

# **NKETOANA LOCAL MUNICIPALITY**



## **POLICY ON PAUPER BURIALS**

## **POLICY ON PAUPER BURIALS**

### **Background**

In simple terms and by definition, a pauper means “a very poor person”. It is a requirement by law that the municipality must have a pauper burial fund to assist in burial of paupers. In terms of the general definition, approximately more than 30% of people within the municipality would suit the definition of a pauper. This means that the municipality will have insurmountable burden to bury large numbers of people from its coffers.

It is therefore recommended that the municipal policy streamlines the definition of paupers to refer to unidentified deceased persons who lie at state or privately owned mortuaries for longer periods without being claimed for family burial.

Currently the municipality gets approached by mortuaries or individuals to bury such persons but there is no proper policy regarding the requirements for qualification or time that should lapse before they are declared paupers or what processes should be followed to ensure that these people are indeed paupers.

This service is open to abuse and in the worst case to litigation against the municipality by persons who would claim blood relations with the buried deceased.

### **Objective**

To provide a framework in which the municipality will be able to assist indigents.

### **Procedure**

- An Annual allocation be made on the budget to provide for pauper burials.
- Three quotes be obtained from Local Funeral Parlours to provide pauper burials on an annual basis.
- Municipal burial sites be made available free of charge to the appointed funeral parlour to bury bodies in.
- An amount be apportioned from the equitable share received from National Government, to pay for the grave site charges of the Municipality.
- Only pauper bodies, who are proven to have resided within the Municipal boundaries be treated as pauper burials for this municipality.
- No grave stones be provided on pauper graves.

**Specifics**

It is necessary that before declaring dead persons paupers, we get all the necessary information to ensure that we avoid abuse and possible litigation.

The following application form may be useful to source some of the information required for this purpose

**APPLICATION FOR A PAUPER BURIAL**

**1. PARTICULARS OF APPLICANT**

I .....(Full names and Surname),

Position.....

.

ID Number:.....

Physical Address:.....

.....

.

Postal Address:.....

.....

.....Code.....

Hereby apply for the burial of the following deceased whom I identify as:

**2. PARTICULARS OF THE DECEASED PERSON**

ID Number:.....

Full Names and Surname.....

Home Address (if known).....

Next of Kin.....

**3. BRIEF DESCRIPTION OF CAUSE OF DEATH**

**(To be certified by a Medical Doctor wherever possible)**

.....  
.....  
.....



**6. DECLARATION**

I.....

Hereby declare under oath that the information supplied herein is the best of truth to the best of my knowledge.

Signed..... at..... on.....200

Witness (1)..... Witness(2).....

**7. INDEMNITY TO THE MUNICIPALITY**

I/We the undersigned hereby indemnify the Municipality from anything that may arise as a result of any mistake, lack of proper tracing of relatives and anything that may result in the exhumation of the deceased and the related expenses.

**8. PROOF OF REGISTRATION OF DEATH WITH DEPARTMENT OF HOME AFFAIRS**

**Certified copies of the following documents must be attached:**

- (a) First page of ID Book
- (b) Death Certificate
- (c) BI 1663
- (d) Affidavit explaining circumstances leading to death, steps/procedures taken in tracing the relatives of the deceased
- (e) Statement by Headman/Chief (If found in rural area)
- (f) Original invoice from the Undertaker/Funeral Services Company that is to conduct burial

**9. APPROVAL**

Recommended/Not Recommended

Comments.....  
.....  
.....  
.....

.....  
Manager: Community Services

.....  
Date

Approved/Not Approved

.....  
Municipal Manager

.....  
Date

SIGNED AT.....THIS .....DAY OF.....200

**PLEASE NOTE**

Use of eraser (tippex) is not allowed on this form