

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	3								
Name of Applicant:									
Postal Address of									
Applicant:			Post (Code:					
Email:									
Contact Telephone:	Work:			Home:			Mobile:		
2. Business/Premis	ses Deta	ails							
Business/Premises De	etails:								
(Trading Name)	ı								
Manager Name(s):									
Contact Telephone:	Work:			Home:			Mobile:		
Street Location:									
(where business/premises is									
to operate from)							Post (Code:	
							1		
3. The type of prem	nises I/v	ve apply for re	egistra	ation is c	f a:				
Mortuary:		Yes:		No:					
Reception Room		Yes:	I	No:					
Other (Please Specify))								

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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. I	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 reregistration 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?										
1		apply for a Funeral Premises License								
Date of Application										
Signature:										

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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 App	licable	
Planning Team Check					
Approved by:			Date		
Licence Number:					
Customer Number:					
Valuation Number:					

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