northern beaches council

Placement of Ash Remains in Burial Site Application Form 19/20

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	4063
TRIM Ref	C001828
Last Updated	August 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

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: Details of Deceased

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

Part 1: Details of Deceased - *Continued*

Religion		**Is Veteran?**	◯
Occupation		**Marital Status**	
Current Location of Ashes		**Age**	

Part 2 : Site Location & Burial Rights Holder Details

*When the Burial Rights Holder is not recorded or has deceased, an Application for Transfer of Burial Licence must be lodged and approved before permission to proceed with the Ashes Placement can be granted.				
Site Location	**Manly**	◯	**Mona Vale**	◯
Denomination			**Site Number**	
Section				
Title	◯ **Mr** ◯ **Mrs** ◯ **Ms** ◯ **Other**		**Gender**	
First Name(s)*				
Last Name*				
Address				
			Post Code	
Phone (H)			**Phone (M)**	
Relationship to Deceased			**DOB**	
Email				
Burial Rights Holder Signature			**Date**	

Part 3: Placement Process

Do family wish to be present at ashes placement	**Yes - Contact cemetery for bookings (additional fees apply)**	◯	**No**	◯
If NO, place ashes:	**ASAP** ◯		**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)				

PLEASE NOTE:
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

OFFICE USE ONLY		
Fee: No Attendance $595	Fee: With Family Attendance (Weekdays 9am-3:30) $795	
Stone Orchard Updated		◯
Cemetery Invoice Raised		◯
Account Paid		◯
Issued By		◯
Date		◯
Regulations Letter Sent		◯
Forms Scanned		◯