

Application for interment approval for interment other than in a public cemetery

Form 2 (Regulation 17, Schedule 1)

Cemeteries and Crematoria Act 2003
Cemeteries and Crematoria Regulations 2015

Please note that approval of your application is at the discretion of the Secretary to the Department of Health (the department). It is highly recommended that you read the department's 'Guidelines for applications for interment approvals other than in a public cemetery' available on the [department's website](#) and liaise with the department's Cemetery Sector Governance Support Unit before submitting an application
<<https://www.health.vic.gov.au/cemeteries-and-crematoria/private-cemeteries-and-burials>>.

Please complete in block letters

The deceased

Title: _____ Given names: _____ Surname: _____
Sex: Male Female Date of birth: / / Date of death: / /
Last known permanent address: _____
Suburb/town: _____ State: _____ Post code: _____

Applicant for interment approval

Title: _____ Given names: _____ Surname: _____
Address: _____
Suburb/town: _____ State: _____ Post code: _____
Telephone Home: _____ Work: _____ Mobile: _____
Email: _____

Location of proposed interment

Interment location [*provide property details including address and Certificate of Title folio and volume reference, and if the interment is proposed to take place on Crown land, Crown allotment details*]:

Location of interment on land [*please provide details consistent with the cemetery system for recording grave locations, for example section, row and plot/grave number*]:

Details of other interments at the proposed place of interment

Applicants should note that the department will only consider granting approval for interment outside of a public cemetery if there is a documented record of previous interments at the proposed place of interment, and where the relevant grave(s) are clearly defined and marked with physical evidence such as headstones, fencing etc.

Is there a record of another person having been buried on the land? Yes No

If no, contact the department to discuss the application.

If yes, is the existing grave/s clearly marked? Yes No

Provide details, such as existing headstones, fencing of grave, etc:

Consent of land owner/manager

Is the land on which the interment is to take place: Crown land Privately owned land

Please provide a statement from the applicable person listed below:

landowner – attach a copy of the Certificate of Title confirming your ownership of the land and sign below indicating your consent to the interment on your land.

Signature of landowner: _____

Date: / /

appointed delegate of the landowner – attach a copy of the Certificate of Title and a signed statement from the land owner indicating that you are authorised to act on their behalf in regards to conducting interments on their land. This statement must include the land owner's full name, address and contact telephone number.

appointed land manager (relates to Crown land) – attach a statement from the body responsible for the management of that land that you are authorised to carry out the interment on the land.

Other matters

Details of funeral director or the person who otherwise arranged for the interment of the human remains:

Company name
(if applicable): _____

Title: _____ Given names: _____

Surname: _____

Address: _____

Suburb/town: _____

State: _____

Post code: _____

Telephone: _____

Fax: _____

Email: _____

Dimensions of coffin, receptacle or container if any: Length (cm): _____ Width (cm): _____ Depth (cm): _____

Material of which coffin, receptacle or container is constructed (e.g. wood or metal): _____

Description of memorial or marker to be placed over the place of interment: _____

Signature of applicant: _____

Date: / /

Warning

Under section 122 of the *Cemeteries and Crematoria Act 2003* it is an offence to make a false statement in an application for an interment approval, punishable by a fine of up to 240 penalty units or 2 years imprisonment or both.

Privacy statement

Any personal information you provide to the department in your application will be treated in accordance with the principles set out in the *Privacy and Data Protection Act 2014*. You may request access to the information the department holds about you in relation to your application and you may request its correction if necessary.

The information you provide to the department is required to enable us to process your application and inform you of matters concerning it. The department also needs the information to perform its functions and exercise its powers under the *Cemeteries and Crematoria Act 2003*. Except for the information you are required to submit under that legislation, you are not obliged to provide any personal information. However, should you choose not to provide this information, the department may not be able to process your application.

If you have any questions about how your information is handled or would like a copy of our privacy policy, please call 1300 884 706 or email: privacy@health.vic.gov.au