



COURIER: 321-3600 Uptown Blvd. Victoria, BC V8Z 0B9
MAIL: PO Box 9244 Victoria, B.C. V8W 9J2
FAX: (250) 920-7181 **P:** (604) 320-1664 **TF:** 1 888.564.9963
EMAIL: operations@consumerprotectionbc.ca
 www.consumerprotectionbc.ca

CEMETERY & FUNERAL SERVICES
 Crematorium Operator
 Licence Application

TO BE COMPLETED BY APPLICANT ONLY

The personal information requested in this form and the results of the Criminal Record check are collected and retained under the authority of Section 26 (c) of the BC *Freedom of Information and Protection of Privacy Act* and Section 55 of the *Cremation, Interment and Funeral Services Act*. This information will be used to determine eligibility for licensing in the Province of British Columbia. **By signing this form, you are authorizing Consumer Protection BC to obtain a credit report for the persons named below as part of this application.**

BUSINESS INFORMATION

1. Legal name:
(Exact name in CAPITAL LETTERS)
2. Trade/DBA names (if any):.....
(Exact name in CAPITAL LETTERS)
3. Physical address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
4. Mailing address:
(Suite #, Street Address, City & Province/State Postal/Zip Code)
5. Business type: corporation partnership sole proprietorship society
6. Office Telephone: (____) _____ Fax: (____) _____ Web: _____
7. Email: _____

If the applicant is a corporation, please complete the following:

Incorporation Date: _____ Jurisdiction: _____
 Incorporation Number: _____

If the applicant is a partnership/proprietorship or is operating under Trade/DBA names, please complete the following:

Registration Date(s): _____ Jurisdiction: _____
 Registration Number(s): _____

Note: Please include your British Columbia registration forms for an incorporated company and registration forms for each trade name / DBA name / partnership / proprietorship to be operated under this licence.

COMPLETE THE FOLLOWING IF APPLICANT IS A CORPORATION			
NAMES IN FULL OF SENIOR OFFICERS (First, Last)	RESIDENCE		POSITION HELD
	TELEPHONE & EMAIL	ADDRESS	
	() Email: _____		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	() Email: _____		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____
	() Email: _____		<input type="checkbox"/> President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Chief Operating Officer <input type="checkbox"/> Others _____

COMPLETE THE FOLLOWING IF THE APPLICANT IS A PARTNERSHIP OR /PROPRIETORSHIP			
NAMES IN FULL OF SENIOR OFFICERS (First, Last)	RESIDENCE		
	TELEPHONE & EMAIL	ADDRESS	
	() Email:		<input type="checkbox"/> Proprietor / Partner
	() Email:		<input type="checkbox"/> Partner
	() Email:		<input type="checkbox"/> Partner

1. Have you previously held a crematorium operator licence in any jurisdiction? Yes..... No
 2. If **YES** above, were any of those licences ever suspended or cancelled?..... Yes..... No
 3. Have you ever been refused a crematorium operator licence in any jurisdiction?..... Yes..... No
 4. Have any of the individuals identified above had 2 or more bankruptcies? Yes..... No
 5. Have any of the individuals identified above ever been convicted of an offence under the Criminal Code of Canada or any other statute? Yes..... No
- If **YES** to questions 1 through 4 above, provide details on a separate sheet, including date(s) and location(s) and parties involved.
- ALL APPLICANTS** that reside in Canada **MUST** complete an online criminal record check within one day of sending this application to Consumer Protection BC by going to the following link: <http://www.sterlingtalentsolutions.ca/Consumer-Protection-BC> and following the instructions for completion. (Please note, once complete a copy will be sent directly to Consumer Protection BC.
- ALL APPLICANTS** that do not reside in Canada **MUST** submit a certified criminal record check from their home jurisdiction.
Please note, your application will not be processed until the criminal record check is received

LICENSING INFORMATION

1. Is the crematorium located at the business address listed above? Yes No
If no, where is the crematorium located?.....
2. Included in this application is a document that is executed on behalf of the municipal council, regional board, or local trust committee in which the council, board or trust committee confirms that the proposed use is permitted by its bylaws, and the site and building plans for the crematorium have been approved by or on behalf of the municipal council, regional board, or the local trust committee as the case may be
3. Included in this application is a document signed by a professional engineer that certifies that:
 - i. the crematorium is constructed in accordance with the plans referred to in (2) above
 - ii. a test operation of the crematorium has been completed and the test demonstrated that the crematorium operates in accordance with the manufacturers specifications, the bylaws of the applicable local government and the laws of the Province
 - iii. the professional engineer has the necessary knowledge, skill, and experience to certify this document

4. **Senior Officer** who will have charge of the applicant's business at this location:

Name: _____
(Surname) (First Name) (Middle Names in Full)

General Manager Manager Director of Operations Other: _____

Phone Number (_____) _____ E-mail Address _____

5. **Administrative Contact (person to contact regarding licensing and related issues):**

Name: _____
(Surname) (First Name) (Middle Names in Full)

Phone Number (_____) _____ E-mail Address _____

6. **Complaints Contact (person to contact regarding consumer complaints):**

Name: _____
(Surname) (First Name) (Middle Names in Full)

Phone Number (_____) _____ E-mail Address _____

APPLICANT DECLARATION

I/We hereby confirm that the information supplied is complete and true to my best knowledge and belief.

Authorized signing officer of applicant:

Signature _____ Print Name _____

Date _____ Title _____

APPLICATION FEE (see [current fee schedule](#))

Pay by cheque or money order, or

Pay by Credit Card – complete [credit card authorization form](#) using Visa, Mastercard or American Express.

Application fees are non-refundable. A service charge will be applied for any dishonoured payments.

Send completed application form, applicable attachments and application fee by mail or by email.

Email operations@consumerprotectionbc.ca

Mail Consumer Protection BC
PO Box 9244
Victoria, BC V8W 9J2

Courier Consumer Protection BC
321-3600 Uptown Blvd
Victoria, BC V8Z 0B9

INCOMPLETE APPLICATIONS WILL BE RETURNED UNPROCESSED

APPLICATION CHECKLIST

You are required to provide the following to be licensed.

Step 1: Provide proof of registration or incorporation

You must provide proof of incorporation or registration during the application process. To register your business in BC, visit [OneStop BC Business Registry](#).

If you are starting a new business, visit [Small Business BC](#).

If you are set up as a proprietorship, partnership, or society, you must provide:

- names of all directors, senior officers, partners or proprietors
- current copy of any trade name registration(s) under which you intend to operate

If you are set up as a corporation, you must provide:

- names of all directors, senior officers, and beneficial owners with voting shares
- current copy of any trade name registration(s) under which you intend to operate
- copies of the most recent financial statements or, if a newly incorporated company, a statement of the proposed financial organization of the company

Step 2: Provide approval documents from your local government

You must include a written approval *and* zoning approval from your local municipal council, regional board, or local trust committee to confirm that the proposed use is permitted in your application.

Step 3: Provide municipal business licence

You must provide a copy of your business licence issued by your local municipality.

Step 4: Prepare site and building plans

You must provide documents to show that the site and building plans for the crematorium have been approved by or on behalf of your local government.

Step 5: Provide approval documents from a professional engineer

You must provide a document signed by a professional engineer certifying that

- the crematorium is constructed according to the approved building plans
- the test operation of the crematorium is complete and complies with:
 - manufacturer's specifications
 - bylaws of applicable local government; and
 - provincial laws
- he/she has the necessary knowledge, skill, and experience to certify this document

Review the [crematory technical checklist](#).

Step 6: Complete a criminal record check

Senior officers, partners, or proprietors of your business must complete a criminal record check.

For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.

[Get a criminal record check](https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/). (<https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/>)

For non-Canadian residents, a criminal record check from your home jurisdiction is required.

- Step 7: Set up business policies and operating procedures**
To operate a crematorium, you must create bylaws which address:
 - cremation and operational procedures
 - training
 - document and authorization requirements
 - paperwork change of custody
 - housekeeping
 - organizational policy and procedures
 - identification process

- Step 8: Submit your application**
You must submit all supporting documents with your application. If your business has more than one location, each location requires its own licence.
Review this application checklist.
Submit a [licence application form](#).

- Step 9: Schedule a facility pre-inspection**
A pre-inspection of your facility is required prior to licensing.

- Step 10: Read and understand your obligations**
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations. For more information, visit our website - [Review your obligations](#).