*Burial and Cremation Act 2019*

Crematorium Manager Application

*(*pursuant to section 75 of the *Burial and Cremation Act 2019)*

*(Note: This application and subsequent approval (if provided) only applies to the management of the cemetery detailed in this application.)*

PART 1: APPLICANT INFORMATION

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Business address (location of the crematorium):

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If applicant is a body corporate please provide full name and position of each office bearer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PART 2: CONTACT INFORMATION

Contact person (if the applicant is a body corporate):

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email:

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Postal address (if different from crematorium address):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PART 3: BUSINESS INFORMATION

Is this existing business? If yes, please provide name and contact details for the current business owner:

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PART 5: PRIOR CONVICTIONS

Has the applicant or any office bearers of the body corporate been found guilty of the following (regardless of whether the person was convicted)?

An indictable offence? Yes No

An offence of dishonesty, fraud or trafficking? Yes No

Have any allegations of misconduct (relevant to the management or operation of a cemetery, crematorium or regulated business) been made against you (or any office bearers of the body corporate)?

Yes No

 *If you have responded yes to any of the above questions, please attach details.*

PART 6: CREMATORIUM MANAGEMENT PROGRAM

A Crematorium Management Program sets out in detail how the manager will meet their duties and obligations under the *Burial and Cremation Act 2019* and the *Burial and Cremation Regulations 2015*.

Submission of the Program allows the Regulator to make an informed assessment as to whether an intending manager is a ‘fit and proper’ person. A key part of this assessment is establishing that the intending manager will have appropriate systems, processes and equipment in place to support the appropriate and lawful management of the crematorium.

The minimum information requirements that need to be included as part of a Crematorium Management Program are outlined below.

| Crematoium Manager Responsibility | Crematorium Management Program – Minimum Requirements |
| --- | --- |
| 1. *Upkeep of crematorium, equipment and apparatus*
 | A detailed description of how the crematorium, equipment and apparatus will be maintained, including how public health and public safety risks and employee hazards will be managed. This section should include details on protective clothing and cleaning equipment that will be provided to employees, and details on how equipment will be maintained. |
| 1. *Interments and Handling of Human Remains*
 | A detailed description of how the intending crematorium manager will meet all of their relevant obligations, including in relation to the identification of human remains (when accepting the remains for cremation, at the point of cremation and after) and security of human remains.This section of the Plan should include any relevant information or evidence of the applicant’s demonstrated previous experience in relation to cremation of human remains handling OR, if no relevant experience, then details of any expert support or services the applicant intends to engage to meet their obligations. |
| 1. *Record-keeping and General Administration*
 | A detailed description of the proposed systems and processes the crematorium manager will put in place for:* keeping and maintaining an accurate register of cremations;
* tracking the location of cremated remains retained by the crematorium; and
* if offering interment of cremated remains, recording exclusive rights of interment that are issued and the location of cremated remains in the columbarium.

The intending manager should provide information about how records will be stored (e.g. electronically or in hard copy) and how risks of record loss will be managed. |
| 1. *Public Access, Health and Safety*
 | 1. A detailed description of how public access will be provided to the crematorium and any monuments on site, and how attendant health and safety risks will be managed.

In this section, the applicant should provide details of the proposed hours of public access to the crematorium grounds if there is a monument on site, and details of any active or prospective insurance policies, including public liability. |

PART 7: DOCUMENTS CHECKLIST

Please ensure the following documents are attached to your application:

A current (no more than 3 months old) National Police Record Check (for the applicant, or if the applicant is a body corporate, all office bearers)

Completed *Crematorium Management Program*

Receipt for payment of the application fee

*Please note the Regulator may request further information if required.*

PART 8: DUE DILIGENCE

Have you read and understood the relevant provisions of the *Burial and Cremation Act 2019* and *Burial and Cremation Regulations 2015* as they relate to the role, duties and obligations of a crematorium manager?

Yes No

Have you received legal advice that there are no impediments to you managing a crematorium?

Yes No

PART 9: DECLARATION

I confirm that the information contained in this application is true and correct:

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note that penalties apply for providing false or misleading information in making an application under the *Burial and Cremation Act 2019.*