



If you need help lodging your form, contact us		Office use only	
<b>Email</b>	cemeteries@northernbeaches.nsw.gov.au	<b>Form ID</b>	4141
<b>Phone</b>	8495 6127	<b>TRIM Ref</b>	
<b>Cemeteries</b>	<b>Manly Cemetery</b> Griffiths Street, Manly NSW 2095	<b>Last Updated</b>	August 2021
	<b>Mona Vale General Cemetery</b> 107 Mona Vale Road, Mona Vale NSW 2103	<b>Business Unit</b>	Property
		<b>Application No.</b>	<input type="text"/>
		<b>Receipt No.</b>	<input type="text"/>

Privacy Protection Notice	
<b>Purpose of collection:</b>	For Council to provide services to the community
<b>Intended recipients:</b>	Northern Beaches Council staff
<b>Supply:</b>	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
<b>Access/Correction:</b>	Please contact Customer Service on 1300 434 434 to access or correct your personal information
Privacy Declaration	
Information collected on this form is held in accordance with the Privacy and Personal Information Protection Act 1998. Personal information is collected for a lawful purpose that directly relates to our primary function of providing cemetery/cremation services in accordance with the Cemeteries and Crematoria Act 2013. We will not collect any more information than is necessary to fulfil these functions. Except as necessary to carry out these functions, we will not disclose your personal information to anyone without your consent unless legally required to do so. We will take all reasonable steps to protect the security of any personal information held, be it stored in electronic or hard copy format. You may request access to your personal information held by us, except in the circumstances set out in Part 2, Division 3 of the Privacy and Personal Information Protection Act 1998.	

## Part 1: Buy back of Interment Rights

<p><b>1.1 What Is An Interment Right?</b> When you "buy a grave or memorial niche" at Mona Vale or Manly cemetery you don't own the land, you are actually purchasing a right to use that site for a human burial in perpetuity.</p> <p>The right or "Interment Right" as it is known allows the owner or any person they nominate to be buried in that burial site over which they are the registered owner or "Holder".</p> <p>Only the Holder of the Interment Right can authorise the placement of a monument or inscription on that burial site.</p> <p>An Interment Right for a memorial operates in a similar way except that it generally applies to the interment or placement of cremated human remains burial including burial of cremated human remains in a memorial garden or wall niche.</p> <p><b>1.2 Sale of Unused Interment Right back to Council</b> Council has a program to "buy back" unused Interment Rights at a set price, listed in the Fees and Charges schedule each year. Depending on the situation, it may first be necessary to transfer the rights if you are not currently the Interment Right Holder. Some or all of the following paperwork may be required in order to finalise this type of transfer.</p> <p><b>1.3 Council buyback of unused Interment Right – When the applicant is the current Rights Holder*</b></p> <ol style="list-style-type: none"> <li>attach proof of purchase such as copy of certificate/ receipt if available, proof of identity and Stat Dec on page 3 explaining why you no longer want the burial site or niche</li> <li>Complete the ATO "Statement by a Supplier" form on page 4 - note YOU are the supplier and the relevant reason for not quoting an ABN is "The supplier is an individual and has given the payer a written statement to the effect that the supply is wholly of a private or domestic nature from the supplier's perspective". Note this form is NOT sent to the Tax Office, it is kept in Council's records for auditing requirements.</li> <li>Provide details for payment to your bank account via electronic funds transfer (see below at 2.3).</li> </ol> <p><b>1.4 Council buyback of unused Interment Right – When the applicant is NOT the current Rights Holder</b> If you are applying for a buyback of a grave, and you are not the Rights Holder, you must establish your claim to the burial rights first, by completing an "Application to transfer interment rights" - Form 4109.</p>
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## Part 1: Buy back of Interment Rights

### 1.5 Proof of Identity

Applicants who are not Council Ratepayers must produce two original identification documents, one of which must provide photo identification. These may include a passport, licence issued under Australian law (driver's licence or other government-issued licence), birth certificate/citizenship certificate, credit card, EFTPOS card, Medicare card, or membership to a registered club.

## Part 2: Details of Site and Applicant

2.1 Burial Site Or Memorial Site Location Details			
Grave Denomination			
Section		Site No/s	
<b>OR</b>	Memorial Niche Section	Site No/s	
Is there a monument on the site?	Yes	No	

2.2 Applicant Details			
Name			
Address			
Postal address			
Phone		Mobile	
Email		DOB	

2.3 Bank Details			
Bank			
Branch		BSB	
Account Name		Account No	

2.4 Proof of Identity	
Are you a ratepayer?	Yes      No - Council Officer to tick and initial at least two types of ID sighted - one must be photo ID.
Passport	Drivers Licence
Birth Certificate	Credit Card
EFTPOS Card	Medicare Card
Club Membership Card	Tertiary Education Card
Pension Card	Healthcare Card

## Statutory Declaration

### Oaths Act 1900, Nsw, Eighth Schedule

Buy Back Of Burial or Niche Interment Right for the		Mona Vale or	Manly Cemetery
I/ We			
Of address,			
do hereby SURRENDER the Interment or Niche Right/s for the following burial site/s and/or memorial niche/s to Northern Beaches Council			
<input type="radio"/> Grave Denomination			
Section		Site No/s	
<i>and/or</i> <input type="radio"/> Memorial Niche Section		Site No/s	

<i>For the following reason/s:</i>

<i>And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.</i>			
Declared at:		on (date)	
(Signature of Declarant):			
in the presence of an authorised witness (Justice of the Peace), who states:			
I, <i>(name of authorised witness)</i>	a <i>(qualification of authorised witness)</i>		
certify the following matters concerning the making of this statutory declaration by the person who made it:			
<ol style="list-style-type: none"> <li>I saw the face of the person OR I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and</li> <li>I have known the person for at least 12 months OR I have not known the person for at least 12 months but I have confirmed the person's identity using an identification document and the document I relied on was:</li> </ol>			
<i>(describe identification relied on)</i>			
Signature of authorised witness		Date:	

### Office use only

CODE: Mona Vale 40061000/4203    Manly 40061001/4203			
<input type="radio"/> Stone Orchard updated	<input type="radio"/> Confirmation letter sent		
<input type="radio"/> New Vendor ID / Refund req raised?	<input type="radio"/> Documents scanned		

