



If you need help lodging your form, contact us	
Email	cemeteries@northernbeaches.nsw.gov.au
Phone	9970 1341
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095
	Mona Vale General Cemetery 107 Mona Vale Road, Mona Vale NSW 2103

Office use only	
Form ID	4064
TRIM Ref	C001828
Last Updated	October 2019
Business Unit	Property
Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information
Privacy Declaration	
<p>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.</p>	

Part 1: Special Instructions for Monuments

<ul style="list-style-type: none"> • Dimensions of burial sites at Mona Vale Cemetery are 2440mm x 1065mm . • Dimensions of sites at Manly Cemetery are 2286mm x 1065mm . • Front steps are not part of the grave space and must not contain vase or pot plant inserts. • Graves must be numbered individually on centre front of the kerbing or headstone base. • Removal and replacement of concrete infills or slabs will attract additional fees when grave is opened for burial. • A name plate or inscription of your company name may be attached to the front right hand side of the memorial • Work will conform to the current Australian Standard for Cemetery Headstones and monuments and other applicable Standards, as appropriate. • Work Complies with all requirements of the current Work Health and Safety Act and the current Work Health and Safety Regulation. • All work undertaken by Masons will be completed to the satisfaction of Cemetery Staff • Work in progress will be barricaded and signposted to protect Cemetery Staff and Visitors. • All rubbish will be removed from the site when the work is finished or at any time when instructed to do so. • A photo of the completed memorial is to be forwarded to Cemetery Administration.
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Part 2: Rights Holder Details

Location	Mona Vale Cemetery				Manly Cemetery	
Denomination			Section			Site No
Title	Mr	Mrs	Ms	Other	Gender	
First Name(s)						
Last Name						
Name of Applicant (if not the above)						
Address					Post Code	
					Phone number	
Date of Birth (dd/mm/yyyy)					Relationship to Deceased	
Signature					Date	

Part 3: Permission

As the request of/on behalf of the Interment Rights Holder for the burial site/s mentioned above, I/We hereby apply for permission to:			
Erect a Headstone	Construct kerbing	Install a slab	\$460 per site - includes initial inscription
Upgrade existing monument or landscaping			\$270 per site
Add an inscription to existing headstone			\$130 per inscription
Other (please describe)			
Monumental Mason - Company Name			
Contact Name		Licence No	
Address			Post Code
			Mobile
Phone			
Email			

PLEASE NOTE THIS FORM WILL NOT BE PROCESSED WITHOUT THE FOLLOWING:	Submitted
A sketch or CAD diagram of the proposed work (with dimensions)	
Details of proposed footings including estimate of depth	

Part 4: Description of Proposed Monument

Granolite	Granite	Marble	Sandstone	Other
Ledger/Slab	Concrete Infill with Pebbles	Open Landscaped Centre		
Dimensions of front kerb (Max 350mm from ground level at foot of monument):				
Height, Width & Depth of Monument at foot of Grave:				
Headstone height from Ground Level (Max 1.5m from natural ground level). Special permission may be granted for graves over 1.5m.				
Width and thickness of Headstone (minimum 70mm):				
Details of Proposed footings:				
Estimated depth of piers from ground level:				
Concrete Strength (minimum 20MPa):				
Length and material of pins e.g. bronze, fibreglass, stainless steel:				
I agree to comply with the following conditions and confirm the information contained within this application is correct.				
Name of Monumental Mason				
Signature of Monumental Mason		Date		

Part 5: Special Notes for all Applications

<ol style="list-style-type: none"> Applications may be referred to Council's Heritage Planner if considered to have a significant impact on heritage fabric of the cemetery. We welcome your questions so please contact Cemetery Administration to discuss your application prior to lodgement. Proof of ownership of the grave plot is required. See Council's website for our Application for Transfer of Interment Rights form if you are not the Interment Rights Holder. All owners of the plot are to sign their consent, for the works proposed. Applications cannot be processed without acceptable proof of ownership and the consent of all relevant parties. Attach a photograph of the grave, showing the graves either side for identification. (Some photos may be on file). Only headstone and other structures that are sympathetic to the style, age and heritage significance of the cemetery will be approved. If plaques are to be mounted on a base, it must be of similar size to the existing headstone plaque and not be elevated more than 100mm above ground level. Additional wording on an existing plaque or headstone is to be similar to the style and design of the original. Plaques commemorating persons not interred in the grave should be located on the front kerb of the grave and must not be larger than 250mm x 150mm. Plaques on War Grave monuments cannot be mounted on the kerb (as per above) - they must be mounted on a separate plinth and placed in the centre infill section of the monument. A plan of the proposed headstone or plaque is to be provided, including details of the location of the headstone/plaque in relation to the grave site. Work that is likely to damage tree roots or other adjacent landscaping features may not be approved. Any damage to existing structures or surrounding grounds resulting from the works must be repaired (like with like) at cost of Applicant and all details provided to Council.
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Part 6: Iconic Graves of Manly Cemetery

Name	Years	Plot Number	Comments
Bryant, Charles David Jones	1883-1937	ZA25	
Bryant, Milicent Maude	1878-1927	H389	
Blacket, Edwin	1849-1908		
Browne, William Charles	1841-1916		
Ellery, Peter		S211	No headstone
Du Faur, Emmeline Freda	1882-1935	H654	No headstone
Dugdale, Henry	Died 1924	H191	
Gosper, Emily Maud	Died 1919		
Hayes, Charles Hadley	Died 1924	A46	
Hilder, Alfred			
Merrett, Oswald G.H 'Ossie'	Died 1925	H288	
Miller, Sarah Anne	1809-1884		
Montefiore, Horace	Died 1920	Z037	
Morris, Augustus	c1820-1895	B424	
Pickering, George & Martha	George died in 1867	B562	
Richards, Thomas	1831-1898	B126	
Richards, Thomas James MC 'Rusty'	1887-1935	Z373	
Row, Frank Leonard 'Banger'	1877-1950	B011	
Russell, Frederick B	1810-1883	E321	
Skinner, Benjamin	1826-1893	B513	
Sly, George & Sons	Died 1927	P126	No headstone
Smith, Anne Margaret	1822-1866	B351	
Smith, John Trenchard	Died 1980	B406	
Stoneman, Peter	1816-1883	S169	
Trinity Bay Aboriginal (No Name)	1874-1891	B281	
Woods, John	Died 1904		

OFFICE USE ONLY

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Stone Orchard Updated		Cemetery Invoice Raised		Account Paid	
Receipt No		Issued By		Date	
Approvals Letter Sent		Photo of Monument taken & uploaded		Forms Scanned	