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| Process for interment of bodily remains |
| OFFICIAL |

# Right of interment for the interment of bodily remains

Cemetery trust to issue right of interment in exchange for payment of the relevant cemetery trust fee.

Note that a right of interment to inter bodily remains may only be granted in perpetuity. The right of interment to inter cremated remains can be offered for 25 years or in perpetuity.

# Application for interment authorisation

A funeral director (on behalf of the applicant) or the applicant fills out the ‘Application for interment authorisation’ form.

The funeral director or applicant must submit this form to the cemetery trust together with a copy of the notice required under s. 37(2) of the *Births, Deaths and Marriages Registration Act 1996* (i.e. death certificate or other relevant documentation) or any other document specified under s. 116(3)(a)-(e) of the *Cemeteries and Crematoria Act 2003*.

# Consideration of application for interment authorisation

Cemetery trust receives the application and checks the following:

* That the person making the application has the appropriate authority to do so.
* That all requisite documents have been provided.
* Whether the right of interment is exercised or unexercised.
* If the right of interment has been previously exercised, that the place of interment is deep enough to accommodate a subsequent interment in accordance with the minimum depth of burial requirements.

# Approval of application for interment authorisation

If the cemetery trust is satisfied with the application, they must grant an interment authorisation. An authorisation may be granted on any terms and conditions the trust considers appropriate. Note that approval should be written. It is an offence to inter bodily remains without an interment authorisation punishable by a maximum penalty of 600 penalty units or five years imprisonment or both.

The funeral director or other person arranging the funeral liaises with cemetery trust to arrange a suitable time for interment and, where applicable, a funeral. Note that any person responsible for the conduct of a funeral must comply with any directions issued by the cemetery trust and may not initiate unsolicited contact with another person for the purpose of commercial activities.

# Interment

The interment takes place. Note that the cemetery trust must ensure compliance with requirements in relation to enclosure of bodily remains, depth of burial, interment in concrete lined graves and interment in mausolea.

# Record keeping

The cemetery trust to fulfils the prescribed record keeping requirements relating to rights of interment, interments and places of interment.

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