

SINGLE FUNERAL PERMIT INFORMATION

The Metropolitan Cemeteries Board (MCB) provides the following information as a guide to conducting a single funeral at Karrakatta, Pinnaroo, Fremantle, Rockingham, Midland or Guildford Cemeteries.

The following package will assist you to conduct a single

BURIAL

Forms and Information

- 1. Requirements for a Single Funeral Permit
- 2. Funeral Procedures for conducting a burial
- 3. Application Form for a Single Funeral Permit
- 4. Application for Burial Form
- 5. Digging Requisition Form
- 6. Identification Form (Fifth Schedule)
- 7. Non-MCB Forms
- 8. Cemetery Fees
- 9. Contacts
- 10. Coffin suppliers

NOTE: If, after reading all of the information provided, you have any queries please contact us on 1300 793 109 and follow the prompts to speak to your preferred cemetery.

Alternatively, you may call into one of our offices between 8:30am and 4:30pm to discuss any issues you may have in person.

REQUIREMENTS FOR A SINGLE FUNERAL PERMIT

The Metropolitan Cemeteries Board requires that an applicant for a Single Funeral Permit complies with the following:

- 1. All requirements detailed in the Cemeteries Act, Cemetery By-Laws and conditions prescribed by the Board are met.
- 2. The Applicant is over the age of 18 years and must provide their full given names and surname on all forms.
- 3. Secure Public Liability Insurance to the value of \$5,000,000.
- 4. Ensures that the arrangements for the safe holding of the body prior to the burial meet the required health regulations.
- 5. Obtains a suitable and substantial coffin appropriate for the deceased person named on the permit. The coffin is **NOT** to be opened after arrival at the cemetery.
- 6. Is able to provide a suitable and respectable vehicle to be used to transport the body and coffin within the cemetery. (i.e. in the case of an infant, a sedan; for a child or adult, a hearse or station wagon).

Please Note: The Board may require one of its representatives to inspect the coffin and vehicle prior to their arrival for the funeral at the cemetery.

- 7. An **Application for Burial Form** must be lodged at the cemetery where the funeral is to take place. The Application must be accompanied by the following documentation for **Burial**:
 - Medical Certificate or Coroners Order
 - Single Funeral Permit
 - Proof of purchase of Public Liability for \$5,000,000
 - · Payment of relevant cemetery fees.
 - Digging Requisition
 - Identification Form

FUNERAL PROCEDURES FOR CONDUCTING A BURIAL

Before the funeral can take place:

1. Medical Certificate

It is necessary to obtain a **Medical Certificate of Cause of Death** from the doctor who certified the death. This can be done at the time the doctor certifies, or alternatively by arranging to collect it from his surgery. If the death is subject to a Coronial Investigation, a **Coroners Certificate** is issued by the Coroner's Office.

In the case of a STILLBORN death, a **Medical Certificate of Cause of Stillborn or Neonatal Death** replaces the **Medical Certificate of Cause of** Death. This is available from the Hospital where death occurred.

2. Application for a Single Funeral Permit:

To make an application for a Single Funeral Permit, it is necessary to complete an **Application for a Single Funeral Permit** and return it to the designated cemetery office with the relevant fee and proof of securing Public Liability Insurance to the value of \$5,000,000. Once this has been approved, it is necessary for you to book the day and time of the burial with the MCB. Please contact **1300 793 109** and ask for the Funeral Bookings clerk between 8:30am – 4:30pm Monday to Friday. You will be asked to provide the following information:

- Your full name, phone number, email address or fax number and that you have a Single Funeral Permit and wish to book a burial service;
- Which cemetery you require;
- Date and time for the burial. This is subject to availability. Please have a second choice ready as your preferred time may not be available;
- Surname and given names of the deceased;
- Date of death and age of the deceased.

You will then be given a burial application number. This will need to be referenced on all paperwork relating to the deceased.

3. Digging Requisition:

You will be asked to submit a Digging Requisition Form with the details of the deceased, grave location and depth and coffin specifications. It is a requirement that a completed, signed and dated form be received by MCB no late than 48 hours prior to the funeral date.

NEW GRAVE:

Graves are allocated in the current working area of the cemetery by the MCB unless stated on the Digging Requisition.

If you wish to select the grave, you must contact the relevant cemetery office and make an appointment. There is an additional cost for a selection.

REOPEN AN EXISTING GRAVE:

If you wish the MCB to reopen an existing grave you will need to advise this on the Digging Requisition Form. The Grant of Right of Burial for the grave which is to be reopened must be current. This information is available on the MCB website. If the Grant has expired, you can contact the relevant cemetery office and the staff will be able to advise you of procedures.

4. Application for Burial Form

The Application for Burial Form and medical certificate/coroner's report must be supplied to the MCB office no later than 48 hours prior to the funeral.

Complete sections 1, 2 and 3 using full legal names.

Section 3 must be signed by the applicant for the burial.

Section 4 must be completed as follows:

<u>New grave or reopened grave with expired grant</u> – full legal names of the applicant for the grant and their signature.

Reopened grave with a current grant and the grantee is alive – full legal names of the grantee and their signature

Reopened grave with a current grant where the deceased is the grantee – full names of the grantee and 'is deceased' for the signature

<u>Note</u>: In some circumstances where the grantee cannot provide authorisation for the grave to be used, you may require a Statutory Declaration.

5. Coffin

A substantial and respectable coffin is required for burial which bears the name of the deceased person indelibly inscribed in legible characters on a plate on the coffins lid (MCB By-law 27). A lead strip bearing the surname of the deceased is required to be placed under the name plate. It is recommended that you contact one of the local coffin distributors or alternatively a Funeral Director to purchase a recommended coffin and lead strip.

A list of coffin makers is attached. Should you have a coffin/casket made for you, it must be presented to the MCB for approval. Please make an appointment at the cemetery where funeral is to be held.

On the day of the funeral:

Check with the cemetery office for site specific instructions for arrival at the cemetery of choice

Original paperwork required at the time of burial is as follows:

- Application for Burial
- The Medical Certificate of Cause of Death, Medical Certificate of Cause of Stillborn or Neonatal Death or Coroner's Order
- **Identification Form** (Fifth Schedule)
- Single Funeral Permit
- Proof of purchase for \$5,000,000 Public Liability Insurance

Identification Form - Fifth Schedule

An **Identification Form** (5th Schedule) is required on the day of the funeral. This form is to be completed by you certifying that the body in the coffin is in fact the deceased person named on the **Medical Certificate of Cause of Death**, and whose name appears on the metal plate on the lid of the coffin. The Identification is to be done **prior** to the coffin being sealed.

After the funeral:

REGISTRATION OF DEATH:

Under the Births, Deaths and Marriages Registration Act 1998 you are required to register the death of the deceased with the Registry Births Deaths and Marriages (Department of Justice). The registration of the death is required to be completed within fourteen days (14) of the death occurring and within seven (7) days of the funeral.

The following documentation needs to be presented to the Registry, Births Deaths and Marriages, Level 10, 141 St George's Terrace Perth during normal office hours:

- Death Registration Form duly completed
 (In the case of a STILLBORN, a Birth Information Paper must also be lodged)
- Medical Certificate of Cause of Death, Medical Certificate of Cause of Stillborn or Neonatal or Coroner's Certificate

Once registered the applicant may lodge a **Death Certificate Application** form with the Registrar, a fee for this document will be charged.



Application No:	
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APPLICATION FOR SINGLE FUNERAL PERMIT

	f Applicant:									
Name of	f Organisation [If applicable]:									
Address	s:									
Suburb:	:	Post Code	Contact Number:							
Full Nan	me of Deceased:									
Date & 1	Time of Funeral:									
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Section A BURIAL	Completed Identification Form [Fifth	Schedule Metropolitan Cemeter	ries Board By-law 1992]	Attached						
ection / BURIAL	Application for Burial [Application for B	Burial form to be completed and	attached]	Attached						
ω –	Digging Requisition [Digging Requisition	on to be completed and faxed to	MCB/ Attach original]	Attached						
z	☐ Medical Certificate ☐ Neo-Natal	Certificate	der [Tick relevant box]	Attached						
Section B CREMATION	Permit to Cremate [Form 9 - Cremation	n Regulations 1954]		☐ Attached						
ections	Completed Identification Form [Fifth	Schedule or when unable to ide	entify, Sixth Schedule Form]	☐ Attached						
S R	Application for Cremation [Application	for Cremation completed and a	nttached]	Attached						
	☐ The coffin/casket was purchased	☐ Is home made but confe	orms to the Board's minimum	requirements						
o z	Purchased from (if applicable]:									
Section C COFFIN	The coffin/casket is: Length:	mm Width:	mm Height:	mm						
လ ပ	☐ The name of the deceased is star	mped/engraved on a metal p	plate which is attached to the	lid.						
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	The following vehicle will be used to	transport the coffin/casket co	ontaining the deceased							
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Section E	Public Liability Insurance Cover provided by [Insurer]:									
secti SUR	Policy No:									
ຶ ຊັ	Worker's Compensation Insurance provide by [Insurer] (if applicable):									
	Policy Number:			☐ Verified						

Approved by:

Date: __

RESPONSIBILITIES OF HOLDER OF SINGLE FUNERAL PERMIT

[For further information please refer to the Board's publication "How to Conduct a Funeral under a Single Funeral Permit"]

Definitions

"Burial" includes entombment in a Mausoleum Crypt.

What are my responsibilities under a Single Funeral Permit?

As the holder of a Single Funeral Permit you are responsible as if you were a licensed funeral director for taking charge of the funeral arrangements.

There are four main categories:

1. Identification and preparation of the deceased

- a. Ensuring the identification of the deceased Fifth Schedule Identification Form.
- b. Arranging the purchase or the provision of an approved coffin or casket.
- c. Preparation of the deceased and placement in an approved coffin or casket.

2. Planning the funeral

- a. Making a funeral booking nomination of cemetery Telephone 1300 793 109
- b. Booking of venues (Use of a Chapel and or Condolence Lounge).
- c. Placing relevant notices in the local newspaper, and arranging any floral arrangements and or decorations.
- d. Completing all requisite forms and applications, including obtaining all relevant permits and approvals.
- e. Ensuring the purchase of a:
 - i. new grave or the use of an existing grave, where applicable, and gaining any necessary approvals or, where necessary, the provision of a Statutory Declaration (applicable if ashes to be placed in family grave; or
 - ii. new memorial location or the use of an existing memorial location, for the placement of ashes, if placing ashes in a cemetery.

3. Making adequate transport arrangements

- a. Ensuring provision of a suitable vehicle for the conveyance of the coffin/casket containing the deceased, and
- b. Arranging transport for mourners.

4. Conducting the funeral on the day

- a. Presentation of all relevant approvals and applications to the Board prior to the allotted time for the funeral.
- b. Conduct of the funeral procession and the control of all participants.
- c. Ensuring adherence to time allocated for chapel, condolence lounge and or graveside service (burial).

Terms and Conditions

The holder of a Single Funeral Permit shall:

- Conduct the funeral for the deceased in compliance with the Cemeteries Act 1986 and the Metropolitan Cemeteries Board By-law 1992, and where applicable, the Cremation Act 1929 and the Cremation Regulations 1954.
- 2. Submit to the Metropolitan Cemeteries Board (the Board) all relevant forms required to ensure the proper conduct of a funeral in accordance with these requirements.
- 3. Make the necessary booking for a funeral, signifying whether it is a burial or cremation, telephone 1300 793 109.
- 4. Provide a suitable coffin or casket for burial, or if hand made, ensuring compliance with the Board's Minimum Standards for a Coffin or Casket.
- 5. Be responsible for the custody of the deceased, preparation of the body of the deceased for burial or cremation, and for ensuring the identification of the deceased prior to their placement in a coffin.
- 6. Affix to the coffin a metal plaque on which the name of the deceased is suitably stamped or engraved.
- 7. Enclosing under this plate a lead strip on which the surname of the deceased in letters no less than 10mm in height are stamped.
- 8. Be punctual on arrival at the Cemetery at the time allocated for the funeral to be conducted.
- 9. Ensure the procession moves off on time and that the use of the chapel, condolence lounge and/or gravesite service is concluded within one hour of the allocated time.
- 10. The Single Funeral Permit (Non-refundable) fee is paid \$753

Further Information

Further information can be obtained by contacting one of our Client Services Officers on 1300 793 109 or calling into one of our cemetery offices located at Fremantle, Karrakatta, Pinnaroo and Rockingham.



Application No:

APPLICATION FOR BURIAL

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MCB CONTACT	Fremantle									Fax: 9339 8992		
MCB ONTA(Rockingham									Fax: 9523 1253		
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GRAVE LOCATION DETAILS	☐ MCB to Allocat	te 🗆 La	awn	□Мо	numental		□Natural	Burial*		Premium		
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O	☐ Government G	rave (Co	py of DCP	or Public	c Trustee req	uest Ml	JST be pr	ovided to	МСВ	3)		
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COFFIN /CASKET DETAILS		□ Standard¹										
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FIFTH SCHEDULE

CEMETERIES ACT 1986

METROPOLITAN CEMETERIES BOARD BY-LAW

CERTIFICATE OF IDENTIFICATION

I,
of
Hereby certify that on theday of
at
I identified the body of a deceased person as that of
The body was in a coffin bearing the name plate/inscription marked
Signed:
Witness:

Non MCB Forms:

Death Certificate Application

This form is used to register the death with Births Deaths and Marriages and can be found on their website.

https://www.wa.gov.au/government/document-collections/forms-registry-of-births-deaths-and-marriages

Guidelines for the preparation of the deceased for burial or cremation

This information can be found on the Department of Health website.

https://ww2.health.wa.gov.au/Articles/A E/Burial-and-cremation

Facilities & Services 2025 - 2026 Price List



Commemorating the lives of our diverse community

Service Type	Location	Price*
Adult Interment	K,F,P,M,G,R,GA	\$1,698.00
Child Interment (under 13 years)	K,F,P,M,G,R,GA	\$747.00
Infant Interment (under 2 years)	K,F,P,M,G,R,GA	\$318.00
† Grant of Right of Burial (25 years) Lawn Area	K,F,P,G,R	\$2,726.00
† Grant of Right of Burial (25 years) Monumental Area	K,F,M,G,R,GA	\$2,618.00
† Renewal of Current Grant of Right of Burial (25 years) Lawn Area	K,F,P,G,R	\$2,726.00
† Renewal of Current Grant of Right of Burial (25 years) Monumental Area	K,F,M,G,R,GA	\$2,618.00
† Transfer of Grant of Right of Burial	K,F,P,M,G,R,GA	\$77.00
Grave Selection Fee	K,F,P,M,G,R,GA	\$257.00
Cremation		
Adult Cremation – includes lounge/chapel for 60 mins (where applicable)	K,F,P,R	\$1,354.00
Child Cremation (under 13 years) – includes lounge/chapel for 60 mins in Brown, Dench, Central, Garden chapels	K,F,P,R	\$548.00
Child Cremation (under 13 years) – includes lounge/chapel for up to 90 mins in ANY chapel	K,F,P,R	\$644.00
Infant Cremation (up to 2 years) – includes urn and lounge/chapel for 60 mins in Brown, Dench, Central, Garden chapels	K,F,P,R	\$171.00
Infant Cremation (up to 2 years) – includes urn and lounge/chapel for up to 90 mins in ANY chapel	K,F,P,R	\$257.00
Additional chapel/lounge time – per 30 mins	K,F,P	\$137.00
Memorials and Urns		
Urns – please see our Urns catalogue	K,F,P,R	From \$90.00
Memorials – please see our Memorials brochure	K,F,P,M	From \$658.00 incl plaque
Prepaid Funerals		
Pre-Need Interment Agreement	K,F,P,M,G,R,GA	\$1,793.00
† Pre-Need Lawn Gravesite (25 years)	K,F,P,G,R	\$2,977.00
† Pre-Need Monumental Gravesite (25 years)	K,F,M,G,R,GA	\$2,879.00
Pre-Need Cremation Agreement	K,F,P,R	\$1,702.00
Research Services		
† Location Queries - Up to 4	K,F,P,M,G,R,GA	Free
- More than 4	K,F,P,M,G,R,GA	\$2.00 each
† Photocopy of Record	K,F,P,M,G,R,GA	\$7.00
Photographs	K,F,P,M,G,R,GA	From \$23.00

^{*} For service carried out Monday to Friday during normal cemetery hours Fees include GST except where indicated and are effective from 1 July 2025 † GST exempt

K = Karrakatta, F = Fremantle, P = Pinnaroo, M = Midland G = Guildford, R = Rockingham, GA = Gnangara

Contacts:

The following is a list of contacts that may be useful.

DOCUMENTS	OBTAINABLE FROM
Medical Certificate of Cause of Death	Issuing Doctor
Coroner's Certificate	Coroner's Court 172 St George's Terrace PERTH WA Telephone: 9321 2491
Perinatal Certificate	Hospital where death occurred
Application for a Permit to Cremate (FORM 6)	Health Department Office of Executive Director 2 nd Floor, B Block 189 Royal Street EAST PERTH WA Telephone: 9222 4222
Permit to Cremate (FORM 9)	Provided by Medical Referee
Death Registration Paper	Registrar General, Births Death & Marriage Level 10, 141 St George's Terrace PERTH WA Telephone: 9264 1555 (closes at 4:30pm)

Coffin Suppliers:

Prices available on application to Funeral Director or coffin distributor

Coffins are available to purchase from some Funeral Directors. A list of Funeral Directors is found in the Yellow Pages Directory.

Some coffin distributors will also sell to the public, however they need evidence that you are applying for a Single Funeral Permit. Producing an Application for a Single Funeral Permit is usually sufficient.

NOTE: In all cases when purchasing a coffin, you will need to have a suitably enclosed vehicle, together with a cover for the coffin, in which to transport the coffin. Coffins cannot be transported uncovered, on top of a vehicle, in a trailer or open backed vehicle.

Higgins Manufacturing Australia Pty Ltd

417 Victoria Road MALAGA WA

Telephone: 9209 1833

H H WEBB & Co

Unit 1, 7 Forge Street WELSHPOOL WA Telephone: 9358 1400