



Information for applicants wishing to apply for a Metropolitan Cemeteries Board Funeral Director's Licence Introduction.

In Western Australia, becoming a Funeral Director is a complex responsibility. Funeral Directors must deal with families during a particularly distressing moment in their lives, when they may be vulnerable and in need of someone reliable to provide them with services regarding funerals.

Working as a Funeral Director can be rewarding; however, it is also an emotional industry, which can be both physically and mentally challenging.

Working hours are irregular and, in addition to needing to cope with the human side of grief across a diverse range of beliefs, cultures and expectations, Funeral Directors must be able to meet a significant volume of administrative and legislative requirements.

Choosing to pursue a career or start a business as Funeral Director is a decision that should not be taken lightly.

The Metropolitan Cemeteries Board (MCB) is responsible for licencing Funeral Directors who wish to conduct funerals (burials, cremations or interments) at any of the seven MCB cemeteries: Karrakatta, Fremantle, Pinnaroo, Midland, Guildford, Gngangara Aboriginal cemetery and Rockingham.

The MCB expects that applicants ensure they are completely informed as to the responsibilities and expectations of an MCB-issued Funeral Director licence.

The Application Process Prior to applying for a licence, applicants should review the information in the MCB Funeral Director licence package, which includes the MCB New Licence Application Form and MCB Funeral Director Licence Conditions of Issue.

The MCB Funeral Director Licence Conditions of Issue provides detailed information on the legal and administrative requirements to obtain a licence.

If, after considering the MCB Funeral Director Licence Conditions of Issue, an applicant feels that they will be able to meet all of the relevant requirements, they can then proceed to the 3 Phases of application.

Phase 1 – Preliminary Assessment

The MCB appreciates that the establishment of a Funeral Directing business can require substantial investment in premises, insurances, vehicles and various approvals. In addition, the responsibility to be a Funeral Director requires sound ethical commitments.

As with the establishment of any new business requiring approvals or licences, it is strongly recommended that applicants contact the licensing authority (in this case the MCB) to gain an understanding of what is required and to discuss the various documentation and approvals required throughout the whole process.

It is strongly advised that any investment in equipment, property or other items relevant to the business should be avoided prior to speaking with the MCB about the licensing process and requirements.

The MCB will not take responsibility for applicants investing in equipment, property or other items prior to making a successful application for a licence.





Once you have spoken with the MCB, the MCB may be able to provide you with a preliminary “Phase 1” indication of whether you will meet the criteria for a licence after you have provided copies of the following documentation to the MCB:

- A written statement confirming you have read and understood the MCB Funeral Director Licence Conditions of Issue and will comply with these Conditions once you receive your Licence;
- National Police Clearance;
- Declaration regarding conviction of any offence;
- Declaration regarding bankruptcy, placement in receivership or actions pending;
- Character Reference;
- Professional References;
- Financial Institution Reference;
- Letter outlining details of any relevant industry experience, qualifications and/or knowledge.
 - Experience must not be less than three (3) years full time or five (5) years part time experience in handling deceased in preparation for disposition into a cemetery and experience in engaging with clients under a business and contractual arrangements.
- Written evidence demonstrating that you have ensured access to a cool room facility, holding room storage and basic mortuary preparation area;
- Written evidence demonstrating that you have ensured access to full (invasive) mortuary services such as embalming;
- Business plan for the first 12-24 months of the business.
- Payment of the application fee (non-refundable)

On completion of Phase 1, a meeting will be set to discuss your application.

Phase 2 – Remaining Requirements Assessment If the MCB provides you with a positive preliminary indication of approval, your complete licence approval will still be subject to “Phase 2”. At this phase you are required to provide the MCB with the following:

- Certificates of Public Liability Insurances;
- Documentation of zoning Approval from local councils, where appropriate;
- Registration information on relevant vehicles;
- If you will be using your own cool room facility:
 - relevant approval from the local council; and
 - An approved inspection report from the MCB (provided to you once the MCB has inspected the premises);
- Any other information stipulated in the MCB Conditions of Issue of Licence and related application documents, or any other documents the MCB reasonably requires to assess your application on a final basis.

This may include approvals from the Department of Health WA, or relevant local government authorities. If an applicant commences operation as Funeral Director prior to being issued a licence by the MCB, they will be in breach of legislation and may be subject to prosecution.





Phase 3 – Issuing of Licence Following satisfactory compliance with Phases 1 and 2 above, the MCB will issue a Funeral Director licence, pending payment of any relevant fees. Once the licence has been issued, the applicant may commence operating. Annual licence renewal:

Once a licence has been issued, all Funeral Directors must renew and pay for their licence by 30 June of each financial year or they will not be permitted to continue operating as a Funeral Director until a new licence is issued.

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