

Application for Registration of a Premises

Health (Registration of Premises) Regulations 1966 or Health (Burial) Regulations 1946

Section 1: Type of Registration

Are you applying for a:

- ☐ New registration
e.g., you are building a new premises, or moved location.
- ☐ Transfer of an existing registration:
Enter previous owners registration number (licence)

What type of Registration are you applying for:

- ☐ Funeral Directors – complete **section 2, 3 and 4**
- ☐ Camping Ground Registration – complete **section 2 and 4**
- ☐ Stock Sales Yard Registration – complete **section 2 and 4**
- ☐ Offensive Trade Registration – complete **section 2, 4 and read schedule 1**

Section 2: Business Details

Full name of applicant:

(This is the name of the owner of the business e.g., a registered company, partnership or sole trader)

New Zealand Business Number (NZBN):

(If you have entered a registered company above, please provide the NZBN)

Trading name:

(This is the name of your shop)

Address of premises/location:

(This is the address you operate from)

Postal address for correspondence:

Contact number(s):

Email address:

(Correspondence will be emailed to this address)

Commencement date:

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Section 3: Funeral Directors

3.1 Will you operate a mortuary from the address provided in Section 2 (Address of premises/ location)?

- ☐ Yes – go to **section 4**
- ☐ No – go to **3.2**

3.2 Will you operate a mortuary from any other place of business?

- ☐ Yes – go to **3.3**
- ☐ No – go to **3.4**

3.3 Complete the following information for all sites where you will be operating a mortuary from and go to Section 4

Trading name:

(This is the premise name)

Address of premises/location:

(This is the address you operate from)

3.4 Will you use the mortuary services from other registered funeral directors?

- ☐ Yes – go to **3.5**
- ☐ No – go to **section 4**

3.5 Provide the following information of all the funeral directors mortuary services that you will be using and go to section 4.

Trading name of funeral director:

Mortuary location / address:

Contact number(s):

Email address

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Section 4: Acknowledgement and Privacy Policy

4.1 Acknowledgement

☐ I confirm the information I have provided is truthful and accurate to the best of my knowledge and belief, and I agree to Auckland Council's [terms and conditions](#) and [privacy policy](#).

Full name of applicant:

Position held

Signature of applicant:

Date:

Note 1: Applicable fees refer to Auckland Council [Website](#).

Note 2: The registration holder is responsible for obtaining all other necessary consents, permits, and licences, including those under the Building Act 2004, the Resource Management Act 1991 and Auckland Council Bylaws.

Note 3: It is your responsibility to keep council updated if there are changes in your contact or registration details, email at ehsupport@aklc.govt.nz.

Note 4: Once you receive your certificate of registration display it in public view. Subsequent registration renewal reminders and correspondence will be emailed or posted to the nominated email or postal address provided in this application. It is your responsibility to renew the registration before it expires.

Note 5: If you had to apply for a building consent then it is your responsibility to ensure you have a Code of Compliance Certificate or a Certificate of Public Use under the Building Act 2014.

4.2 Privacy Statement

The personal information (name and contact details) you provide in your application form is collected by Auckland Council to process your registration premises under the Health (Registration of Premises) Regulations 1966. We also collect your personal information for research and statistical purposes to improve our services to you. The personal information in this application form will be stored and protected by Auckland Council in accordance with the Privacy Act 2020. Please see our [privacy policy](#) for further details. Under the Privacy Act 2020 you have the right to see the personal information we hold about you and to request for this information to be corrected if you believe it is wrong. If you'd like to request to view your personal information, please contact us at privacy@aucklandcouncil.govt.nz or phone 09 301 0101.

We may share personal information provided in this application form with other government agencies (Auckland Regional Public Health) so it can perform its Compliance functions and research related work.

Making a request for Official Information

Any member of the public (or business) may request access to official information held by Auckland Council under the Local Government Official Information and Meetings Act 1987. If you would like to request to view official information please, contact us at Officialinformation@aucklandcouncil.govt.nz

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Schedule 1: Offensive Trade under the Health Act 1956

Schedule 3 of the Health Act 1956 lists the following activities as offensive trades:

- Blood or offal treating
- Bone boiling or crushing
- Collection and storage of used bottles for sale
- Dag crushing
- Fellmongering
- Fish cleaning
- Fish curing
- Flax pulping
- Flock manufacturing, or teasing of textile material for any purpose
- Gut scraping and treating
- Nightsoil collection and disposal
- Refuse collection and disposal
- Septic tank desludging and disposal of sludge
- Slaughtering of animals for any purpose other than human consumption
- Storage, drying or preserving of bones, hides, hooves or skins
- Tallow melting
- Tanning
- Wood pulping
- Wool scouring