

City and Neighbourhood Services Department

Our Ref: AD/FD POR

Date: 14th September 2023

To All Funeral Directors,

Following engagement with the Belfast Funeral Directors Forum I write to advise you that Belfast City Council will no longer accept retrospective applications for proof of residency, with immediate effect.

Going forward proof of residency will be required at the time of booking for burial and cremation.

For your information I have outlined below the resident status and relevant requirements.

At the time of booking proof of residency will now require the presentation of official original documents (not photocopies) confirming an applicant's address within the Belfast City Council boundary, dated within the last ten years and may include the following:

- **Utility bill**
- **Bank/Post Office/Building Society Statement**
- **Credit/Debit card statement**
- **Mortgage statement**
- **Rates bill**

*Please Note: *Resident status will be established for former residents who had no choice but to relocate outside the Belfast City for reasons beyond their control, related to their care, following receipt of confirmation from a suitable care provider. **

A person may claim resident status by providing proof of residency in Belfast City in the preceding ten years.

Anyone who is unable to provide proof of residency will be charged as non-residents.

The Council reserves the right to check any addresses using the Land & Property Services search facility to determine if the address is within the Council boundary.

Definition of Resident - a person who has permanently resided in the Belfast City in the preceding ten years.

Definition of a Non-Resident – a person who has not permanently resided in the Belfast City in the preceding ten years.

Thank you in anticipation for your co-operation in this matter. If you have any queries, please do not hesitate to contact me.

Yours Sincerely,



Andrea Delaney
Bereavement Administration Manager