

How to complete forms prescribed under the Cemeteries and Crematoria Regulations 2015

Cemeteries and Crematoria Regulation Unit

Forms prescribed under the regulations

Forms prescribed under the Cemeteries and Crematoria Regulations 2015 are interactive documents in Microsoft Word format. The forms can be completed online and then printed for signature or they can be printed and completed in full by hand.

The forms contain interactive grey text boxes and grey check boxes for completion online. Please note that the grey shading in the interactive boxes will not appear when you print the document.

If you chose to complete the forms online, please refer to the instructions below for guidance.

Instructions for completing an interactive form online

- It is recommended that you first save the form onto your hard drive and name the file appropriately.
- To type information into the form, either:
 - click in the appropriate grey text box; or
 - use the 'tab' key on your keyboard to move across from box to box; or
 - use the arrow keys on your keyboard to move across from box to box.
- As you begin typing your response in the grey text box, the box will extend. Each grey text box is set to accept a certain number of characters so if the box stops extending it means you have reached the maximum. If you need to provide additional information to answer the question, please attach an additional piece of paper containing this information to the form.
- Typing errors can be deleted in the usual manner (i.e. using the 'backspace' or 'delete' button on your keyboard).
- If a question is not applicable, please type 'N/A' in the relevant grey text box.
- 'Check boxes' are used to indicate an answer from a set list of options (e.g. questions requiring a 'Yes' or 'No' response). To indicate your answer, click on the appropriate check box and an 'X' will appear. If you wish to remove the 'X' from the check box, click on the box again and the 'X' will be removed. Unless instructed otherwise, please check one answer only from the list of options and leave the other options unchecked.
- Once the form has been completed, print the document and obtain signatures as required.
- Please note that the grey shading will not appear when you print the document.

For assistance, please contact the Cemeteries and Crematoria Regulation Unit on 1800 034 280.

To receive this publication in an accessible format phone 1800 034 280, using the National Relay Service 13 36 77 if required.
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