

# Registration of intended service form

## How to complete this form

1. Either fill out this form directly in your web browser, then save a copy to your computer  
OR download the form, print and fill in manually, then scan a copy.
2. Attach the completed and saved form to an email along with copies of any required and supporting evidence. Email to **funeralregistrations@health.govt.nz** with the subject "Registration of intended service" with the date of the intended service and family name of the deceased.
3. Your email will be acknowledged.

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## SECTION 1: Your contact information

Name of funeral director/organiser: \_\_\_\_\_

Phone number of funeral director/organiser: \_\_\_\_\_

Email of funeral director/organiser: \_\_\_\_\_

Family name of the deceased: \_\_\_\_\_

## SECTION 2: Funeral/tangihanga information

Date and time of intended service: \_\_\_\_\_

Place of intended service: \_\_\_\_\_

Does the venue (including funeral homes, churches, marae, community halls, mosques and private homes) place have a Health and Safety plan covering personal hygiene and infection prevention and control measures?  Yes  No

Will the Health and Safety plan be displayed and communicated to all attendees?  Yes  No

Will the gathering have no more than 50 people present at any one time?  Yes  No

Will the gathering be less than 2 hours?  Yes  No

Will you collect detailed records for the purposes of contact tracing from attendees?  
 Yes  No (See overleaf for example which you can print off and use if needed)

Will you hold on to this information for at least 3 months after the gathering in case it is needed?  
 Yes  No

Will you ensure physical distancing is maintained by using seating during the gathering and limiting the extent of intermingling among the wider group of attendees?  Yes  No

Will you have appropriate handwashing facilities available and hand sanitiser?  Yes  No

Will you clean frequently touched surfaces and objects after each viewing or service?  Yes  No

Will you ensure food and drink are not served (other than water)?<sup>1</sup>  Yes  No

1 The serving of food and drink is permitted after the service provided the venue can meet the physical distancing and hygiene requirements for food preparation and serving. This includes groupings of no more than 10 people eating together, food should be served as individual portions and not from a buffet, and no alcohol may be served or consumed on the premises.