenance
2	Good Only slight deterioration Minor loss and damage of monument	Maintenance
3	Average Reasonable some deterioration Some loss of monument, including marker and surrounds Monument position form and design remains legible	Maintenance Repair Restoration
4	Poor Significant deterioration	Stabilisation Maintenance Repair Restoration Reconstruction
5	Very poor Serious damage occurring	Removal Repair Restoration Reconstruction

Proposed scope of works

Identify a methodology for the conservation of the monument which could include a range of conservation actions, depending on condition, priority and available budget and resources. To assist the table on Page 24 provides guidance notes for the work required on common issues with memorials and the skill levels required.

The report should also identify the methodology, outlining works to be undertaken and by whom.

It will include a general description of the proposed work, materials to be used, and processes employed. An assessment of Health and Safety processes should be included.

Attached are some template and examples to guide you:

- Proposed scope of maintenance works (skill level 1). Typically this would be prepared by the applicant.
- Proposed conservation works (skill level 2/3). Typically this report would be prepared by a conservation architect or conservator.

Heritage assessment

An understanding and assessment of the significance of the specific monument needs to be provided. A Heritage Assessment report should be prepared, and may require the assistance of a conservation architect and/or archaeologist. This report should include a brief summary of the history of the monument, including the date, names and other recorded details of those buried, further research information if possible using sources such as Papers Past, Auckland Libraries' historic photographic collection, available historic maps. The report should include a careful description of the monument including its materials, description of style and any special details and enclosure details, and name of monumental mason if known. Captioned and dated photos should be included showing the monument in context, as well as photos of each elevation.

How to submit a request to undertake maintenance or conservation

Prior to undertaking work

1. Gather as much information as you can about the site. The Central Auckland Research Centre at the Auckland Central Library has some maps and records relating to the cemetery. The library also maintains an online database for known burials in the cemetery via the library website. This includes details of the denomination, dates and names of those believed to be buried there.
2. Contact Council on 09 301 0101 for a Memorial Information Form to capture details about the monument and a Proposed Monument Works Form to complete outlining your intentions.
3. If you would like an initial discussion with Council or more information about conservation of monuments to discuss your plans contact the Auckland Council Principal Heritage Advisor: Central
4. Submit the Memorial Information Form and state your plans for proposed works for landowner approval to Local and Sports Parks by emailing PSRcentral@aucklandcouncil.govt.nz or posting to Private Bag 92300, Wellesley Street, Auckland 1142.
5. Council Heritage and Park advisers will review the appropriateness of works with respect to the conservation objectives and requirements regarding statutory processes. This would include consideration of whether there is a requirement for Resource Consent, Archaeological Authority to Modify, and approvals in relation to Heritage NZ Pouhere Toanga Act 2014.
6. The advisor will consider your request and either:
 - a. decline the application
 - b. issue a land owner approval memo permitting maintenance work that

meets Council standards in terms of conservation policies, practices and method.

7. The applicant will submit the land owner approval memo with the required documentation and permissions for a Resource Consent application. A Resource Consent application form can be downloaded from the Auckland Council website. For enquiries on preparing a Resource Consent contact the Auckland Council City Centre Duty Planner.
8. If a Resource Consent Application is required it should be accompanied by the Heritage Assessment and Condition and Conservation Report, together with an Assessment of the Effects (AEE) of the proposed work on heritage values. Contact the Auckland Council Principal Heritage Advisor: Central, to discuss councils current standards for an AEE.

Those arranging for the work will need to liaise with the Auckland Office of Heritage New Zealand. A Resource Consent application will normally include letter of approval by Heritage New Zealand for any Resource Consent application and, in cases where ground or a monument (including any surrounds or enclosure) is to be disturbed, an Authority to Modify an archaeological site.

Preparation of a Resource Consent application will typically require advice from a conservation architect and/or archaeologist, and/or conservator.

9. The Resource Consent will include conditions of how the works can be undertaken.

Undertaking a programme of work

10. Following receipt, of the required consents and approvals, to proceed, the applicant will provide details of the programme of works for the council. Any inspections required by council and Heritage New Zealand will be arranged and programmed as part of the works.

Post restoration reporting requirements

11. Careful records should be made of the monument before, during and following any work. Following completion of the work the following should be submitted to council.
 - a. Permitted works
Description of the work undertaken including photographic records. Photographic and/or drawn record (plan and elevation) of the monument on completion.
 - b. Works requiring Resource Consent and/or authority to modify an archaeological site.
As for permitted works plus any other requirements that may be a conditional of consent or other approval.
 - c. There will be a monitoring or review period for 12-18 months to ensure that no unanticipated damage occurs.



Sandstone monument in the Wesleyan cemetery.

Maintenance and condition issues

Types of problems that occur throughout the cemetery are set out in the table below. A general guide to the typical skill level required for conservation and maintenance of monuments is indicated in table below. In practice, solutions may require a combination of skill levels, which will need to be used in an integrated manner. Many types of work will need to be undertaken by professionals with appropriate training in the conservation of particular elements and materials concerned. Similarly other aspects of conservation work, including investigating and assessing the significance of specific monuments, physical investigation, recommending and documenting required repair and recording will need input by conservation professionals.

Skill levels

All works will require some level of skill or expertise. Proposed work may require advice from conservation architects, archaeologists, conservators, historians or landscape historians. As a guide the levels of skills required is noted in the table below.

- **Level 1** - Works that will require some training (workshops, on-site training, or under the guidance of Auckland Council staff or conservator).
- **Level 2** - Works that will be done by experienced, trained personnel
- **Level 3** - Works that must be done by professionals such as conservators, structural engineers and archaeologists.

Maintenance and condition issues table

Type of Problem	Common Causes	Notes	Work required	Skill levels required
1. Inscriptions				
Loss of lead lettering		Some missing lead lettering and some still in place but loose.	Refix loose sections. Re-lead lost lettering, by a monumental mason.	3
Loss of painted lettering	Weathering.	Carved lettering was highlighted with paint.	Repainting is appropriate where it aids the preservation of the monument inscription. It should match the colour and paint type, and be carried out with care to ensure no over painting, paint splashes or other damage.	2/3
Fretting and loss of detail	Various causes but primarily stone delamination due to damp on soft stones.	Loss of inscription over time particularly on softer materials is inevitable but can be slowed. Records of the inscriptions and decorative details should be made.	Prevent excessive dampness. Re-inscription into stone should generally be avoided as the process cuts through the hardened surface, exposing softer stone to more rapid weathering, as well as affecting authenticity. Investigate other less intrusive methods where reinstatement or access to the text is important, such as recording details onto appropriate signs or plaques, or using discrete QR scan codes to provide a link to the information electronically.	3
Missing plaque			Prepare evidential documentary information such as photos, archival records, or family records.	3
2. Broken/fragmented				
Unstable, fallen, collapsing monuments.	Foundation failure due to a range of factors listed below.	Any concerns about public health and safety must be addressed. Leave any monuments where they fall.	Cement or Plaster of Paris should be not be used to join stone, due to different porosity which may cause deterioration. Iron or mild steel dowels and clamps should not be used, as rusting and expansion will lead to cracking.	Varies depending on scope

	Soil creep and soil slump due to drainage or geotechnical issues.		New foundations may be required for monument.	3
	Water erosion.	Water has eroded footings or foundations.	Seek structural engineering advice. Requires specialist design of remedial work.	3
	Tree roots.	This occurs from both planted and self-seeded trees left to grow unchecked.	Maintain or reform drainage paths.	3
	Vault distortion or collapse.		Assess value of tree and monument. A decision as to the relative values will need to be made in keeping with the Symonds Street Landscape Summary Report 2014. To ensure the conservation of the monument the tree or tree root may need to be removed.	3
Monuments broken	Monuments broken.	This is where stones have cracked and broken but are still in relatively large pieces.	Seek structural engineering advice. Requires specialist design of remedial work.	3
Multiple breaks in thin slabs	Vandalism.	This is where stones have broken into many small pieces. Often some sections have been lost.	Reset stones on sound foundation. Repair broken stones with mechanical fixings, steel plates, non-ferrous dowels or pins.	3
			Reset stones on sound foundation. Fix fragments to backing plate. Granite could be fixed on the flat. Stone needs to be raised or tilted so water does not sit on the surface.	3

Foundation failure due to a range of factors.	Some degree of settlement and tilting of monuments is common due to a range of issues. This would only need to be made good if there is risk of collapse.	Action required only if extent of leaning is: significant and may encourage vandalism; be unstable causing a safety hazard; or effecting inscriptions and details. The degree of movement before collapse is likely will be determined by a number of factors. The headstone will need to be lifted which will require specialist equipment. In some cases this require assessment by structural engineers.	2/3
3. Subsidence	Differential compaction.	Where one section of the monument is well grounded and another has subsided. Also evident on steeply sloping sites where monuments can be well grounded on one side and project well above ground on the opposite side.	3 Fill with compacted porous fill - gravel, scoria, sand. New foundations may be required for monument.
4. Crack / deformation			
Masonry cracking	Expanded iron cramps for fixing sections of stone that has rusted.		2/3 Treat or remove and replace corroded steel depending on condition.
Monuments with cracked or broken mortise in the plinth	Vandalism, subsidence.	Occurs with headstones set in a concrete socket.	2 If socket broken reform and set headstone in position. If tenon broken (typically due to vandalism) dowel fix sections).
5. Material loss			
Weathering Decay			Apply a cautious approach of doing as much work as necessary but as little as possible, and retaining authenticity and integrity, to ensure that the place and its values are passed onto future generations.

<p>6. Missing part</p> <p>Monuments astray from original locations.</p>	<p>Various reasons including vandalism and decay.</p>		<p>Relocate where possible to original location, where this can be determined from documentary information such as survey plans and maps or oral sources or family records. This is not possible in all circumstances. In this case they should be secured in a designated area for such strays or put into secure storage.</p>	<p>1</p>
<p>Odd alignments of monuments.</p>	<p>Irregularities in layout or alignment may be part of historic pattern of use.</p>	<p>Record information about the odd alignment on the Memorial Information Form and include a photo.</p>	<p>Irregularities in layout or alignment may indicate early monuments, dating from the period that the cemetery was formally surveyed. This forms part of their significance and they should be preserved as existing.</p>	
<p>Replacing a missing part.</p>	<p>Material components have been removed or lost over time.</p>	<p>It is important to retain the authenticity and integrity of the place, a cautious approach is required to restoration of elements. Any restoration must use appropriate materials, identical or closely as possible to an earlier form.</p>	<p>Prepare evidential documentary information such as photos, archival records, survey plans and maps or family records.</p>	
<p>7. Discolouration / Deposits</p> <p>Red staining on white marble from leaded lettering.</p>	<p>Oxidation of lead.</p>		<p>Non-abrasive or non-corrosive cleaning techniques: partial removal by gentle scrubbing with water.</p>	<p>2/3</p>

Non organic deposits and dirt	Vehicle or industrial pollution This is more common in urban areas where traffic volumes are high.	The patina of age should be considered with non-intervention or minimal intervention an important objective, unless organic growth or soiling is causing deterioration. Care should be taken with any cleaning to avoid causing damage. Avoid harsh abrasives such as wire brushes, metal instruments, abrasive pads, high pressure water, air or grit that could damage the surface. Chemical cleaners should also be avoided as they might cause reactions that can accelerate deterioration.	Clean with gentle water washing.	2/3
Loose organic matter on monument	Build-up of leaves and dirt.	Adjacent trees and general plant growth.	Removal of material by brushing and sweeping organic matter. Small soft weeds can be hand pulled. Woody weeds and small saplings will need to be cut at the base or poisoned to prevent any damage to the monument. Vines, weeds or any plant matter attached to the monument should not be forcibly removed.	1
8. Biological colonisation				
Organic growth of mosses, lichens, fungus	Moisture and type of stone used for example marble liable to black mould and sandstones to lichen.	The need to retain or remove biological growth needs to be assessed on a case by case basis. Some growth is not detrimental. Excessive growth can cause deterioration of the monument and affect ability to read inscriptions. Chemicals used to remove such growth can cause damage if incompatible with the stone.	Specialist advice required to remove growth identified as detrimental with anti-microbial or benign hydrophobic product, which destroys the growth by cutting off moisture. Avoid scraping off growth as this can damage the monument.	2/3

9. Plant Growth					
Growth of disruptive vegetation on masonry and in cracks and joints	Lack of maintenance. Colonising / self-seeding vegetation.	This can include trees and shrubs rooted in monuments and weeds growing over the monuments.	Growth should be cut and poisoned and allowed to die off before removal. Material should not be pulled out where it will damage the masonry. Vines, weeds or any plant matter attached to the monument should not be forcibly removed.	1/2	
Tree roots		This occurs from both planted trees and self-seeded trees left to grow unchecked.	Assess value of tree and monument. A decision as to the relative values will need to be made. To ensure the conservation of the monument the tree or tree root will need to be removed.	3	
10. Railings					
Rusting of cast iron components	Exposure.	Can vary from minor surface rust due to exposure to atmospheric conditions, to more serious corrosion when in prolonged contact with moisture.	Wrought iron repairs require pinning or mechanical fastening sections. Cannot be welded. Wrought iron sections can be welded depending on size of section.	2/3	
Rusting of wrought iron components	Exposure.		Treat or remove and replace corroded steel depending on condition.	2/3	
Broken or missing iron monuments	Vandalism, decay.		If there is still an example of a broken part then this could be used to recast a copy for reconstruction. Specialists will be required to complete this work.	2/3	

11. Other	Graffiti	Vandalism.	Generally spray paints used but also includes indelible markers and other paint products.	2/3
<p>Report graffiti to Council Call Centre on 09 301 0101 for reporting and assessment. In some circumstances it may be removed with gentle water washing. (See discolouration.)</p> <p>Depending on the type of stone some methods to remove graffiti can cause damage to the substrate and will have to be removed by a specialist conservator.</p>				



Examples of 19th Century remembrance.

Who to contact?

For information on the process

Auckland Council	09 301 0101 www.aucklandcouncil.govt.nz	
Information on people buried in the cemetery, past photos and historic information about the cemetery	Central Auckland Research Centre	arc@aucklandcouncil.govt.nz
Resource Management Act Resource consent application Proposed Auckland Unitary Plan requirements	City Centre Duty Planner	Auckland Council offices 35 Graham Street 09 301 0101 citycentreduty@aucklandcouncil.govt.nz
Proposed Monument Works Form and Conservation Plan 1966 Landowner consent Memorial Information Form	Local and Sports Parks	Team Lead, Park Liaison and Development, Local and Sports Parks Central Phone 301 0101 Email: PSRcentral@aucklandcouncil.govt.nz
Guidance on conservation of monuments Assessment of the Effects (AEE) for the Resource consent Inspections and post works reporting	Heritage Unit	Auckland Council Principal Heritage Advisor: Central
Heritage New Zealand	09 307 9920 website www.heritage.org.nz	
Archaeological Authority Heritage NZ Pouhere Toanga Act 2014 Registered Historic Place Post works reporting		

Appendix 1: process flow chart

Symonds Street Cemetery

Request to undertake maintenance or conservation of monuments and memorials.



Information required for resource consent is obtained by applicant. A detailed methodology, Land Owner Approval (LOA) and letter of approval from Heritage New Zealand is required as part of the application. Depending on the proposed works an archaeologists report and consultation with local iwi may also be required.

Letter of approval from HNZ is required for all resource consent applications. Applicant should contact HNZ directly. A seperate Authority to Modify will also be required.

Land owner approval (LOA) is required from Local and Sports Parks.

Lodge the resource consent application.
For minor works to existing monuments there is no charge. Other more significant works are likely to attract processing charges.

Resource consent lodged, and assessed.

Applicant supplies any additional information, if required.

Is resource consent granted?

NO

Resource consent declined with reasons. Applicant can make necessary changes to proposal and reapply for consent.

YES

Resource consent approved with necessary conditions attached and sent to applicant.

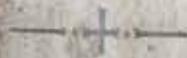
Applicant appoints an approved contractor to undertake proposed works.

Works commence
Applicant liases with compliance offices for inspections as works progress and on completion to ensure standards of requirements are met.

Applicant complies with any post works reporting requirements.

IN AFFECTIONATE REMEMBRANCE
OF

ELIZABETH
THE BELOVED WIFE OF
EDWARD ALLEN,
MOUNT ALBERT, AUCKLAND,
WHO DEPARTED THIS LIFE
DECEMBER 10TH 1881,
AGED 73 YEARS.



ALSO OF
EDWARD ALLEN,
MOUNT ALBERT,
WHO DEPARTED
DECEMBER 3RD 1881,
AGED 80 YEARS.



Appendix 2: Memorial information form



Identification

Burial ground: _____

Denomination: _____ Block/Row: _____

Plot number: _____ H/St. Ref: _____

Names: _____ Death: _____

Office use only

Overall site condition

1 Very good condition

2 Slight deterioration

3 Some deterioration

4 Significant deterioration

5 Serious damage

Risk to public health and safety

Low Moderate High Extreme

Specify: _____

Heritage value

High Medium Low

Specify: _____

Significance

High Medium Low

Specify: _____

Monument

Monument type (tick one)	Principal material (tick one)	Overall structural condition (tick all that apply)	Condition rating
<input type="checkbox"/> Headstone	<input type="checkbox"/> Basalt	<input type="checkbox"/> Sound	<input type="checkbox"/> 1 Excellent
<input type="checkbox"/> Tomb	<input type="checkbox"/> Brick	<input type="checkbox"/> Broken/fragmented - no. of fragments: _____	<input type="checkbox"/> 2 Good
<input type="checkbox"/> Pedestal	<input type="checkbox"/> Granite	<input type="checkbox"/> Unstable/leaning/fallen/collapsed - specify lean in degrees: _____	<input type="checkbox"/> 3 Average
<input type="checkbox"/> Ledger	<input type="checkbox"/> Limestone	<input type="checkbox"/> Subsidence/sunken areas	<input type="checkbox"/> 4 Poor
<input type="checkbox"/> Sculpture	<input type="checkbox"/> Marble	<input type="checkbox"/> Crack, deformation	<input type="checkbox"/> 5 Very poor
<input type="checkbox"/> Cross	<input type="checkbox"/> Sandstone	<input type="checkbox"/> Material loss	
<input type="checkbox"/> Obelisk	<input type="checkbox"/> Slate	<input type="checkbox"/> Discolouration/deposits	
<input type="checkbox"/> Angel	<input type="checkbox"/> Wood	<input type="checkbox"/> Biological colonisation	
<input type="checkbox"/> Urn	<input type="checkbox"/> Other - specify: _____	<input type="checkbox"/> Other - specify: _____	

Inscription

Type/material (tick one)	Overall structural condition	Condition rating
<input type="checkbox"/> Lead	Fully legible:	<input type="checkbox"/> 1 Excellent
<input type="checkbox"/> Incised	<input type="checkbox"/> Yes	<input type="checkbox"/> 2 Good
<input type="checkbox"/> Incised & coloured	<input type="checkbox"/> No	<input type="checkbox"/> 3 Average
<input type="checkbox"/> Attached plaque	% missing: _____	<input type="checkbox"/> 4 Poor
<input type="checkbox"/> Other - specify: _____	% legible: _____	<input type="checkbox"/> 5 Very poor

Slab/Foundation

Type/material (tick one)

- Brick/masonry/render
- Cast concrete
- Stone
- Other - specify:

Overall structural condition (tick all that apply)

- Broken/fragmented/cracked
- Unstable/leaning/fallen/collapsed
- Subsidence/sunken areas
- Below surrounding soil
- Plant growth

Condition rating

- 1 Excellent
- 2 Good
- 3 Average
- 4 Poor
- 5 Very poor

Kerb/Border

Type/material (tick one)

- Brick/masonry/render
- Cast concrete
- Stone
- Other - specify:

Overall structural condition (tick all that apply)

- Unstable/leaning/fallen/collapsed
- Losses/cracks
- Subsidence/sunken areas
- Below surrounding soil
- Plant growth

Condition rating

- 1 Excellent
- 2 Good
- 3 Average
- 4 Poor
- 5 Very poor

Railing fencing

Type/material (tick one)

- Cast/wrought iron
- Stone
- Wood
- Other - specify:

Overall structural condition (tick all that apply)

- Separation of parts
- Detached from kerbing
- Deformation
- Corrosion
- Missing parts

Condition rating

- 1 Excellent
- 2 Good
- 3 Average
- 4 Poor
- 5 Very poor

Any maintenance or vandalism issues?

Specify (e.g. graffiti etc):

Previous repair?

- Yes No

Recorder name: _____

Date: _____

Field check: _____

Database check: _____

Appendix 3: Proposed monument works form

Where Auckland Council is the landowner of a reserve and someone wishes to undertake a temporary or permanent activity on that reserve which is not permitted as a right land owner approval is required.

General information	
Name of applicant	
Applicants address	
Applicants phone number	
Applicants email or postal address	
Applicants consultant (if applicable)	
Date application received	

Monument details	
Cemetery/denomination	
Plot location	
Name and date of first death	
Photo supplied?	
Maintenance or condition issue (refer to table in guidelines)	
Cause of issue (if known)	

Description of proposed works	
<p>Provide a clear explanation of the proposed works, including, the duration/frequency/timing of the activity. This may include:</p> <ul style="list-style-type: none"> • engineering plans/construction drawings • landscape • health and safety plans • construction methodologies if relevant. 	
<p>Is the proposal consistent with all additional acts and plans that guide the council in the management of the area of interest, such as the Proposed Auckland Unitary Plan (PAUP) requirements, District Plan, Heritage NZ Pouhere Toanga Act 2014, Symonds Street Cemetery Conservation Plan and the ICOMOS charter.</p>	

Description of proposed works	
<p>Are any other persons, including tangata whenua, affected by the proposal? If so provide evidence of support through any oral or written submissions.</p>	
Level 1 works Examples of information required	
<p>Discolouration/deposits. Provide information on the methodology including:</p> <ul style="list-style-type: none"> • identifying all liquids or cleaning compounds • how the cleaning products will be applied i.e. spray bottle, bucket, hose etc. • what will be used to do the cleaning i.e. scrubbing brush, sponge, cloths, scrapers or any other equipment. 	
<p>Growth of disruptive vegetation. Provide information on the methodology including:</p> <ul style="list-style-type: none"> • size, location and quantity of vegetation • how you propose to remove it i.e hand pull, dig using hand trowel, using poison • type of poison and application method (if applicable) • any tools or equipment used • disposal of vegetation. 	
<p>Loose organic matter. Provide information on the methodology including:</p> <ul style="list-style-type: none"> • the use of any equipment i.e. sweeping using a broom, blower, hand brush • disposal of the organic matter • use of vehicles or wheelbarrows to remove organic matter. 	



► **Find out more:** phone 09 301 0101
or visit aucklandcouncil.govt.nz

24 September 2019

