

CITY OF CAPE TOWN

CITY PARKS

CEMETERY INFORMATION

BROCHURE

INDEX

	PAGE
How to book a burial using the services of an Undertaker	2
How to book a burial without using the services of an Undertaker	2
Process for Burial of Destitute Persons.....	3
Contact Details: Booking Offices	4
Contact Details: Cemeteries.....	5

1.0 HOW TO BOOK A BURIAL *USING* THE SERVICES OF AN UNDERTAKER

To choose an undertaker, you may wish to refer to 'Funeral Directors and Undertakers' in the Yellow Pages.

The undertaker will require the following information:

- Name of deceased – ID Document.
- Deceased's address.
- Medical Certificate B1663.

The undertaker provides the burial order for submission to City Parks Booking Clerk . He also reserves a grave, arranges the date and time for the burial and supervises at the graveside. Fees are usually required to be paid in advance of the burial.

2.0 HOW TO BOOK A BURIAL *WITHOUT USING* THE SERVICES OF AN UNDERTAKER

2.1 Should the death occur from unnatural causes

- Contact the South African Police Services.
- The deceased will be taken to the State Mortuary for a post mortem.

2.1.1 Destitute Persons

- In cases where the family is unable to afford the services of an undertaker, application must be made for a [Destitute Persons burial](#) at a City Parks Booking Office. If the application is approved, the City's undertaker will collect the deceased and proceed with the burial.

OR

2.1.2 Non Destitute Persons

- If the family does not require destitute burial support, a medical certificate B1663 must be obtained from the State Mortuary.
- A burial order must be obtained from the State Mortuary B1/14.
- The applicant must visit one of the [City Parks Booking Offices](#).

2.1.3 Applicant must provide the following:

- Name of deceased - ID document
- Deceased's address
- Name of applicant
- Medical certificate B1663
- Burial order B1/14
- Burial Fee (refer to [Cemetery Tariffs](#))

Please note that:

- A minimum of 48 hours is required from booking to burial.
- Booking Clerk will assist you to complete a burial application.
- Burial fee to be paid at a City Cash Office.
- Receipt of burial fee to be submitted to Cemetery Booking Clerk.

- Booking clerk will confirm burial date and time.

2.2 Should the death occur from natural causes

- Medical doctor must provide a medical certificate B1663.
- South African Police Services must be advised of death.
- Body must be housed at the State Mortuary if an undertaker is not utilised.

2.2.1 Destitute Persons

- Application must be made to [City Parks Booking Office](#) for a [Destitute Persons burial](#).
- If the application is successful, the City's undertaker will proceed with the burial.

2.2.2 Non Destitute Persons

- Applicant must request State Mortuary for burial order B1/14.
- Applicant must visit one of the City Parks Booking Offices.

2.2.3 Applicant must provide the following:

- Name of deceased – ID document
- Deceased's address
- Name of applicant
- Medical Certificate B1663
- Burial Order B1/14
- Burial Fee (refer to [Cemeteries Tariffs](#))

Please note that:

- A minimum of 48 hours is required from booking to burial.
- Booking Clerk will assist you to complete a burial application.
- Burial fee to be paid at a City Cash Office.
- Receipt of burial fee to be submitted to Cemetery Booking Clerk.
- Booking clerk will confirm burial date and time.

3.0 INTERIM PROCESS FOR THE BURIAL OF DESTITUTE PERSONS

Individuals wishing to apply should follow these guidelines:

- Applicant obtains an application form at their Sub-council or City Parks offices.
- The statement of destitute status is to be made and signed by a commissioner of Oaths at an office of the South African Police Services.
- Application form is submitted to a City Parks Booking Office (where assistance can also be obtained).
- The official registers the application and completes Part2 of the form.
- Appropriate City Parks official authorises Part 2 of the form.
- Copy of completed and authorised application form with registration number is forwarded to the Medical Officer of Health (Fax: 021 421 4894).
- Medical Officer of Health actions service provider to bury the deceased.
- Service provider books burial at cemetery and buries the deceased.

4.0 CONTACT DETAILS: BOOKING OFFICES

Please note that “*” denotes that cemetery is still operational; other cemeteries are full.

Booking Offices in the Central District

Booking Office	Cemetery	Clerk	Contact Number
Old Fire Station Cnr. Steenbras & Alexandra St PAROW	Bellville* Modderdam*	Tagelaan Boltman	Tel: 021 930-0140/2 Fax: 021 938-8070
Durbanville Municipal Offices 2 nd Floor Oxford Street DURBANVILLE	Durbanville*	Sharon Delilie	Tel: 021 970-3025 Fax: 021 970-3131
Kraaifontein Municipal Offices Brighton Road KRAAIFONTEIN	Kraaifontein*	Devina Williams	Tel: 021 980-6201/2 Fax: 021 980-6109

Booking Offices in the Northern District

Booking Office	Cemetery	Clerk	Contact Number
Turf Club Cnr. Racecourse & Bridal Roads MILNERTON	Maitland* Pinelands* Atlantis*	Valerie Smith Elroy de Wet	Tel: 021 550-1052/3 Fax: 021 550-1037
Langa Rent Offices Washington Street LANGA	Langa*	Marina Saunders	Tel: 021 946 1720
Fizeka Cnr. NY1 & Lansdowne Roads GUGULETU	Gugulethu*	Gloria Maneli	Tel: 021 637 1333

Booking Offices in the Southern District

Booking Office	Cemetery	Clerk	Contact Number
Plessey Building Ground Floor 3 Victoria Street PLUMSTEAD	Ottery* Klip Plumstead* Muizenberg* Hout Bay* Constantia Ocean View Sea Forth Dido Valley	Cheryl Wyngaard	Tel: 021 710 8289 021 710 8325 Fax: 021 710 8246

Booking Offices in the Eastern District

Booking Office	Cemetery	Clerk	Contact Number
Oostenberg Municipal Building, C/o Carinus & Van Riebeeck Rd, KUILSRIVER	Kuilsriver* Kleinvlei Welmoed* Mfuleni	Juanita Sans-Souci	Tel: 021 900 1676 Fax: 021 900 1675
Ntlakohlaza Street I Block KHAYELITSHA	Khayelitsha*	Zoleka Swart	Tel: 021 360 1248

Somerset West Municipal Bldg, C/o Andries Pretorius & Victoria Rd, SOMERSET WEST	Somerset West* Gordons Bay Old Strand Rusthof* Sir Lowry's Pass* Lwandle Goedehoop	Cathny Esterhuysen	Tel: 021 850 4308 Fax: 021 850 4438
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6.0 CONTACT DETAILS: CEMETERIES

Please note that '**' denotes that cemetery is still operational; other cemeteries are full.

Cemetery	Telephone No.	District
Atlantis*	Tel: 021 550-1052/3 Fax: 021 550-1037	Northern
Bellville (Stikland)*	Tel: 021 930-0140/2 Fax: 021 938-8070	Central
Constantia	Tel: 021 710-8289 / 8325 Fax: 021 710-8246	Southern
Dido Valley	Tel: 021 710-8289 / 8325 Fax: 021 710-8246	Southern
Durbanville*	Tel: 021 970-3025 Fax: 021 970-3131	Central
Goedehoop	Tel: 021 850-4308 Fax: 021 850-4438	Eastern
Gordons Bay	Tel: 021 850-4308 Fax: 021 850-4438	Eastern
Guguletu*	Tel: 021 850-637-1333 Fax: 021 850-637-1333	Northern
Hout Bay*	Tel: 021 710-8289 / 8325 Fax: 021 710-8246	Southern
Khayelitsha*	Tel: 021 360-1248	Eastern
Kleinvele	Tel: 021 900-1759 Fax: 021 900-1783	Eastern
Klip	Tel: 021 710-8289 / 8325 Fax: 021 710-8246	Southern
Kraaifontein*	Tel: 021 980-6201 / 2 Fax: 021 980-6109	Central
Kuilsriver*	Tel: 021 900-1759 Fax: 021 900-1783	Eastern
Langa*	Tel: 021 694 1720 Fax: 021 694 9269	Northern
Lwandle	Tel: 021 850 4308 Fax: 021 850 4438	Eastern
Maitland*	Tel: 021 550-1052 /3 Fax: 021 550-1037	Northern
Mfuleni	Tel: 021 955-5351	Eastern
Modderdam*	Tel: 021 930-0140 /2 Fax: 021 938-8070	Central
Muizenberg*	Tel: 021 710-8289 Fax: 021 550-1037	Southern
Ocean View	Tel: 021 710-8289 Fax: 021 550-1037	Southern
Old Strand	Tel: 021 850-4308 Fax: 021 850-4438	Eastern
Ottery*	Tel: 021 710-8289 Fax: 021 550-1037	Southern
Pinelands 1* and 2*	Tel: 021 550-1052 / 3 Fax: 021 550-1037	Northern

Cemetery	Telephone No.	District
Plumstead*	Tel: 021 710-8289 Fax: 021 550-1037	Southern
Rusthof*	Tel: 021 850-4308 Fax: 021 850-4438	Eastern
Seaforth	Tel: 021 710-8289 Fax: 021 550-1037	Southern
Sir Lowry's Pass*	Tel: 021 850-4308 Fax: 021 850-4438	Eastern
Somerset West*	Tel: 021 850-4308 Fax: 021 850-4438	Eastern
Welmoed*	Tel: 021 900-1759 Fax: 021 900-1783	Eastern