





If you need help lodging your form, contact us		Office use only	
Email	cemeteries@northernbeaches.nsw.gov.au	Form ID	4110
Phone	9970 1341	TRIM Ref	
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095	Last Updated	November 2019
	Mona Vale General Cemetery 107 Mona Vale Road, Mona Vale NSW 2103	Business Unit	Property
		Application No.	
		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>	

1. Funeral Details

Full Name of Deceased			
Day & Date of Interment			
Time			
Grave Side Service		Chapel/Church Service	
Location of Chapel/Church		Time	
Funeral Director			
Telephone			
Email			
Address			
Booked by		Date	

2. Site Location

New site	Reserved site	Reopen site		
Denomination				
Section			Site Number	
*Name of previous burial/s				
Coffin Size (incl. handles)	Length	mm x width	mm x height	mm
or	Length	feet x width	inches x height	inches
Coffin Shape	Coffin (tapered) 	Casket (rectangular) 	Other	
Coffin dimensions & shape must be correct as the grave is dug to these specifications				
Material	Solid timber	Particleboard	Other	Details:
Special Requirements	Lowering Device (where possible)	Chairs	Canopy	Other
Details				

3. Deceased Details

Address of Deceased				
Postcode				
Cause of Death		Infectious Disease	Yes	No
Date of Birth/Date of Death				
Place of Death	Hospital	Nursing Home	Residence	Other
Details				
Age		Sex		
Is Veteran	Yes	NX Number	Marital Status	
Former Occupation		Religion		

4. Interment Rights Holder/Next of Kin Details

Note - if the applicant is acting on behalf of the Interment Right holder, please check with the cemetery to confirm that the applicant has appropriate authority to request the opening of the site.

Name			
Relationship to Deceased			
Home address		Postcode	
Postal address		Postcode	
Phone (H)		Phone (M)	
Email			
DOB			
Rights Holder /NOK signature			
Date			

5. Cemetery Fees

All cheques to be made payable to "Northern Beaches Council"

Purchase Interment Right		Note: payment is required minimum 48 hours prior to funeral *Mason will invoice for remove/replace of ledger or infill
Interment Fee		
Surcharge *		
Total (Incl. Gst)		

6. Acknowledgement and Indemnity

1. I, the undersigned, request the Cemetery Operator (Northern Beaches Council) to issue an Order for Interment for the opening of the burial site and interment of the deceased, and certify that I am duly empowered to authorise the opening of the burial site and that the said deceased should be rightly interred in that site. Further, I, the undersigned do indemnify and hold safe and harmless the Cemetery Operator against all actions, proceedings, claims, demands, damages, costs, losses and expenses whatsoever by reason of the Operator having consented to the opening of the site and interment of the deceased.
2. A memorial to the deceased person can be erected upon the interment site, subject to the following;
 - a. It is of the type allowed under the Cemetery Operator's policy/procedures/requirements in that specific interment section
 - b. No memorial may be erected without prior written approval of the Cemetery Operator
 - c. No existing memorial may be altered or removed without the Cemetery Operator's prior written approval
3. The Cemetery Operator reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. The Cemetery Operator has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
4. The Cemetery Operator may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of satisfactory written or documentary evidence satisfactory to the Cemetery Operator and payment of the associated fee)
5. The Interment Right holder/s is/are responsible for the care and maintenance of individual interment sites where they have erected a memorial.
6. Glass or other items that the Cemetery Operator deems to be a safety hazard are not permitted and if necessary may be removed without notice to any person.
7. The Cemetery Operator reserves the right to review and/or amend these Terms and Conditions, its holdings, interment sites and property within its cemeteries at any time, without notice to you.
8. If an existing memorial impedes the conduct of the interment, the Cemetery Operator may require it to be removed, at the Applicant's expense.
9. Scattered cremated remains are irretrievable.
10. Additional information is available in the Cemetery Operator's Regulations available at northernbeaches.nsw.gov.au or on request.

I/we hereby acknowledge that I/we have read, understood and accept the attached Terms and Conditions for an application for an Order for Interment at the Mona Vale or Manly Cemetery and agree to abide by the cemetery regulations.

Dated this		day of		20
Rights Holder/NOK Name & Signature				
Witness Name & Signature				
Address				
Post Code				

Your booking is not firm until a confirmation number has been issued.

7. Funeral Director Confirmation

I hereby confirm the above details

Funeral Director's Name	
Signature	
Date	

Form to be signed and faxed or emailed to the cemetery within 48 hours of verbally booking the funeral
 Original form along with copy of medical cause of death certificate to be given to gravedigger at the cemetery prior to the interment
 All cheques to be made payable to Northern Beaches Council

8. Order for Interment

I hereby confirm the above details and issue the Order of Interment

Cemetery Officer Name			
Signature			
Confirmation Number		Date	

Office Use Only

<input type="checkbox"/> Stone Orchard updated	<input type="checkbox"/> Regulations letter sent
<input type="checkbox"/> Cemetery invoice raised	<input type="checkbox"/> Certificate (for new sites) or transfer forms sent
<input type="checkbox"/> Order for Interment issued	<input type="checkbox"/> Forms scanned to TRIM
<input type="checkbox"/> Account paid	<input type="checkbox"/> Risk Assessment & MCD details scanned to TRIM
<input type="checkbox"/> Search for other site reservations	<input type="checkbox"/> Other sites found? <input type="radio"/> Yes <input type="radio"/> No If yes, notify funeral director
<input type="checkbox"/> Does site have a monument with infill or ledger slab? <input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> If Yes, Request for removal sent to mason
<input type="checkbox"/> Funeral director advised?	