



SINGLE FUNERAL PERMIT INFORMATION

The Metropolitan Cemeteries Board (MCB) provides the following information as a guide to conducting a single funeral at Karrakatta, Pinnaroo, Fremantle, Rockingham, Midland or Guildford Cemeteries.

The following package will assist you to conduct a single

BURIAL

Forms and Information

1. Requirements for a Single Funeral Permit
2. Funeral Procedures for conducting a burial
3. Application Form for a Single Funeral Permit
4. Application for Burial Form
5. Digging Requisition Form
6. Identification Form (Fifth Schedule)
7. Non-MCB Forms
8. Cemetery Fees
9. Contacts
10. Coffin suppliers

NOTE: If, after reading all of the information provided, you have any queries please contact us on 1300 793 109 and follow the prompts to speak to your preferred cemetery.

Alternatively you may call into one of our offices between 8:30am and 4:30pm to discuss any issues you may have in person.

REQUIREMENTS FOR A SINGLE FUNERAL PERMIT

The Metropolitan Cemeteries Board requires that an applicant for a Single Funeral Permit complies with the following:

1. All requirements detailed in the Cemeteries Act, Cemetery By- laws and conditions prescribed by the Board are met.
2. The Applicant is over the age of 18 years and must provide their full given names and surname on all forms.
3. Secure Public Liability Insurance to the value of \$5,000,000.
4. Ensures that the arrangements for the safe holding of the body prior to the burial meet the required health regulations.
5. Obtains a suitable and substantial coffin appropriate for the deceased person named on the permit. The coffin is **NOT** to be opened after arrival at the cemetery.
6. Is able to provide a suitable and respectable vehicle to be used to transport the body and coffin within the cemetery. (i.e. in the case of an infant, a sedan; for a child or adult, a hearse or station wagon).
Please Note: The Board may require one of its representatives to inspect the coffin and vehicle prior to their arrival for the funeral at the cemetery.
7. An **Application for Burial Form** must be lodged at the cemetery where the funeral is to take place. The Application must be accompanied by the following documentation for **Burial**:
 - Medical Certificate or Coroners Order
 - Single Funeral Permit
 - Proof of purchase of Public Liability for \$5,000,000
 - Payment of relevant cemetery fees.
 - Digging Requisition
 - Identification Form

FUNERAL PROCEDURES FOR CONDUCTING A BURIAL

Before the funeral can take place:

1. Medical Certificate

It is necessary to obtain a **Medical Certificate of Cause of Death** from the doctor who certified the death. This can be done at the time the doctor certifies, or alternatively by arranging to collect it from his surgery. If the death is subject to a Coronial Investigation, a **Coroners Certificate** is issued by the Coroner's Office.

In the case of a STILLBORN death, a **Medical Certificate of Cause of Stillborn or Neonatal Death** replaces the **Medical Certificate of Cause of Death**. This is available from the Hospital where death occurred.

2. Application for a Single Funeral Permit:

To make an application for a Single Funeral Permit, it is necessary to complete an **Application for a Single Funeral Permit** and return it to the designated cemetery office with the relevant fee and proof of securing Public Liability Insurance to the value of \$5,000,000. Once this has been approved, it is necessary for you to book the day and time of the burial with the MCB. Please contact **1300 793 109** and ask for the Funeral Bookings clerk between 8:30am – 4:30pm Monday to Friday. You will be asked to provide the following information:

- Your full name, phone number, email address or fax number and that you have a Single Funeral Permit and wish to book a burial service;
- Which cemetery you require;
- Date and time for the burial. This is subject to availability. Please have a second choice ready as your preferred time may not be available;
- Surname and given names of the deceased;
- Date of death and age of the deceased.

You will then be given a burial application number. This will need to be referenced on all paperwork relating to the deceased.

3. Digging Requisition:

You will be asked to submit a Digging Requisition Form with the details of the deceased, grave location and depth and coffin specifications. It is a requirement that a completed, signed and dated form be received by MCB no later than 48 hours prior to the funeral date.

NEW GRAVE:

Graves are allocated in the current working area of the cemetery by the MCB unless stated on the Digging Requisition.

If you wish to select the grave, you must contact the relevant cemetery office and make an appointment. There is an additional cost for a selection.

REOPEN OF AN EXISTING GRAVE:

If you wish the MCB to reopen an existing grave you will need to advise this on the Digging Requisition Form. The Grant of Right of Burial for the grave which is to be reopened must be current. This information is available on the MCB website. If the Grant has expired, you can contact the relevant cemetery office and the staff will be able to advise you of procedures.

4. Application for Burial Form

The Application for Burial Form and medical certificate/coroner's report must be supplied to the MCB office no later than 48 hours prior to the funeral.

Complete sections 1, 2 and 3 using full legal names.
Section 3 must be signed by the applicant for the burial.

Section 4 must be completed as follows:

New grave or reopened grave with expired grant – full legal names of the applicant for the grant and their signature.

Reopened grave with a current grant and the grantee is alive – full legal names of the grantee and their signature

Reopened grave with a current grant where the deceased is the grantee – full names of the grantee and 'is deceased' for the signature

Note: In some circumstances where the grantee cannot provide authorisation for the grave to be used, you may require a Statutory Declaration.

5. Coffin

A substantial and respectable coffin is required for burial which bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffins lid (MCB By-law 27). A lead strip bearing the surname of the deceased is required to be placed under the name plate. It is recommended that you contact one of the local coffin distributors or alternatively a Funeral Director to purchase a recommended coffin and lead strip.

A list of coffin makers is attached. Should you have a coffin/casket made for you, it must be presented to the MCB for approval. Please make an appointment at the cemetery where funeral is to be held.

On the day of the funeral:

Check with the cemetery office for site specific instructions for arrival at the cemetery of choice

Original paperwork required at the time of burial is as follows:

- **Application for Burial**
- **The Medical Certificate of Cause of Death, Medical Certificate of Cause of Stillborn or Neonatal Death or Coroner's Order**
- **Identification Form** (Fifth Schedule)
- **Single Funeral Permit**
- **Proof of purchase for \$5,000,000 Public Liability Insurance**

Identification Form – Fifth Schedule

An **Identification Form** (5th Schedule) is required on the day of the funeral. This form is to be completed by you certifying that the body in the coffin is in fact the deceased person named on the **Medical Certificate of Cause of Death**, and whose name appears on the metal plate on the lid of the coffin. The Identification is to be done **prior** to the coffin being sealed.

After the funeral:

REGISTRATION OF DEATH:

Under the Births, Deaths and Marriages Registration Act 1998 you are required to register the death of the deceased with the Registry Births Deaths and Marriages (Department of Justice). The registration of the death is required to be completed within fourteen days (14) of the death occurring and within seven (7) days of the funeral.

The following documentation needs to be presented to the Registry, Births Deaths and Marriages, Level 10, 141 St George's Terrace Perth during normal office hours:

- **Death Registration Form** duly completed
(In the case of a STILLBORN, a **Birth Information Paper** must also be lodged)
- **Medical Certificate of Cause of Death, Medical Certificate of Cause of Stillborn or Neonatal or Coroner's Certificate**

Once registered the applicant may lodge a **Death Certificate Application** form with the Registrar, a fee for this document will be charged.



Application No: _____

APPLICATION FOR SINGLE FUNERAL PERMIT

Name of Applicant:		
Name of Organisation [If applicable]:		
Address:		
Suburb:	Post Code	Contact Number:
Full Name of Deceased:		
Date & Time of Funeral:		
Cemetery:	<input type="checkbox"/> Burial <input type="checkbox"/> Cremation [Tick appropriate box]	

[Applicant to complete Section A - Burial or Section B - Cremation.]

		MCB Use
Section A BURIAL	<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Neo-Natal Certificate <input type="checkbox"/> Coroner's Order [Tick relevant box]	<input type="checkbox"/> Attached
	Completed Identification Form [Fifth Schedule Metropolitan Cemeteries Board By-law 1992]	<input type="checkbox"/> Attached
	Application for Burial [Application for Burial form to be completed and attached]	<input type="checkbox"/> Attached
	Digging Requisition [Digging Requisition to be completed and faxed to MCB/ Attach original]	<input type="checkbox"/> Attached

Section B CREMATION	<input type="checkbox"/> Medical Certificate <input type="checkbox"/> Neo-Natal Certificate <input type="checkbox"/> Coroner's Order [Tick relevant box]	<input type="checkbox"/> Attached
	Permit to Cremate [Form 9 - Cremation Regulations 1954]	<input type="checkbox"/> Attached
	Completed Identification Form [Fifth Schedule or when unable to identify, Sixth Schedule Form]	<input type="checkbox"/> Attached
	Application for Cremation [Application for Cremation completed and attached]	<input type="checkbox"/> Attached

Section C COFFIN	<input type="checkbox"/> The coffin/casket was purchased <input type="checkbox"/> Is home made but conforms to the Board's minimum requirements	
	Purchased from (if applicable):	
	The coffin/casket is: Length: mm Width: mm Height: mm	
	<input type="checkbox"/> The name of the deceased is stamped/engraved on a metal plate which is attached to the lid.	
	<input type="checkbox"/> A lead strip bearing the name of the deceased is enclosed under the metal plate.	

Section D VEHICLE	The following vehicle will be used to transport the coffin/casket containing the deceased		
	Make:	Type:	Registration:
	Alternatively, I will be using an approved vehicle owned by:		
	Address:		
	Make:	Type:	Registration:

Section E INSURANCE	A Certificate of Currency of Public Liability and where applicable, Workers Compensation must be attached	
	Public Liability Insurance Cover provided by [Insurer]:	<input type="checkbox"/> Attached
	Policy No:	<input type="checkbox"/> Verified
	Worker's Compensation Insurance provide by [Insurer] (if applicable):	<input type="checkbox"/> Attached
	Policy Number:	<input type="checkbox"/> Verified

My signature hereunder signifies my acceptance of the terms and conditions relating to the conduct of a funeral pursuant to a *Single Funeral Permit [as outlined on the reverse side of this form]* and the acceptance of my responsibilities under the *Cemeteries Act 1986* and the *Metropolitan Cemeteries Board By-law 1992*, and where applicable, *the Cremation Act 1929* and *the Cremation Regulations 1954*. I agree to be bound by the terms and conditions of this permit.

Signed: _____ Date: _____

Approved by: _____ Date: _____

Ensure copy of approved application is given to Client

RESPONSIBILITIES OF HOLDER OF SINGLE FUNERAL PERMIT

[For further information please refer to the Board's publication "How to Conduct a Funeral under a Single Funeral Permit"]

Definitions

"Burial" includes entombment in a Mausoleum Crypt.

What are my responsibilities under a Single Funeral Permit?

As the holder of a Single Funeral Permit you are responsible as if you were a licensed funeral director for taking charge of the funeral arrangements.

There are four main categories:

1. *Identification and preparation of the deceased*
 - a. Ensuring the identification of the deceased - Fifth Schedule Identification Form
 - b. Arranging the purchase or the provision of an approved coffin or casket
 - c. Preparation of the deceased and placement in an approved coffin or casket
2. *Planning the funeral*
 - a. Making a funeral booking - nomination of cemetery - Telephone 1300 793 109
 - b. Booking of venues (Use of a Chapel and or Condolence Lounge)
 - c. Placing relevant notices in the local newspaper, and arranging any floral arrangements and or decorations.
 - d. Completing all requisite forms and applications, including obtaining all relevant permits and approvals
 - e. Ensuring the purchase of a:
 - i. new grave or the use of an existing grave, where applicable, and gaining any necessary approvals or, where necessary, the provision of a Statutory Declaration (applicable if ashes to be placed in family grave; or
 - ii. new memorial location or the use of an existing memorial location, for the placement of ashes, if placing ashes in a cemetery
3. *Making adequate transport arrangements*
 - a. Ensuring provision of a suitable vehicle for the conveyance of the coffin/casket containing the deceased, and
 - b. Arranging transport for mourners
4. *Conducting the funeral on the day*
 - a. Presentation of all relevant approvals and applications to the Board prior to the allotted time for the funeral
 - b. Conduct of the funeral procession and the control of all participants
 - c. Ensuring adherence to time allocated for chapel, condolence lounge and or graveside service (burial)

Terms and Conditions

The holder of a Single Funeral Permit shall:

1. Conduct the funeral for the deceased in compliance with the Cemeteries Act 1986 and the Metropolitan Cemeteries Board By-law 1992, and where applicable, the Cremation Act 1929 and the Cremation Regulations 1954.
2. Submit to the Metropolitan Cemeteries Board (the Board) all relevant forms required to ensure the proper conduct of a funeral in accordance with these requirements.
3. Make the necessary booking for a funeral, signifying whether it is a burial or cremation, telephone 1300 793 109.
4. Provide a suitable coffin or casket for burial, or if hand made, ensuring compliance with the Board's Minimum Standards for a Coffin or Casket.
5. Be responsible for the custody of the deceased, preparation of the body of the deceased for burial or cremation, and for ensuring the identification of the deceased prior to their placement in a coffin.
6. Affix to the coffin a metal plaque on which the name of the deceased is suitably stamped or engraved.
7. Enclosing under this plate a lead strip on which the surname of the deceased in letters no less than 10mm in height are stamped.
8. Be punctual on arrival at the Cemetery at the time allocated for the funeral to be conducted.
9. Ensure the procession moves off on time and that the use of the chapel, condolence lounge and/or gravesite service is concluded within one hour of the allocated time.

Further Information

Further information can be obtained by contacting one of our Client Services Officers on 1300 793 109 or calling into one of our cemetery offices located at Fremantle, Karrakatta and Pinnaroo.



APPLICATION FOR BURIAL

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SECTION 1 Deceased's Details	Surname	Alias		
	Given Names	Alias		
	Address line 1			
	Address line 2			
	Interment Agreement	Date of Death	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
	Occupation	Religion		

SECTION 2 Service Details	Burial Date	Burial Time	<input type="checkbox"/> Government Burial	<input type="checkbox"/> Private Burial
	Chapel	Chapel Time	Duration	<input type="checkbox"/> Private Chapel
	Cemetery:	Area:	Section:	Number:

SECTION 3 Burial Applicant Details	Surname	Title
	Given Names	Contact Number
	Address line 1	
	Address line 2	Email
	Applicant Signature	Date

This funeral application was signed via reliable electronic means. The applicant's signature and intent has been verified.

Guide for Authority on a Grant of Right of Burial

New Grave	Complete Section 4		
Existing Grave (Inc. preneed)	Grant is Current	Grantee is available to approve burial	Grantee to complete Section 4
	Grant is Expired	Grantee is the deceased in Section 1	No Stat Dec Required
		Grantee is not available	Applicant to complete Stat Dec 4
	Grant is Expired	Original Grantee is applying for new grant	Grantee to complete Section 4
Original Grantee is not applying for new grant		New Grantee complete Section 4 and Stat Dec 1	

SECTION 4 Grantee Details	Surname	Title		
	Given Names	Contact Number		
	Address line 1			
	Address line 2	Email		
	Purchase	<input type="checkbox"/> Additional Tenure	<input type="checkbox"/> Adjoining Grave	<input type="checkbox"/> Pathway
	Current Grant Number			
	Grantee Signature	Date		
	As Grantee I hereby approve this burial to take place in the abovementioned grave			

Authority to charge Funeral Company & Branch

Funeral Company	Branch	
Funeral Arranger	Signature	Date

MCB USE ONLY	<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Coroners Order	<input type="checkbox"/> Peri-natal Cert.	Input:	Audit:	Date:
	<input type="checkbox"/> Interment	<input type="checkbox"/> Chapel	<input type="checkbox"/> Grant	<input type="checkbox"/> Selection	<input type="checkbox"/> Premium	
	<input type="checkbox"/> Oversize	<input type="checkbox"/> Dig >1.8m	<input type="checkbox"/> Saturday	<input type="checkbox"/> Path	<input type="checkbox"/> Lift and Deepen	
	Application: \$	Receipt:	Date:			
	Grant: \$	Receipt:	Date:			



Application No: _____

DIGGING REQUISITION

MCB CONTACT	Karrakatta	Email: KarrakattaFunerals@mcb.wa.gov.au	Fax: 9384 9273
	Fremantle	Email: FremantleFunerals@mcb.wa.gov.au	Fax: 9339 8992
	Rockingham	Email: RockinghamFunerals@mcb.wa.gov.au	Fax: 9523 1253
	Pinnaroo, Midland and Guildford	Email: PinnarooFunerals@mcb.wa.gov.au	Fax: 9401 4653

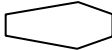

DECEASED & SERVICE DETAILS	Surname	Interment Date			
	Given Names	Interment Time			

GRAVE LOCATION DETAILS	<input type="checkbox"/> Reopen	<input type="checkbox"/> Pre-purchased	<input type="checkbox"/> Family Selected (Selection Form MUST be attached)		
	Cemetery:		Area:	Section:	Number:
	Grant Number:		Grantee Name:		
	Grant Status: <input type="checkbox"/> Current <input type="checkbox"/> Expired		Expiry Date:	<input type="checkbox"/> Lift & Deepen Required	
	Name of Previous Interment(s):				
	<input type="checkbox"/> MCB to Allocate	<input type="checkbox"/> Lawn	<input type="checkbox"/> Monumental	<input type="checkbox"/> Natural Burial*	<input type="checkbox"/> Premium
	Preferred Area:			<input type="checkbox"/> Adjoining gravesite required	
	<input type="checkbox"/> Government Grave (Copy of DCP or Public Trustee request MUST be provided to MCB)				

Note: For the Natural Burial Area, a signed Natural Burial Agreement Terms & Conditions must be attached.

DEPTH	Digging Depth*: <input type="checkbox"/> 1.4m	<input type="checkbox"/> 1.8m	<input type="checkbox"/> 2.1m (Extra Depth additional charge may apply)
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Note: 1.8m will apply if depth not selected for new graves. Depth will be determined by the MCB for reopened graves.

COFFIN /CASKET DETAILS		<input type="checkbox"/> Oversize	Coffin/Casket Name:		
		<input type="checkbox"/> Standard ¹	L:	W ² :	H:
	<input type="checkbox"/> Coffin	<input type="checkbox"/> Child	Weight ³ :		
	<input type="checkbox"/> Casket				

Note:
 1. Maximum cemetery standard coffin/casket dimensions = L 2060mm x W 690mm x H 430mm
 2. The width is measured with handles out
 3. Combined weight of deceased and coffin must be advised prior to the funeral

ADDITIONAL	<input type="checkbox"/> Existing Monument*	I have engaged the services of (insert name of Monumental Mason) to remove the existing monument from this site
	<input type="checkbox"/> High Risk	This burial is to occur in a high risk area. I have advised the family of the pre-placement process and they have accepted the coffin/casket may be pre-placed at the gravesite. (Pre-placement form attached)
	<input type="checkbox"/> Renewal	This burial is to occur in an area due for renewal within the next 15 years. I have advised the family the grave is in an area approaching renewal, the grant cannot be purchased and a non-renewal fee is applicable.
	<input type="checkbox"/> Site Requirements	

Note: Failure to remove existing monumental work from a grave which prevents the preparation of the grave within 48 hours of the scheduled burial, may delay the service or additional fees may apply.

FUNERAL DIRECTOR DETAILS	Company Name	Branch	Arranger Name	Mobile Contact
	<i>I hereby certify that the information provided above is true and correct and authorise the MCB to prepare the grave.</i>			
	Arranger's Signature:			Date:

MCB USE ONLY	MCB Processing Officer:	Date:	Time:
	MCB Auditing Officer	Date:	Time:

FIFTH SCHEDULE

CEMETERIES ACT 1986

METROPOLITAN CEMETERIES BOARD BY-LAW

CERTIFICATE OF IDENTIFICATION

I,.....

of

Hereby certify that on theday of

..... at

I identified the body of a deceased person as that of.....

.....

The body was in a coffin bearing the name plate/inscription marked

.....

Signed:

Witness:

Non MCB Forms:

Death Certificate Application

This form is used to register the death with Births Deaths and Marriages and can be found on their website.

https://bdm.justice.wa.gov.au/F/forms_and_fees.aspx

Guidelines for the preparation of the deceased for burial or cremation

This information can be found on the Department of Health website.

https://ww2.health.wa.gov.au/Articles/A_E/Burial-and-cremation

Single Funeral Permit Cemetery Fees

1 July 2023 to 30 June 2024

Description:	\$
Single Funeral Permit	702.00
Graves:	
Gravesite / Grant: Lawn	2,540.00
Gravesite / Grant: Monumental Area	2,439.00
Gravesite / Grant: Children's Memorial Garden (2 interments, under 13 only)	1,203.00
Burial:	
Adult Interment	1582.00
Child Interment (under 13 years)	718.00
Infant Interment	306.00
Cremation: (Prices include Chapel and Lounge)	
Adult Cremation 60 min any chapel	1268.00
Child Cremation 90 min Any Chapel	620.00
60 min Any Chapel	528.00
Infant Cremation 90 min Any Chapel	257.00
60 min Small Chapel	171.00
<i>Please enquire for more information for chapel size 1300 793 109</i>	
Direct Cremation: (No Service)	
Adult Cremation without Chapel and Lounge	1268.00
Child Cremation without Chapel and Lounge	528.00
Infant Cremation without Chapel and Lounge	50.00
Other:	
Selection of Grave	240.00
Saturday Morning Interment / Entombment Surcharge	833.00
Interment of Oversize Casket: monumental areas only	393.00
Saturday Morning Cremation / Chapel Surcharge	833.00
Additional Chapel / Lounge Time (30 minutes)	130.00
Late to Arrive or Depart for Cremation (after 10 minutes)	319.00
Non- MCB Fees (approximate cost only)	
<i>Permit to Cremate (issued by Medical Referee) approx.</i>	<i>\$72.60 - \$118.80</i>
<i>Death Certificate</i>	<i>\$44.00 - \$50.00</i>
<ul style="list-style-type: none"> <i>• Ordinary Death Certificate - approx. 3- 5 days</i> <i>• Urgent Death Certificate is available in 24 hours</i> 	

Contacts:

The following is a list of contacts that may be useful.

DOCUMENTS	OBTAINABLE FROM
Medical Certificate of Cause of Death	Issuing Doctor
Coroner's Certificate	Coroner's Court 172 St George's Terrace PERTH WA Telephone: 9321 2491
Perinatal Certificate	Hospital where death occurred
Application for a Permit to Cremate (FORM 6)	Health Department Office of Executive Director 2 nd Floor, B Block 189 Royal Street EAST PERTH WA Telephone: 9222 4222
Permit to Cremate (FORM 9)	Provided by Medical Referee
Death Registration Paper	Registrar General, Births Death & Marriage Level 10, 141 St George's Terrace PERTH WA Telephone: 9264 1555 (closes at 4:30pm)

Coffin Suppliers:

Prices available on application to Funeral Director or coffin distributor

Coffins are available to purchase from some Funeral Directors. A list of Funeral Directors is found in the Yellow Pages Directory.

Some coffin distributors will also sell to the public, however they need evidence that you are applying for a Single Funeral Permit. Producing an Application for a Single Funeral Permit is usually sufficient.

NOTE: In all cases when purchasing a coffin, you will need to have a suitably enclosed vehicle, together with a cover for the coffin, in which to transport the coffin. Coffins cannot be transported uncovered, on top of a vehicle, in a trailer or open backed vehicle.

Higgins Manufacturing Australia Pty Ltd

417 Victoria Road

MALAGA WA

Telephone: 9209 1833

H H WEBB & Co

Unit 1, 7 Forge Street

WELSHPOOL WA

Telephone: 9358 1400