

Application for Registration and Certificate of Fitness of Funeral Premises

*Pursuant to the Health Act 1956, Health (Registration of Premises) Regulations 1966,
Health Burial Regulations 1946, and Kaipara District Council's General Bylaws 2008 - Part 3*

1. Applicant Details

Name of applicant:					
Postal address of applicant:					Postcode:
Email:					
Contact telephone:	Work:		Home:		Mobile:

2. Business/Premises Details

Business/premises details: (Trading Name)					
Manager name(s):					
Contact telephone:	Work:		Home:		Mobile:
Street location: (where business premises is to operate from)					Postcode:

3. The type of premises I/we apply for registration is of a:

Mortuary		Yes		No	
Reception room		Yes		No	

Other (please specify)

4. To enable the Building Team to fully assess the premises:

Have any structural or physical changes been made since the last building consent and Code Compliance Certificate issued?		Yes		No
Are any structural or physical changes proposed?		Yes		No
Is there a 'Change of Use' to the building or proposed 'Change of Use' to the premises? (e.g. residential to commercial activity)?		Yes		No

If yes to any of the above questions, please provide details of the changes:

5. Information included with this Application:

	Site Plan
	Building Plans (i.e. floor plans, elevations and specification)
	Operations and Maintenance Plan
	Record of Title

6. Information Notes:

1. Site Plan and Building Plan information is not required for an existing building where the application is for re-registration and there have not been any alterations to the premises or site since the previous registration.
2. To be registered, premises must demonstrate compliance with all other relevant legal requirements including under the Resource Management Act 1991, the Building Act 2004 and the District Plan.
3. To properly assess your application, Council may request further information from you if considered necessary.

7. How do you intend to manage wastewater disposal?

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I,	apply for a funeral Premises License
Signature:	Date of application

Capacity in which the application is signed:

	As owner of the business		Business Partner		Manager of Company
or as case made be					

Note: The prescribed fee must accompany the application. Any change in circumstances, or a change of the premises from which the business of funeral director is undertaken must be advised to Council and will require re-registration. Other approvals may be required from the Council for the operation of a mortuary, including under the Building Act 2004, the Resource Management Act 1991, the Health Act 1956, the Health (Registration of Premises) Regulations 1966, the Kaipara District Council's Bylaws and District Plan.

*New licenses applied for 1 July to 31 December – 100% of annual fee
 New licenses applied for 1 January to 30 June – 50% of annual fee*

Please refer to KDC Fees and Charges which is available on our website under the section “Services”, “[Fees & Charges](#)”

The method of fee and levy payment for Building Consents* can be made by the following options:

- a. [PAY-ONLINE](#) through KDC's website
- b. Direct Debit: Details of direct debit payments are included in your invoice
- c. Cheque with remittance, or
- d. Payment over the counter at either of Council's office locations

Office Use Only						
Building Team check						
Approved by:					Date	
Accessible toilets required:	Yes	No	Not Applicable			
Planning Team check						
Approved by:				Date		

Licence Number:	
Customer Number:	
Valuation Number:	

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