



If you need help lodging your form, contact us	
<b>Email</b>	cemeteries@northernbeaches.nsw.gov.au
<b>Phone</b>	1300 434 434
<b>Cemeteries</b>	<b>Manly Cemetery</b> Griffiths Street, Manly NSW 2095
	<b>Mona Vale General Cemetery</b> 107 Mona Vale Road, Mona Vale NSW 2103

Office use only	
<b>Form ID</b>	4063
<b>TRIM Ref</b>	C001828
<b>Last Updated</b>	September 2020
<b>Business Unit</b>	Property
<b>Receipt No.</b>	

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>Date of Cremation</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>Address (if not home)</b>					<b>Post Code</b>	

## 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)		

<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

**OFFICE USE ONLY****Fee: No Attendance \$620****Fee: With Family Attendance (Weekdays 9am-3:30) \$820**

<b>Stone Orchard Updated</b>	
<b>Cemetery Invoice Raised</b>	
<b>Account Paid</b>	
<b>Date</b>	
<b>Regulations Letter Sent</b>	
<b>Forms Scanned to TRIM</b>	