



FUNERAL DIRECTORS (FD) REGISTRATION GUIDANCE

Mortuaries and Funeral Directors must comply with the Health (Registration of premises) Regulations 1966 www.legislation.govt.nz/regulation/public/1966/0073/latest/DLM23780.html and Health (Burial) Regulations 1946 www.legislation.govt.nz/regulation/public/1946/0132/latest/DLM2944.html

OPENING A MORTUARY OR FUNERAL DIRECTOR BUSINESS

Before you apply to register a new Mortuary or Funeral Director;

- Contact the Queenstown Lakes District Council (QLDC) Environmental Health team to enquire about your licensing requirements
- You are required to contact the QLDC Planning Officer to check if it is permitted to operate a Mortuary or Funeral Director at the proposed address. Please note, prior to issue of your Mortuary or Funeral Director registration certificate, we will need confirmation that you have either;
 - A)** Applied for and been issued a resource consent (if needed), or
 - B)** Your proposed Mortuary or Funeral Director location and activity is permitted under the District Plan.

- Be familiar with the Health (Burial) Regulations 1946 www.legislation.govt.nz/regulation/public/1946/0132/latest/DLM2944.html This set out all the legal requirements you need to comply with.
- You are required to contact the QLDC Building Officer to check whether a building consent is needed. Please note, prior to issue of your Mortuary or Funeral Director registration certificate, we will need confirmation that you don't need a consent or have applied for and been issued either a Code of Compliance Certificate (CCC) or Certificate of Public Use (CPU).
- You are required to contact the QLDC Trade Waste Officer to seek clarification of what may be required, with regards to the QLDC Trade Waste Bylaw.
- For more information with regards to any of the above, go to our website or telephone QLDC and talk to a duty planner or Building Officer, or request information by email.

HOW TO APPLY FOR A FUNERAL DIRECTORS REGISTRATION

1. Complete the application form which can found via the following link;
Add Registration/Change/Transfer form or link here.
2. Pay the fee and submit the completed application form as per the below 'Form Submission and Payments' Procedure.

Please note, a pre-opening inspection will be scheduled and performed prior to the issue of a registration certificate.

As part of any Mortuary registration, all the requirements of Section 21 of the Health (Burial) Regulations 1946 will be assessed. If all Section 21 requirements are met, a 'Certificate of Fitness' will be issued as part of the registration certificate.

Please be aware that once you receive your registration certificate, you are required to display it in a public part of the premises.

TRANSFER OWNERSHIP OF EXISTING PREMISES

If you are taking over existing premises, you must contact the QLDC Environmental Health team to inform us of the change. You must also transfer the registration into your name by completing and submitting the above Mortuary or Funeral Director registration form and pay the transfer fee.

TO TRANSFER AN EXISTING REGISTRATION INTO YOUR NAME, WE MUST RECEIVE YOUR APPLICATION AND PAYMENT WITHIN 14 DAYS OF YOU TAKING OVER THE BUSINESS.

After 14 days, the existing registration will lapse and you cannot transfer it into your name.

If the business is not registered, you need to apply for a new registration.

RENEWING YOUR REGISTRATION

The annual registration period for Mortuary's or Funeral Director's is from the 1 June to the 31 May each year. We will send you a renewal application form and annual registration fee invoice before your expiry date.

REGISTRATION FEES OUTLINE

1. New Mortuary or Funeral Director Registration and Renewal fee \$300 (GST Incl.)
2. Transfer of registration \$72.50 (GST Incl.)

FORM SUBMISSION AND PAYMENTS

You can submit and pay for your completed new application, transfer or renewal forms by either of the following methods:

1. Email the completed form and pay the fee via online banking to the QLDC bank account 02 0948 0002000 00. Please ensure you add the QLDC identifying number, which can be found on the registration certificate (FD##), in the banking payee reference field to ensure correct allocation of fees. For new businesses, please add your trading name.
2. You can drop off the application at any of the QLDC offices and pay by cash, cheque, eftpos, MasterCard or Visa.

If posting your completed new application, transfer or renewal form, include a cheque for the invoiced fee and post to the below postal address.

QLDC CONTACT INFORMATION

POSTAL ADDRESS

Queenstown Lakes District Council
Att: Environmental Health
Private Bag 50072
Queenstown 9348

OFFICE ADDRESSES

Queenstown Office
10 Gorge Road
Phone 03 441 0499

Wānaka Office
47 Ardmore street
Phone 03 443 0024

EMAIL

services@qldc.govt.nz

WEBSITE

www.qldc.govt.nz

