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| Cemeteries and Crematoria Regulations 2015 |
| Fact sheet about changes to prescribed forms – June 2015 |
| OFFICIAL |

| Form name | Key changes |
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| Application for interment authorisation | * This form is prescribed as Form 1 under Schedule 1 of the regulations. * Religion field is now optional consistent with the requirements of the *Privacy and Data Protection Act 2014*. * Wording relating to how many interments the place of interment should accommodate has been clarified. * Requirement to state applicant’s relationship to the deceased has been removed as it is not required for the purposes of the application. * In cases where the applicant is also the right of interment holder, they will only have to sign the form once. * Privacy statement has been updated to reflect the *Privacy and Data Protection Act 2014*, and the consent to receive memorialisation information has been changed to an ‘opt in’ model consistent with Information Privacy Principle 2 and best practice. |
| Application for interment approval for interment other than in a public cemetery | * This form is now prescribed under Schedule 1 of the regulations (previously Schedule 2), however it is still referred to as Form 2. * Requirement to state applicant’s relationship to the deceased has been removed as it is not required for the purposes of the application. * Requirement for GPS coordinates has been replaced with more appropriate identification requirements for locating the place of interment. * Section detailing other interments at the proposed place of interment has been amended. * Section requiring consent of land owner/manager has been expanded to better reflect the different kinds of management arrangements for burial grounds. * Privacy statement has been updated to reflect the *Privacy and Data Protection Act 2014*. |
| Application for cremation authorisation | * This form is now prescribed under Schedule 1 of the regulations (previously Schedule 3), however it is still referred to as Form 3. * Religion field is now optional consistent with the requirements of the *Privacy and Data Protection Act 2014*. * Statement regarding whether the deceased left written directions as to their preference for interment or cremation has been removed as this information is not required by cemetery trusts. * Requirement to state applicant’s relationship to the deceased has been removed as it is not required for the purposes of the application. * Statement that the applicant has authority in regard to determining what happens to the cremated remains following cremation has been removed. * Requirement for mobile telephone number and email address has been added. * Sections detailing other medical practitioners who attended the deceased during their last illness, where the deceased died, and who was present at their death have been removed as this information is not required by cemetery trusts. * Privacy statement has been updated to reflect the *Privacy and Data Protection Act 2014*, and the consent to receive memorialisation information has been changed to an ‘opt in’ model consistent with Information Privacy Principle 2 and best practice. |
| Certificate of registered medical practitioner authorising cremation | * This form is now prescribed under Schedule 1 of the regulations (previously Schedule 4), however it is still referred to as Form 4. * Note at the top of the form now refers to a medical practitioner ‘completing’ the required notice, rather than ‘signing’, to reflect the recent move to electronic medical certificates of cause of death which do not require a signature. * Registered medical practitioner’s certification, point 1, now references the Health Practitioner Regulation National Law. * Privacy statement has been updated to reflect the *Privacy and Data Protection Act 2014*. |
| Application to Secretary for exhumation licence | * This form is now prescribed under Schedule 1 of the regulations (previously Schedule 5), however it is still referred to as Form 5. * Instructions have been removed from the top of the form and are now included within the relevant sections of the form. * Requirement to state the applicant’s relationship to the deceased has been removed as this information is gathered from other documents provided with the application and section G addresses specific consents of relatives of the deceased. * All of the information relating to the operational aspects of the exhumation is grouped together under sections B, C and D. * Transportation interstate and transportation overseas have been added as additional options for disposition of the remains following exhumation. * All of the required consents are grouped together under sections E, F, G and H. * Consent of the spouse or domestic partner has been combined into a single hierarchy of nearest surviving relative to better reflect the definition of nearest surviving relative contained in the regulations. * The definition of nearest surviving relative has been amended to provide for circumstances where minor parents (under the age of 18) of a deceased child are rightfully considered to be the nearest surviving relatives of that child. * Declaration by the applicant has been added to the end of the form to reinforce the applicant’s responsibility for the accuracy of the information provided. * Privacy statement has been updated to reflect the *Privacy and Data Protection Act 2014*. |

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| To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Cemetery Sector Governance Support Program](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.  Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.  © State of Victoria, Australia, Department of Health, June 2021.  ISBN 978-1-76069-778-5 (pdf/online/MS word)  Available at [health.vic](https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/legislation/regulations) <https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/legislation/regulations> |