



Australian Government

**Department of Climate Change, Energy,
the Environment and Water**

**Application form for a permit under the
Environment Protection (Sea Dumping) Act 1981
for a burial at sea**

Background

Purpose

As a party to the international [1996 Protocol to the Convention on the Prevention of Marine Pollution by Dumping of Wastes and Other Matter, 1972](#) (the London Protocol), Australia has obligations to protect the marine environment from human activities. The [Environment Protection \(Sea Dumping\) Act 1981](#) (Sea Dumping Act) was developed to fulfil Australia's obligations under the London Protocol. The Australian Government's objectives under the Sea Dumping Act are to protect and preserve the marine environment and take all practical steps to prevent pollution of the sea by the dumping of wastes and other matter.

Section 10A of the Sea Dumping Act allows for the dumping of 'controlled material' if undertaken in accordance with a Sea Dumping permit. 'Controlled material' means:

- (a) wastes or other matter (within the meaning of the Protocol); and
- (b) a vessel, aircraft or platform.

In accordance with the Sea Dumping Act, and Article 1 and Annex 1 of the London Protocol, a permit is required for anyone seeking to arrange a burial at sea.

Requirements

You are required to submit a sea burial permit application if you plan to arrange a sea burial for a deceased person. No permit is required to scatter ashes at sea.

There is no automatic right to a burial at sea. Permits are generally only granted for deceased persons who had a demonstrated connection to the sea, such as long-serving navy personnel, mariners, and fishermen.

The details you provide in this application form will be assessed to determine connection and any other considerations. Based on this assessment, the Minister for the Environment may grant or refuse a permit under section 19 of the Sea Dumping Act.

Please read this form carefully before completing your application. While statutory time frames under the Sea Dumping Act apply, we aim to complete the sea burial permit approval process within 3 or 4 working days. However, if further information is required, then your application may be delayed.

Your application must include a medical certificate of death, or a coroner's order for burial, or an order authorising the disposal of a body.

Also note that additional approvals may be required under the law of your state or territory. Check your state or territory's environment website to see if additional approvals are required in your jurisdiction.

Lodgement of application

- This application form must not be modified in any way.
- All sections must be completed, otherwise your application will not be accepted.
- All attachments referenced in your application (and listed in section 11) must be dated/have version control and be provided with the application form.

For activities outside of the Great Barrier Reef Marine Park, you may lodge your application to the Department of Climate Change, Energy, the Environment and Water (the department) via one of the options below.

Email

You can email your application and supporting documents to seadumping@dcceew.gov.au. If you are submitting your application by email, the email size limit is **10 MB**. If your application and supporting documents are larger than the limit, you may wish to split your attached documents across multiple emails.

SIGBOX

Due to commonwealth cyber security policies, most filesharing sites are blocked by the department's IT system.

SIGBOX is the department's preferred file sharing site for the secure upload, download and sharing of multiple and large files. When you are ready to submit your application, please contact us at seadumping@dcceew.gov.au to arrange the creation of your SIGBOX account. Please allow up to 5 business days for this process.

Mail

Hard copies of applications can be sent to:

Director
Sea Dumping Section
Environment Approvals Division
Department of Climate Change, Energy, the Environment and Water
GPO Box 3090
Canberra ACT 2601

Payment

Under the Sea Dumping Act and the [Environment Protection \(Sea Dumping\) Regulations 1983](#), an application fee of **\$1,675** must be forwarded before a permit can be issued. The application fee must be received within 30 days of the application being forwarded, and assessment of the application will not start until fees are received. The minister may waive the requirement for payment of all or part of the fee if it is considered necessary or desirable.

When your application is received, you will receive a confirmation email containing a Sea Dumping Permit Application Number (an 'SD' number) and the amount of the fee payable.

To make a payment, the department's preferred methods of payment are by Electronic Funds Transfer (EFT) or by credit card via the online services portal.

EFT payments

BSB: 092 009

Bank account number: 115 859

Account name: Department of Climate Change, Energy, the Environment and Water

Bank: Reserve Bank of Australia

Reference: Application description, applicant name, name of deceased person, and SD number

Credit card via online services

Visit onlineservices.environment.gov.au to create an account. Use the SD number sent to you as the 'reference number' and pay the fee amount listed in the confirmation email.

Invoice

If you require an invoice to be issued, please send the request in an email to seadumping@dcceew.gov.au. The request should include the applicant's name and contact details.

Cheques or money orders

The department can accept payment by cheque or money order. The cheque or money order should be made out to Department of Climate Change, Energy, the Environment and Water, and mailed to:

Director

Sea Dumping Section

Environment Approvals Division

Department of Climate Change, Energy, the Environment and Water

GPO Box 3090

Canberra ACT 2601

Details of the relevant application should be enclosed with the cheque or money order, including an application description, applicant name and SD number.

Activities within the Great Barrier Reef Marine Park

If you are submitting a permit application for a sea dumping activity within the Great Barrier Reef Marine Park, please lodge your application with the Great Barrier Reef Marine Park Authority (the Reef Authority) via email to assessments@gbmpa.gov.au.

The Reef Authority will send an invoice with payment instructions once the application is receipted.

What happens next?

Once your application and payment have been received, your application will be considered. You may be asked to provide additional information to enable a decision to be made.

If your sea burial permit application is approved, a 'sea dumping permit' will be issued. This permit will outline conditions that must be met by the permit holder, including a requirement to submit a report to the department following the burial.

Further information

If you require further information or assistance with the application form or process, contact the Sea Dumping Section at seadumping@dcceew.gov.au.

Form to be completed

Please complete all sections of the form. Insert further rows as required. In some sections you may be required to attach additional material, please list this in section 5.

If you have any queries about how to complete the application, contact the Sea Dumping Section at seadumping@dcceew.gov.au.

1 Applicant

Please provide details of the applicant. It is recommended that you contact a funeral home to manage the sea burial. Another option is to contact a local charter operator who may be able to provide advice on an appropriate site.

If using a funeral home, please fill out the information below. If not using a funeral home, please proceed to question 1.2.

1.1 Funeral home details

Legal name of the business, organisation, or company:

Registered business name or trading name under which the funeral home operates (if different from the legal name):

Australian Business Number (ABN):

Australian Company Number (ACN) (if applicable):

Street address:

Postal address (if different from the street address):

Contact person:

Name:

Position title:

Phone/mobile:

Email:

1.2 Individual applicant (if not using a funeral home)

Name of the applicant:

Relationship to the deceased:

Street address:

Postal address (if different from the street address):

Contact person:

Name (if different from the applicant):

Phone/mobile:

Email:

2 The deceased

Please provide details of the deceased person.

2.1 Identity and details of the deceased

Full name of the deceased:

Street address where the deceased last lived (if applicable, include nursing home details):

Date of death (DD/MM/YYYY):

Cause of death:

2.2 Reasons for burial at sea:

A permit for burial at sea is more likely to be granted if the deceased person had a demonstrated connection to the sea, such as if they were a long-serving member of the navy, a fisherman or a mariner.

However, permits may be granted to other deceased persons that do not have a demonstrated connection to the sea. Individuals that may wish to be buried at sea should make their wishes (and the reasons for their wishes) known within their will. They should also notify family and loved ones.

Please summarise the reasons for requesting a burial at sea.

Was a burial at sea requested in the deceased's will? (Please tick one)

☐ Yes

☐ No

☐ Unknown

3 Burial site

Sea burials are only permitted in waters greater than 3,000 metres deep. Sea burial sites must not conflict with other uses of the sea, such as trawling or fishing grounds.

Please provide details of the proposed burial site.

3.1 Location of the burial site:

Describe the geographical position of the site, using the WGS84 decimal degrees coordinate system (e.g., -DD.DDDD°, DDD.DDDD°).

You can attach a suitably scaled map of the proposed burial site (e.g., the relevant sector from an AusMap) which should include a clear grid reference and bathymetric contour lines (if possible).

3.2 Summarise the reasons for selecting the site:

3.3 Provide information on the physical and any other relevant characteristics of the disposal site, including:

- water depth at Lowest Astronomical Tide (LAT)
- distance from nearest land
- closest town or city
- seabed topography
- other relevant information.

4 Burial procedures

Please provide details of the burial procedures, including transport to the site.

4.1 Describe how the body has been prepared for burial at sea:

The body needs to be properly prepared for burial at sea. It is appropriate for the body to be sewn into a shroud made of a very strong, biodegradable material that does not contain plastic fibres or has been chemically treated (e.g., Calico). The shroud should be adequately weighted (all plastic must be removed) to ensure rapid descent and permanent submersion of the body and include slits or openings to minimise flotation.

4.2 Describe the proposed method of transport of the body to the burial site, including:

- the intended place of loading
- the date of the proposed loading
- the route from loading to the burial site.

4.3 Details of the vessel (or aircraft) to be used for the burial

Vessel (or aircraft) type:

Registration details of the vessel (or aircraft):

Name:

Registration number:

Port of registration (if vessel):

Nationality (if aircraft):

Other relevant identification information:

The person who will oversee the vessel (or aircraft) to be used for the burial

Name:

Phone/mobile:

Email:

4.4 Method of determining the position of the vessel (or aircraft) during the burial operation:

5 Attachments

Please list all the attachments to your application. This should include one of the following:

- medical certificate of death
- coroner's order for burial
- order authorising the disposal of a body.

Note that pre-2010 file formats cannot be accessed by the department and therefore cannot be accepted as part of your application.

Attachment number	Name of document	Number of the section of the application it is relevant to	Number of pages in the attachment	Document type
1				e.g., PDF, JPEG
2				
3				

Insert further rows to the table as required.

6 Information notice

Under the *Privacy Act 1988* (the Privacy Act), 'personal information' means information or an opinion about an identified individual, or an individual who is reasonably identifiable. 'Sensitive information' is a subset of personal information and includes any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates. This application form requests you provide personal information and may also request sensitive personal health information.

By completing and submitting this application, you consent to the department collecting, using, and disclosing all information, including all personal information and sensitive information, in this permit application form and any attachments to the form (your application) for the purposes set out below and in accordance with the terms of this notice or as agreed in writing with the department. To the extent that this notice relates to personal information, it constitutes a notice for the purposes of the *Australian Privacy Principle 5*.

The department collects and will use and disclose the information, including personal information, in your application for the purpose of administering the Sea Dumping Act its associated regulations and other related purposes.

If you fail to provide some or all of the information, including personal information, requested in the permit application form, the department will be unable to process your application. The department may use and disclose the information in your application, including personal information, to the minister or delegate and other Australian government agencies, persons, or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular, the Privacy Act.

Your application, including personal information, may be published in a notice in the *Gazette* as required by section 25 of the Sea Dumping Act, and on the department's website. As such, your application may be viewed by anyone, including those overseas. The department has not taken steps to ensure that those who view the published material do not breach the Australian Privacy Principles. This means that:

- overseas viewers may not be accountable under the Privacy Act
- you may not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction
- overseas viewers may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.

Your application may also be disclosed to the following organisations, entities, or individuals:

- Individuals who make a request under the *Freedom of Information Act 1982*
- The Australian National Audit office and other privately appointed auditors
- Other law enforcement bodies
- The department's legal advisors.

By completing and submitting this form, you:

- consent to the department's use and publication of all information in your application for the purposes set out above

- grant the department a perpetual, irrevocable, world-wide, royalty free, non-exclusive licence (including a right of sublicense) to use, reproduce, adapt, modify, publish, and communicate your application for the purposes set out above
- warrant that the department's use of your application in accordance with the above licence will not infringe the intellectual property rights of any other person and that you have the necessary rights to provide the above licence
- indemnify the department against any loss or liability from any claim arising out of or in connection with the department's use and publication of your application in accordance with the above licence

subject to any agreement with the department in writing as to its use and publication of your application.

Please contact the department if you wish to discuss the terms of the department's use and publication of your application. In particular, if you wish to request that the department does not publish specified information in your application. If you seek that information in your application should be kept confidential, you must clearly identify this information and the reason for seeking its confidentiality at the time of making your application. You must demonstrate that:

- the information is not in the public domain, readily discoverable or required to be disclosed under any other state or Commonwealth law, and is secret or known to a limited group
- the reasons for keeping the information confidential. For example, for commercial-in-confidence information, that the release of the information would cause competitive detriment to the owner of the information.

Please list any information in your application that you seek to be kept confidential and the reasons for seeking its confidentiality in the table below.

Item number	Location of information in the application	Description of confidential information	Reason for seeking confidentiality

Insert further rows to the table as required.

The department will not use or disclose your personal information for any other purpose without your consent, unless it is required or authorised by law, or relates to our enforcement activities. The department will use and store personal information in your application in accordance with the Australian Privacy Principles.

See the department's Privacy Policy to learn more about accessing or correcting personal information or making a complaint at <https://www.dccew.gov.au/about/commitment/privacy>. Alternatively, email the department at privacy@dccew.gov.au.

I have read, understood, and agree with the terms of this information notice, including to the extent that it relates to the department's collection, use and disclosure of personal information under the Privacy Act: ☐

7 Declaration

I declare that, to the best of my knowledge, the information I have given on, or attached to, this form is complete, current, and correct. I understand that giving false or misleading information is a serious offence.

Signed:

Name:

Date: