

## LICENCE APPLICATION FOR FUNERAL PARLOUR WITH EMBALMING FACILITY

### 1. APPLICATION OF FUNERAL PARLOUR LICENCE

- 1.1 Application for a funeral parlour licence must be made using this form. The completed form and required supporting documents are to be submitted by email (see Annex B).
- 1.2 The application is specific to only one funeral parlour. A separate licence application needs to be submitted if the applicant is operating more than one funeral parlour premises.
- 1.3 The licence will be issued to the individual applicant and registered company or society operating and managing the funeral parlour. No funeral parlour shall begin operation, unless a licence has been issued.

### 2. APPLICATION MADE BY INDIVIDUAL

- 2.1 The person applying for a funeral parlour licence must be a Singaporean or Permanent Resident.
- 2.2 The individual applicant who intends to be the licensee must sign the application form.
- 2.3 Only a person with a letter of authorisation can sign the application form on the applicant's behalf.

### 3. APPLICATION MADE BY REGISTERED COMPANY/ SOCIETY

- 3.1 In the case of an application by a registered company or society, an authorised officer of the company or society can sign the application form.
- 3.2 Application made by an Association or a Society must be accompanied by the Certificate of Registration from the Registrar of Societies.
- 3.3 Application by a firm registered with Registrar of Business cannot be accepted as it is not recognised as a properly constituted company. The sole proprietor or the active partner should apply for the funeral parlour licence as an individual under his / her name.

### 4. LAYOUT PLAN

- 4.1 A scaled metric layout plan of the premises must accompany the application form.
- 4.2 The layout plan must include details of the workflow of the service hall, sanitary facilities, room used for the preparation of bodies including the embalming room and space to hold bodies.
- 4.3 The layout plan will serve as a record of the premises. It is an offence for any licensee to alter the approved layout of the licensed premises without prior permission from the Director-General of Public Health.

### 5. PLANNING APPROVAL / TEMPORARY OCCUPATION PERMIT (TOP)

- 5.1 You are required to obtain planning approval from Chief Planner, Urban Redevelopment Authority (URA) for use of the premises as a funeral parlour. For HDB and JTC premises, you are also

required to obtain planning approval from Housing Development Board (HDB) and JTC Corporation (JTC) respectively.

- 5.2 For newly constructed premises, you are also required to obtain a TOP from the Director, Building Plan & Management Division of the Building and Construction Authority (BCA) before occupying the premises and commencing business.

## **6. LICENCE FEE**

- 6.1 The one-time licence fee is \$400.
- 6.2 No refund of fees will be allowed once payment has been made

## **7. MEDISAVE CONTRIBUTION**

- 7.1 All self-employed persons are required by law to contribute to Medisave. Please ensure that your Medisave contributions are paid up to date before applying for a licence.

## **8. COMPLIANCE WITH LICENSING REQUIREMENTS**

- 8.1 You are also required to comply with the Licensing Requirements (Annex A) before a licence is issued to you. You are to arrange for a site inspection with the Development Control and Licensing Division (DCLD) to verify the compliance of all licensing requirements.

## **9. PROCESSING TIME**

- 9.1 We will send out a written reply to you within 5 working days of receipt of the application. If the application is incomplete, you will be informed to furnish the pending documents/information within 2 weeks. If the application is complete, an in-principle approval together with a list of licensing requirements will be issued to you for compliance.
- 9.2 After the in-principle approval is given, you may commence the set up or renovation of your premises according to the layout plan submitted in the application. After you have completed the set up or renovation of your premises, you will have to inform the Development Control and Licensing Division (DCLD) to arrange for a site inspection to verify the compliance of all the licensing requirements.
- 9.3 Upon approval of the application and payment of the licence fee, the licence will be issued to you.
- 9.4 The total time taken by an applicant from the start of an application to receipt of licence can typically vary from a week to a few months, depending on compliance of licensing requirements (time taken to renovate the premises, and our pre-licensing checks on site to confirm compliance), complete and accurate submission of required documents, and payment of licence fee.

## **10. OTHER ENQUIRIES**

- 10.1 For further assistance or queries, please contact the Development Control and Licensing Division (DCLD) (Annex B).

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**Note to the applicant:**

- a) This form may take you 15 minutes to fill in.
- b) You will need the following information to fill in the form:
  - (i) NRIC / Registration number of Company or Society

**Please complete the Application Form and submit it with the following documents (in pdf format) to the Development Control & Licensing Division (DCLD) in NEA via email only as shown in Annex B:**

1. A copy of one of the following (where applicable):
  - a) Both sides of NRIC (for application as Individual) or
  - b) Certificate of Registration from Registrar of Societies (for application as Society)
2. Letter of Authorisation for your representative to submit the application (if applicable).
3. A copy of business name (name of signboard).
4. A copy of the Standard Operating Procedure (SOP) on handling bodies in the licensed funeral parlour.
5. A detailed schedule on the cleaning program for the cleaning of equipment and premises.
6. Details of a pest control programme.
7. A scaled metric layout plan of the premises showing the layout in the service hall, room used for the preparation of bodies including the embalming room, space to hold bodies, toilets, stores etc.
8. A copy of the tenancy agreement or sales & purchase agreement.
9. Approval(s) from Housing Development Board (HDB) (for HDB premises only), JTC Corporation (JTC) (for JTC premises only), Urban Redevelopment Authority (URA) and / or Building and Construction Authority (BCA) (where applicable).
10. Submit a list of embalmer(s) performing embalming operation within the premises. A copy of their documents (i.e. photocopy of NRIC, Employment Pass, Certificate of embalming course attended, Certificate of Basic Infection Control Course attended (course conducted by the National Centre for Infectious Diseases (NCID)), documentary proof that embalmer(s) have embalmed 25 bodies locally) must be attached.

**Part 1 – Particulars of Applicant**

Name of Individual / Company / Society \* (IN BLOCK LETTERS): \_\_\_\_\_

\_\_\_\_\_

NRIC of Individual / Registration number of Company or Society \*: \_\_\_\_\_

\_\_\_\_\_

Registered Mailing Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

Premises Address: \_\_\_\_\_

\_\_\_\_\_

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Telephone and Mobile Number:

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E-mail Address:

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*\* Please delete as appropriate*

**Part 2 – Declaration by the Applicant / Authorised Person**

*I declare that the information furnished by me above is true to the best of my knowledge and belief. I am fully aware that any false information willfully furnished by me in my application for a funeral parlour licence shall result in my application being rejected or, if the licence is granted, void and of no effect under Section 99 of the Environmental Public Health Act (Cap 95).*

***The National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act (Cap 195) including the implementation of environmental and public health policies in Singapore and any other related purposes. I hereby consent to NEA's use of the information provided by me in the course of any application I have made to the NEA, to facilitate the processing of such application for such purposes. I hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.***

**Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_**

## Licensing Requirements to Operate a Funeral Parlour

GENERAL REQUIREMENTS	
✓	Paint the premises white or with a light-coloured paint.
✓	Keep the premises, including all fittings, furniture, utensils and apparatuses therein, in a clean and sanitary condition.
✓	Ensure that the burning of joss paper or any other similar article is carried out in a receptacle made for that purpose.
✓	Provide adequate number of pedal bins, lined with plastic bags, for the storage and disposal of refuse.
✓	Provide Standard Operating Procedure (SOP) on handling bodies in the licensed funeral parlour.
✓	<p>The licensee of the funeral parlour shall maintain a register in the English Language. The register shall capture the following particulars and information as he may know of:</p> <ol style="list-style-type: none"> <li>The name, address, age and sex of the deceased;</li> <li>The date, place and cause of death of the deceased;</li> <li>The date and time at which the remains of the deceased were received and removed from the premises;</li> <li>The date and the number of the death certificate and of any permit for burial, cremation, transportation to or removal from Singapore, as the case may be, of such remains;</li> <li>The name and address of the registered medical practitioner or inspecting officer who certified the death of the deceased, and of the person signing any permit for the burial, cremation, transportation to or removal from Singapore, as the case may be, of such remains;</li> <li>The name of the embalmer, services provided (eg. embalming, washing etc) for all deceased handled in the funeral parlour;</li> <li>The name, address and identity card number of the next-of-kin; and</li> <li>The manner in which such remains were disposed of after they were removed from the funeral parlour.</li> </ol>
✓	<p>The licensee shall register all embalmers who work in the licensed premises with the National Environment Agency (NEA). The licensee shall, as a precondition for embalmer registration, ensure that:</p> <ol style="list-style-type: none"> <li>The embalmer has attended the Basic Infection Control Course, conducted by the National Centre for Infectious Diseases (NCID); and</li> <li>The embalmer has carried out embalming procedure on at least 25 deceased bodies locally, under the supervision of another registered embalmer.</li> </ol>
✓	The licensee shall only allow embalmers registered with the NEA to work in their licensed premises and keep an up-to-date record of embalmers including their apprentices who work in the licensed premises. The licensee is to notify NEA whenever there is an update to their record of embalmers.
✓	The licensee shall ensure that any room/space used for the holding and/or preparation of bodies including the embalming room is kept restricted to authorised personnel only at all times. Access is to be controlled through physical measures such as using electro-magnetic lock system, key entry system, locks, etc.
✓	Staff of the licensed premises must be present to receive bodies into your licensed premises and to release them to the correct funeral company.
✓	<p>The licensee shall ensure that a system is in place to identify each body from the time it is received to the time it is removed from your licensed premises. An identification tag securely attached to the body at all times, should be provided and shall contain the following information in the English language in ink that is not easily erased or washed away:</p> <ol style="list-style-type: none"> <li>Name of deceased</li> <li>Sex of deceased</li> <li>Name of funeral company that brought the body to your licensed premises</li> </ol>

	d) Services required for the body i.e. embalming, washing etc.
✓	The licensee shall ensure there is a proper place for holding bodies before and after body preparation (including embalming). Such places should be situated away from public view.
✓	If ritual washing with participation from family members is done at the licensed premises, the licensee shall have provisions to keep this activity separate from all other activities in your licensed premises. If it is not possible to carry out such activities in separate rooms, the licensee shall maintain a partition or screen to safeguard the dignity of the deceased.
✓	No animal is allowed at the licensed premises except at wake hall space for animals owned by the immediate family of the deceased only.

#### REQUIREMENTS FOR EMBALMING ROOM

✓	The surface of the floor of the embalming room shall be made of smooth impervious material and the area where the walls meet the floor shall be coved.
✓	The floor shall be sufficiently graded so that all the waste water may drain into a gully trap which shall lead into a sewer.
✓	The internal surfaces of the walls shall be glaze tiled or made of smooth impervious material to a height of not less than 2 metres.
✓	Every window and extractor fan shall be at such positions so that it shall not cause nuisance to the neighbouring or adjoining premises or any other person at the public place within the vicinity of this premises.
✓	Every door shall be self-closing and every door and window shall be screened or otherwise rendered insect-proof
✓	Every door opening into any part of the room to which the public is not allowed to access shall be clearly marked 'No Admittance' in the four languages i.e. English Chinese, Malay and Tamil.
✓	The embalming room shall be equipped with at least one embalming table of minimum 2.1 metres by 0.9 metres surface area. There shall be an unobstructed space of at least 0.6 metres on every side of the table.
✓	Every embalming table shall be made of or lined with smooth impervious material and fitted with a raised edge of at least 0.05 metres in height on every side. The table shall slope to one end so as to drain any blood wastes falling thereon towards a pipe or channel that should discharge into a biohazardous wastes bin.
✓	The embalming room must be equipped with a biohazardous wastes bin to contain blood waste (which includes human blood and any fluid, matter or material contaminated with blood) removed during the embalming process. No blood waste should be discharged into the sewers.
✓	Ensure proper documentation of waste collection by licensed bio-waste collectors.
✓	Ensure adequate amount of face masks, gloves and isolation gowns are present within the embalming room and ensure that you and your workers are fully protected when handling all bodies, regardless of the cause of death.
✓	At least one wash hand basin equipped with a liquid soap or foam soap dispenser and sanitizing dispenser for the workers in the embalming room. The tap of the wash hand basin shall be hands-free i.e. sensor operated or of step-pedal.
✓	Provide adequate number of pedal bins, lined with plastic bags, for the storage and disposal of refuse.
✓	The embalming room including all washing facilities, equipment, utensils and apparatuses shall be thoroughly cleansed and disinfected after every embalming procedure.

#### REQUIREMENTS FOR TOILET

✓	Provide liquid soap or foam soap dispenser, litterbins operated without hand contact eg. foot pedal or electronic motion sensor devices, hand-dryer and transparent drum roll toilet tissue dispenser in each WC cubicle.
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✓	Provide auto-sensor flush valves with manual override for each WC / Urinal in the toilet.
✓	Provide mechanical ventilator / extractor fans in the toilets.
✓	The walls of the toilets shall be lined with glazed tiles or other impervious materials.
✓	Sanitary appliances and fittings installed in the toilets shall be of heavy duty classifications and quality.
✓	Provide “No Smoking” signs in conspicuous places both inside and at the entrance to the toilets to inform users that smoking is prohibited by law.
✓	If a squatting WC pan is provided, the cubicle shall be kerbed such that water will not flow out of the boundary of the cubicle. The cubicle floor shall be properly graded towards the gully trap within the cubicle. A water tap point coupled with spring nozzle shall be provided within every cubicle where a squatting WC pan is provided.

**CONTACT US**

**Development Control and Licensing Division (DCLD)**

**Telephone enquiries**

NEA Call Centre: 6225-5632

**Email address**

NEA\_VC\_Licences@nea.gov.sg



## OTHER RELEVANT AUTHORITIES

S/N	Organisation Contact Detail	Remarks
1	Building and Construction Authority [BCA] Building Plan & Management Division 52 Jurong Gateway Rd JEM #06-01 Singapore 608550 Tel: 1800-342 5222	For enquiries on building plan approval
2	Urban Redevelopment Authority [URA] Development Control Division 45 Maxwell Rd The URA Centre Singapore 069118 Tel: 6223 4811	For enquiries on Change of Use planning approval.
3	Housing & Development Board [HDB] 480 Lorong 6 Toa Payoh Singapore 310480 Tel: 6490 1111	For enquiries on approval of use.
4	JTC Corporation [JTC] The JTC Summit 8 Jurong Town Hall Rd Singapore 609434 Tel: 1800-568 7000	For enquiries on approval of use.
5	Central Provident Fund [CPF] Robinson Rd P.O. Box 3060 Singapore 905060 Tel: 1800-227 1188	For enquiries on Medisave contributions.