

Application for Funeral Directors Licence

Cemeteries Act Section 17



Town of
Port Hedland



Licence applications must be received 28 days prior to activation of licence
Licence periods are renewed annually from the 1st of July to the 30th of June
Licence Applications without attached supporting documentation will not be accepted

Section A – Applicants Details (individual applying)

Title:	Mr	Mrs	Ms	Dr	
Surname:	First Name:				
Business Trading Name:					
Address Business Operates From:					
Post code:					
Phone:	Mobile:				
Email:					
Number of years Applicant has held a Funeral Directors Licence:					
Have you ever been convicted of any offense anywhere? <small>If yes, please provide supporting page with details of offense</small>				Yes	No
National Police Certificate must be provided every five years	One has been provided within		Provided in 20__		
Character references regarding position must be provided every five years	They have been provided within		Provided in 20__		

Section B – Directors Details (Director of business)

Title:	Mr	Mrs	Ms	Dr
Surname:	First Name:			

Section C – Managers Details

Title:	Mr	Mrs	Ms	Dr
Surname:	First Name:			

Section D – Secretary Details

Title:	Mr	Mrs	Ms	Dr
Surname:			First Name:	

Section E – Partner Details (if more than one please attach extra information)

Title:	Mr	Mrs	Ms	Dr
Surname:			First Name:	

Section F – Insurance Details

Public Liability – Name of Insurer:		Copy Attached
Policy Number:	Expiry Date	Verified
Workers Compensation – Name of Insurer:		Copy Attached
Policy Number:	Expiry Date	Verified

Section G – Facilities and Equipment

Does the Applicant/Business own its own approved refrigerated body storage facilities?	Yes	No
If No, provide details of approved facility used, and attach written evidence (e.g. a letter of approval from the approved facility):		
Does the Applicant/Business have its own body preparation or mortuary facilities for embalming?	Yes	No
If No, provide details of approved facility used, and attach written evidence (e.g. a letter of approval from the approved facility):		
Does the Applicant/Business own its own mortuary transport service?	Yes	No
If No, provide details of mortuary transport services used, and attach written evidence (e.g. a letter of approval from the service being used):		
Has the Applicant/Business been declared bankrupt or placed in receivership or are there any actions pending?	Yes	No
If yes, provide details (e.g. attach documentation)		

- 1) I hereby certify that the applicant/business meets all standard requirements of Town of Port Hedland, as stated in policy 13/012 (Licensing of Funeral Directors)
- 2) I understand that the Town may at any time inspect my facilities and equipment.
(Cemeteries Act Section 17.3)
- 3) I agree to maintain Public Liability Insurance cover and Workers Compensation Insurance cover (where applicable) as a condition of my licence.

- 4) I have provided a copy of Certificate of Currency of Third Party Insurance with this application
- 5) I am familiar with the Cemeteries Act and the Town of Port Hedland Cemeteries Local Law and agree to abide by the requirements as set out.
- 6) Should these requirements not be met I understand that I am liable to incur penalties and/or the loss of my Funeral Directors Licence, subject to my right of appeal.

Section H – Signature

I declare that all information provided in this application is accurate and reliable, and that I agree with the terms set out.

Signature:

Date:

Section I – Office Use Only

Amount Paid: \$220

Date:

Receipt No:

Record No:

Date:

Approved By:

Synergy and cemetery maps updated

For Official Use Only

Check list Item	Yes	No
Conviction of Offense?		
National Police clearance provided within last five years?		
Character References provided within last five years?		
Been declared bankrupt/in receivership/actions pending?		
Is public liability insurance valid for the next twelve months?		
Is workers compensation insurance valid for the next twelve months?		
Does applicant have refrigerated storage facilities?		
Does applicant have mortuary facilities?		
Does applicant have transport services		

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Port Hedland



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