*Cemeteries and Crematoria Act 2003* | Cemeteries and Crematoria Regulations 2025 | Regulation 26 | Form 5

5

Application for cremation authorisation – bodily remains

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The deceased person | | | | | | | | | |  | | OFFICE USE ONLY | | |
|  | | Ref: | | |
| Full name: | | | | | | | | | | | | | | |
| Sex:  Male  Female  Other  Don’t know  Prefer not to say | | | | | | | | | | | | | | |
| Date of birth:    /    / | | | | | | | Date of death:    /    / | | | | Age: | | | |
| Last known permanent street address: | | | | | | | | | | | | | | |
| Suburb/town/city: | | | | | | | | | State: | | | | Postcode: | |
| Religion if any (optional): | | | | | | | | | | | | | | |
| Did the deceased person have a spouse or domestic partner at the time of the deceased person's death?  Yes  No  Don’t know  Prefer not to say | | | | | | | | | | | | | | |
| Was the deceased person an identified veteran?  Yes  No  Don’t know | | | | | | | | | | | | | | |
| Place of cremation | | | | | | | | | | | | | | |
| Name of crematorium: | | | | | | | | | | | | | | |
| Cremation and funeral arrangements *Details of the funeral director or the person arranging for the cremation and the funeral service (if any).* | | | | | | | | | | | | | | |
| Company name (if any): | | | | | | | | | | | | | | |
| Full name: | | | | | | | | | | | | | | |
| Street address: | | | | | | | | | | | | | | |
| Suburb/town/city: | | | | | | | | | State: | | | | Postcode: | |
| Telephone number(s): | | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | | |
| Dimensions of coffin, container or receptacle: | | | | | | | | Length: | | Width: | | | | Depth: |
| Material of which coffin, container or receptacle is constructed (specify, e.g. wood):  *Note: The coffin, container or receptacle must be clearly labelled in accordance with regulation 42.* | | | | | | | | | | | | | | |
| Services (if any) being conducted:  Funeral service at a venue within the cemetery prior to cremation  Funeral service at a location outside the cemetery prior to arrival at the cemetery for cremation  Funeral service at the crematorium to witness the commencement of the cremation  Viewing at the crematorium prior to the cremation  No funeral service prior to cremation (no attendance) | | | | | | | | | | | | | | |
| Date and time of funeral service (if any): | | | | | | | | | | | | | | |
| Date and time of cremation: | | | | | | | | | | | | | | |
| Cultural requirements post cremation (e.g. bone sort): | | | | | | | | | | | | | | |
| Other requirements: | | | | | | | | | | | | | | |
| Applicant’s details | | | | | | | | | | | | | | |
| Full name of applicant: | | | | | | | | | | | | | | |
| Street address: | | | | | | | | | | | | | | |
| Suburb/town/city: | | | | | | | | | State: | | | | Postcode: | |
| Telephone number(s): | | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | | |
| Relationship to deceased person: | | | | | | | | | | | | | | |
| Cremated remains | | | | | | | | | | | | | |
| Following cremation, the cremated remains are to be: | | | | | | | | | | | | | |
|  | | Interred at a public cemetery (specify cemetery):  *Note: The cemetery trust must authorise the interment of cremated human remains (section 141 of the Cemeteries and Crematoria Act 2003).* | | | | | | | | | | | |
|  | | Collected by: | | | | | | | | | | | |
|  | | |  | Funeral director  Applicant  Applicant's agent *(complete* ***Agent's details*** *section below)*  Held at crematorium (for up to 12 months after the cremation)  *Note: Cemetery trusts are required to hold the cremated remains for at least 12 months after the cremation. Following the expiry of the 12 month period, the cemetery trust may dispose of the cremated remains in any way that it considers appropriate.* | | | | | | | | | |
|  | | Other (specify, e.g. to be posted, urgent collection within 24 hours): | | | | | | | | | | | |
| Agent’s details *If you would like to nominate an agent to collect the cremated remains, please attach a letter of authority and provide the following details.* | | | | | | | | | | | | | | |
| Letter of authority attached | | | | | | | | | | | | | | |
| Full name of agent: | | | | | | | | | | | | | | |
| Street address: | | | | | | | | | | | | | | |
| Suburb/town/city: | | | | | | | | | State: | | | | Postcode: | |
| Telephone number(s): | | | | | | | | | | | | | | |
| Email: | | | | | | | | | | | | | | |
| Statement by funeral director or person arranging cremation *This section should be completed by the funeral director or the person who is arranging for the cremation of the bodily remains.* | | | | | | | | | | | | | | |
| Select one of the following options: | | | | | | | | | | | | | | |
|  | | The deceased person has no pacemaker or battery-powered device. | | | | | | | | | | | |
|  | | I have arranged for the deceased person's pacemaker or other battery-powered device to be removed. | | | | | | | | | | | |
|  | | The deceased person's pacemaker or other battery-powered device has not been removed as the cemetery trust does not require its removal. | | | | | | | | | | | |
| Signature of funeral director/ person arranging cremation: | | | | | |  | | | | | | | Date:    /    / | |
| Information accompanying application | | | | | | | | | | | | | | |
| The following document is attached to this application in accordance with section 131(3) of the *Cemeteries and Crematoria Act 2003*: | | | | | | | | | | | | | | |
|  | | notice of death by treating doctor  (notice under section 37(2) of the *Births, Deaths and Marriages Registration Act 1996*)  and  *Certificate of registered medical practitioner authorising cremation* (Form 6) | | | | | | | | | | | | |
|  | | copy of coroner's order  (order made by a coroner under section 47 of the *Coroners Act 2008*) | | | | | | | | | | | | |
|  | | coroner's order – other jurisdiction  (if the deceased person died outside Victoria, an authority to cremate under the hand of the coroner or other person permitted by the law of the jurisdiction where the deceased died) | | | | | | | | | | | | |
|  | | notice of still-birth  (notice of still-birth under the *Births, Deaths and Marriages Registration Act 1996*) | | | | | | | | | | | | |
|  | | notice of still-birth – other jurisdiction  (if the still-birth occurred outside Victoria, a document corresponding to a notice of still-birth under the *Births, Deaths and Marriages Registration Act 1996* from the jurisdiction where the still-birth occurred) | | | | | | | | | | | | |
|  | | a cremation approval. | | | | | | | | | | | | |
| Warning | | | | | | | | | | | | | | |
| Under section 132 of the *Cemeteries and Crematoria Act 2003* it is an offence to make a false statement in an application for a cremation authorisation, punishable by a fine of up to 600 penalty units or 5 years imprisonment or both. | | | | | | | | | | | | | | |
| Applicant’s signature | | | | | | | | | | | | | | |
| Signature of applicant: | | | | | | | | | | | | | Date:    /    / | |
|  | | | | | | | | | | | | | | |
| **Collection notice** | | | | | | | | | | | | | | |
| **If you wish to receive information about memorialisation goods and services please check this box**  Any personal information you provide 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 we hold about you and you may request its correction if necessary.  The information you provide is required to enable us to process your application and inform you of matters concerning it. We also need the information to perform our functions, comply with our obligations and exercise our rights 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, we may not be able to process your application or provide the services for which the information is required.  Under the *Cemeteries and Crematoria Act 2003*, we are also required to keep records containing certain information regarding interments, cremations and rights of interment. Members of the public are entitled to access those records. | | | | | | | | | | | | | | |