



If you need help lodging your form, contact us		Office use only	
<b>Email</b>	cemeteries@northernbeaches.nsw.gov.au	<b>Form ID</b>	4045
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	C001828
<b>Customer Service Centres</b>	<b>Manly</b> Townhall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b> September 2020
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<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	
<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: Details of Deceased

<b>Title</b>	<b>Mr</b>	<b>Mrs</b>	<b>Ms</b>	<b>Other</b>	<b>Gender</b>		
<b>First Name(s)</b>							
<b>Last Name</b>							
<b>Address of Deceased</b>						<b>Post Code</b>	
						<b>Crematorium</b>	
<b>Date of Birth (dd/mm/yyyy)</b>						<b>Age</b>	
<b>Date of Death (dd/mm/yyyy)</b>							
<b>Funeral Director</b>							
<b>Place of Death</b>	<b>Home (as above)</b>				<b>Nursing Home</b>		
	<b>Hospital</b>				<b>Other</b>		
<b>Place of Death Address (if not home)</b>							

## Part 1: Details of Deceased - Continued

Religion		Veteran?	
Occupation		Service Number	
Current Location of Ashes		Marital Status	

## Part 2: Intended location of Ashes

Niche Section	Site Number
SO Reynolds Memorial Wall	AA, AB, AC, AD
Pittwater Memorial Wall Panel	MPA, MPB, MPC, MPD
Pittwater Memorial Wall Niche	GRA, GRB, GRC, GRD
Pittwater Memorial Garden	GNA, GNB, GNC, GND, GNE, GNF, GNG, GNH
Pittwater Family Rock Memorial	FRB, FRC, FRD
Manly Garden of Remembrance Columbarium	CA, CB, WA, WB, WC, WD
Other	
Niche - Section	
Site Number	
<p>Note: For SO Reynolds Memorial Wall only - Ashes will be divided into 2 containers, only one will fit into the wall niche cavity. Please indicate your preference for the second container below:</p>	
<p>The ashes are to be scattered in the gardens at Mona Vale Cemetery</p>	
<p>The ashes are to be collected by: (Please print Full Name)</p>	
<p>Note: Council reserves the right to exercise Option 1, if, within 30 days of interment in the Niche at Mona Vale Cemetery, Council has not received further written instructions from the Rights Holder or if the ashes have not been collected by the Rights Holder or their nominated representative</p>	

## Part 3: Placement Process

Do family wish to be present at ashes placement	<b>Yes</b> Contact cemetery for bookings (additional fees apply)	<b>No</b>
If NO, place ashes:	<b>ASAP</b>	When plaque is ready
Size and Shape of Container	Size:	Shape:
What is the desired location of the ashes in the grave? (See diagram below)		

<b>PLEASE NOTE:</b>
Ashes will be interred as close as possible to the desired location at the discretion of the caretaker.
The ashes will be placed underground in the same container as supplied by the Crematorium unless by special request.
Placement will not proceed until account is paid.

TOP LEFT	TOP RIGHT
MID LEFT	MID RIGHT
FOOT LEFT	FOOT RIGHT

Location Diagram

#### Part 4: Niche Rights Holder Details

Title	Mr	Mrs	Ms	Other
First Name				
Middle Name				
Last Name				
Date of Birth (dd/mm/yyyy)				
Relationship to Deceased				
Address				Postcode
Home Phone			Mobile	
Email				
Signature			Date	

#### Part 5: Secondary Contact/Next of Kin

Title	Mr	Mrs	Ms	Other
First Name				
Last Name				
Date of Birth (dd/mm/yyyy)				
Relationship to Rights Holder				
Address				Postcode
Home Phone			Mobile	
Email				

## Part 6: Memorial Plaque Order Form

<b>Order Form &amp; Details for intended Memorial Plaque</b>			
<b>Niche Section &amp; Number</b> (Number will be engraved upon bottom right hand side)			
<b>Niche - New Position</b>		<b>OR Niche - Position next to family member (match plaques)</b>	
<b>Desired Text - Please indicate CAPITALS or Lower Case</b>			
Eg: In Loving Memory Of, In Loving Remembrance Of, Cherished Memories Of, In Memory Of			
<b>Given Names:</b>			
<b>Family Name:</b>			
<b>Date of Birth</b> eg 1.1.2019, 1st January 2019		<b>Date of Death</b>	
<b>General Text</b>			
Eg: Loved and Adored Father Of, Devoted Wife Of, Cherished Grandfather Of...			
<b>Epitaph</b>			
Eg: At Rest, Rest in Peace, Always Remembered, In God's Care, So Dearly Loved, So Sadly Missed, Forever in Our Thoughts, Cherished Memories, God has him/her in His keeping, We have him/her in our hearts, Here Rests a Gentleman, Sleeping Peacefully, She hid her tears and shared her smiles...			
<b>Additional Items - may incur an additional cost.</b>			
<b>Borders</b>	We recommend a simple line border for the majority of plaques. Additional styles/designs maybe available upon request.		
<b>Fonts</b>	We recommend Times New Roman or Helvetica to make plaques easy to read. Other fonts maybe available upon request.		
<b>Decorative Emblems</b>	A variety of Emblems are available. Service badges are included at no charge when a letter from the Office of Australian War Graves, is supplied authorising use of the service badge.		
<b>Perpetual Flowers</b>	A variety of beautiful painted bronze flowers are available.		
<b>Vases</b>	A variety of bronze vases are available to be attached to the plaque OR on the wall next to the plaque.		
<b>Special Requests/Notes</b>			

**OFFICE USE ONLY**

<b>Stone Orchard Updated</b>		<b>Layout Sent for Approval</b>			
<b>Cemetery Invoice Raised</b>		<b>Approval Received and Order Placed</b>			
<b>Account Paid</b>		<b>Invoice for Extras Raised</b>			
<b>Forms Scanned</b>		<b>Plaque Received</b>	<b>Date</b>		
<b>Draft Plaque Prepared</b>		<b>Family Advised</b>			
		<b>Installed</b>	<b>Date</b>		
		<b>Letter/Regulations Sent</b>	<b>Date</b>		