

Application for cremation authorisation

Form 3 (Regulation 18, Schedule 1)

Cemeteries and Crematoria Act 2003
Cemeteries and Crematoria Regulations 2015

This form must always be accompanied by a 'Certificate of registered medical practitioner authorising cremation' (Form 4) unless the application relates to one of the following, in which case the Form 4 is not required:

- the cremation of a still-born child (please check the 'Medical Certificate of Cause of Perinatal Death' form to confirm whether the application relates to a still-born child)
- where an order has been made by a Coroner under section 47 of the *Coroners Act 2008*
- a deceased person who died interstate or overseas and for whom an authority to cremate has been issued by the Coroner or other person permitted by the law of the jurisdiction where they died to authorise the cremation.

Please complete in block letters

Name of crematorium at which cremation is to take place:

Details of the deceased

Title: Given names:

Surname:

Sex: ☐ Male ☐ Female

Age:

Date of birth:

Date of death:

Last known permanent address:

Suburb/town:

State:

Post code:

Religion, if any (please note this field is optional):

Did the deceased have a spouse or domestic partner at the time of the deceased's death? ☐ Yes ☐ No

Applicant for cremation authorisation

Please note it is important that you advise the cemetery trust of any changes to your contact details as the cemetery trust will use these details to contact you about the cremated remains in the future.

Title: Given names: Surname:

Address:

Suburb/town:

State:

Post code:

Telephone Home:

Work:

Mobile:

Email:

Signature of applicant:

Date:

OFFICE USE ONLY

Ref no:

Check no:

Document check:

Coroner/Doc. cert/other:

Cremated remains

Following cremation, the cremated remains are to be:

☐ Memorialised at:

☐ Collected by:

☐ Held at crematorium for up to 12 months after the cremation:

☐ Other [please specify]:

Please note that cemetery trusts are required to hold the cremated remains for at least 12 months after the cremation. Following the expiry of the 12 month period, the cemetery may dispose of the cremated remains in any way that it considers appropriate.

If you would like to nominate an agent to collect the cremated remains provide the following details:

Agent details

Title:

Given names:

Surname:

Address:

Suburb/town:

State:

Post code:

Telephone

Home:

Work:

Mobile:

Email:

Matters relating to the cremation

Service type: ☐ service both ends ☐ meet at cemetery ☐ no attendance

Location:

Date of cremation: / /

Time:

Special service requirements:

Other remarks:

Statement by funeral director

This section should be filled out by the funeral director or the person who is otherwise arranging for the cremation of the human remains.

- ☐ Removal of pacemaker or other battery-powered device from the deceased is not required.
- ☐ I have arranged for any pacemaker or other battery-powered device referred to on the 'Medical certificate of cause of death' to be removed from the deceased as required by the relevant cemetery trust.

Company name
(if applicable):

Company stamp

Title: Given names:

Surname:

Address:

Suburb/town:

State:

Post code:

Telephone:

Fax:

Email:

Signature of funeral director:

Date: / /

Warning

Under section 132 of the *Cemeteries and Crematoria Act 2003* it is an offence to make a false statement in an application for a cremation authorisation, punishable by a fine of up to 600 penalty units or 5 years imprisonment or both.

Privacy statement

- ☐ If you wish to receive information about memorialisation goods and services please check this box

Any personal information you provide in your application will be treated in accordance with the principles set out in the *Privacy and Data Protection Act 2014*. You may request access to the information we hold about you and you may request its correction if necessary.

The information you provide is required to enable us to process your application and inform you of matters concerning it. We also need the information to perform our functions, comply with our obligations and exercise our rights under the *Cemeteries and Crematoria Act 2003*. Except for the information you are required to submit under that legislation, you are not obliged to provide any personal information. However, should you choose not to provide this information, we may not be able to process your application or provide the services for which the information is required.

Under the *Cemeteries and Crematoria Act 2003*, we are also required to keep records containing certain information regarding interments, cremations and rights of interment. Members of the public are entitled to access those records.