



METROPOLITAN
CEMETERIES BOARD

Single Funeral Permit – Information

Introduction

Some families hold the view that by conducting a funeral themselves it is an opportunity to contribute in a very personal way to celebrating the life of the deceased and that they will save on the overall cost of a funeral.

Arranging and conducting a funeral should be carefully measured, as there are a number of important legal requirements that need to be met. By electing to undertake the funeral arrangements, you will assume the same roles and responsibilities of a licensed funeral director in your role as a “Funeral Arranger”.

Please note that while the Metropolitan Cemeteries Board (MCB) can provide you with guidance to conduct a funeral, the Board suggests that you thoroughly consider the services of a licensed Funeral Director.

Please read the following information carefully before making your decision; then if you decide to proceed with the Single Funeral Permit Application please book an appointment with an MCB Client Liaison Officer by phoning 1300 793 109. At this meeting you will be provided with all the required forms.

Definitions

“*Board*” means the Metropolitan Cemeteries Board.

“*Burial*” includes entombment in a mausoleum crypt.

“*Disposal*” for the purposes of this document includes the collection, scattering or interment of the ashes of a deceased person subject to the direction of the Permit Holder.

“*Funeral Arranger*” means the person making application to conduct a funeral under a Single Funeral Permit.

“*Grant of Right of Burial*” means a grant issued in respect to a grave for a period of 25 years under section 25 of the *Cemeteries Act 1986*.

“*Grantee*” refers to the person who holds a current Grant of Right of Burial.

“*Permit Holder*” means the person who obtained the permit to cremate the body of a deceased person and who, under subsection 7(1) of the *Cremation Act 1929*, is the only person authorised to remove the ashes from a crematorium.

Responsibilities of a Funeral Arranger

As a Funeral Arranger you are responsible for planning, organising and conducting the funeral for a deceased person. It is important that you familiarise yourself with all the requirements prior to actually committing to this complex and sensitive responsibility.

It is essential to comply with the requirements of the *Cemeteries Act 1986*; the *Cremation Act 1929* and the *Cremation Regulations 1954*; and the *Metropolitan Cemeteries Board By-law 1992*.

Arranging a Funeral

Carefully consider the wishes of the deceased and immediate family and companions before making a decision as to whether to conduct a burial in a grave, entombment in a crypt or cremation.

A person wishing to arrange a funeral must make an application to the Metropolitan Cemeteries Board for a **Single Funeral Permit**. In Western Australia, all Funeral Directors are required to hold a licence under the *Cemeteries Act 1986*.

[Step 1: Obtain a Single Funeral Permit Application Package – Initial Meeting](#)

Prior to making an application for a *Single Funeral Permit*, it is a requirement of the Board that you meet with one of our senior Client Liaison Officers. At this appointment, we will assist you to understand your roles and responsibilities as a Funeral Arranger. We will also provide you with a *Single Funeral Permit Application Package* which includes information about the forms you need, as well as guide you on how to complete them.

[Step 2: Obtain a Medical Certificate of Cause of Death](#)

Before any funeral can take place, it is necessary for the Funeral Arranger to obtain a *Medical Certificate of Cause of Death* from the doctor who certified life extinct. Where the death is subject to a Coronial Investigation, a *Coroner's Certificate*, issued by the Coroner is required. Please note that some circumstances surrounding the cause of death may prohibit the release of the deceased by the coroner if storage facilities are inadequate.

[Step 3: Obtain Third Party Insurance](#)

Approval for a *Single Funeral Permit* application is conditional on the production of a current Certificate of Currency of Third Party (public liability) insurance. The minimum amount of public liability insurance cover acceptable to the Board is \$5,000,000 (\$5 Million).

[Step 4: Choose a Coffin or Casket](#)

A substantial coffin meeting Australian Industry Standards must be provided and is to bear the name of the deceased, which is to be stamped or engraved in legible characters on a plate secured to the coffin lid. A lead strip is to be placed under the name plate mentioned above which also bears the surname of the deceased.

Different steps are required depending on whether you choose burial/entombment or cremation.

<i>Burial or Entombmentⁱ</i>	<i>Cremation</i>
<p><u><i>Step 5: Arrange a Gravesite</i></u></p> <p>You may either use an existing family grave (conditions applyⁱⁱ to re-open a grave site), or purchase a new grave. If you wish to make a personal selection of a gravesite an appointment with a Client Liaison Officer is necessary.</p>	<p><u><i>Step 5: Obtain a Certificate of Medical Practitioner (Form 7) from Department of Health</i></u></p> <p>If the deceased person is to be cremated it is important to advise the Doctor or Coroner at the same time when ordering the <i>Medical Certificate of Cause of Death</i> that the deceased is to be cremated, so that a <i>Form 7</i> is completed to certify that the deceased is suitable for cremation.</p>
<p><u><i>Step 6: Complete a Digging Requisition Form</i></u></p> <p>A <i>Digging Requisition Form</i> will be provided at your meeting with a Client Liaison Officer. It should be lodged together with the <i>Single Funeral Permit</i> application.</p>	<p><u><i>Step 6: Obtain Application for Permit to Cremate (Form 6) and Permit to Cremate (Form 9) from Department of Health.</i></u></p> <p>In order to obtain a <i>Permit to Cremate (Form 9)</i> from a Medical Referee you will need to complete an <i>Application for a Permit to Cremate (Form 6)</i> which you will need to obtain from Department of Health. You will need to take the completed <i>Form 6</i> and <i>Form 7</i> to a Medical Referee who will then issue you with a <i>Permit to Cremate (Form 9)</i>. The Medical Referee keeps both the <i>Form 6</i> and <i>Form 7</i>.</p>
<p><u><i>Step 7: Complete an Identification of A Deceased Person Form</i></u></p> <p>An <i>Identification Form – Fifth Schedule</i> will be provided to you at your meeting with a Client Liaison Officer and must be completed and submitted along with the other two forms.</p>	<p><u><i>Step 7: Complete an Identification of A Deceased Person Form</i></u></p> <p>An <i>Identification Form – Fifth Schedule</i> will be provided to you at your meeting with a Client Liaison Officer and must be completed and submitted with the <i>Single Funeral Permit</i> application.</p>
<p><u><i>Step 8: Complete an Application for Burial Form</i></u></p> <p>This form will also be provided to you at your meeting with a Client Liaison Officer, along with guidelines to help you complete it and should be submitted with the other forms.</p>	<p><u><i>Step 8: Complete an Application for Cremation Form</i></u></p> <p>This form will be provided to you at your initial meeting with a Client Liaison Officer, along with guidelines to help you complete it.ⁱⁱⁱ and should be submitted with the other forms.</p>

Step 9: Complete and Lodge the Application for a Single Funeral Permit Form

At least 48 hours prior to the preferred day of the funeral, the applicant is to make an appointment with the Client Services Site Coordinator to submit the completed *Application for a Single Funeral Permit* along with the following documentation.

- *Medical Certificate of Cause of Death;*
- *Application for Burial Form*
- *Digging Requisition Form*
- *Identification of Deceased Person Form*
- *Proof of Third Party (Public Liability) Insurance*
- *Payment*

Partial or incomplete applications will not be accepted.

Upon approval and subject to an available time, the service booking will be made at the cemetery chosen.

Step 9: Complete and Lodge the Application for a Single Funeral Permit Form

At least 48 hours prior to the preferred day of the funeral, the applicant is to make an appointment with the Client Services Site Coordinator to submit the completed *Application for a Single Funeral Permit* along with the following documentation.

- *Application for Cremation Form*
- *Permit to Cremate (Form 9)*
- *Proof of Third Party (Public Liability) Insurance*
- *Identification of Deceased Person Form*
- *Payment*

Partial or incomplete applications will not be accepted.

Upon approval and subject to an available time, the service booking will be made at the cemetery chosen.

Step 10: After the Funeral – Registration of Death

The applicant of a Single Funeral Permit is required to complete a *Death Registration Form* to register the death and lodge with the Registry of Births Deaths and Marriages (Department of Attorney General) within fourteen days of the death. This cannot be lodged prior to the funeral being conducted and must be lodged within 7 days after

Additional Information

Funerals can be conducted at any Board cemetery or memorial park. The list below shows the location of the cemeteries and memorial parks managed by the Metropolitan Cemeteries Board, the principal cemetery responsible for their day-to-day management and funeral service options available.

Cemetery	Principal Cemetery	Service Options
Karrakatta Cemetery	Karrakatta Cemetery	<ul style="list-style-type: none">• Cremation• Burial• Entombment
Fremantle Cemetery	Fremantle Cemetery	<ul style="list-style-type: none">• Cremation• Burial• Entombment
Pinnaroo Valley Memorial Park	Pinnaroo Valley Memorial Park	<ul style="list-style-type: none">• Cremation• Burial
Rockingham Regional Memorial Park	Fremantle Cemetery	<ul style="list-style-type: none">• Burial
Midland Cemetery	Pinnaroo Valley Memorial Park	<ul style="list-style-type: none">• Burial• Entombment
Guildford Cemetery	Pinnaroo Valley Memorial Park	<ul style="list-style-type: none">• Burial• Entombment

To ensure that everything runs smoothly on the day of the funeral, please do not leave anything to chance. Should you have any questions or you are unsure of any aspect involving the procedure, we strongly advise you to contact one of our Client Liaison Officers for assistance, either by telephone on 1300 793 109 or in person by appointment only. Appointments may be made at any of our three main cemetery offices

ⁱ In addition to burial documentation, a certificate of 100% embalming must also be provided for entombment into a mausoleum crypt.

ⁱⁱ Where a grant is current, approval from the Grantee or Statutory Declaration is required before a grave can be re-opened. Existing monumental work may require total or partial removal prior to the burial which can be arranged through licenced Monumental Mason.

ⁱⁱⁱ The ashes of the deceased are usually available for collection from the Board 48 hours after a cremation takes place. **Important:** Only the "Applicant", that is the person named in the *Application for Cremation Form* to whom the Permit to Cremate is issued, is authorised to collect the ashes of the deceased.