



If you need help lodging your form, contact us		Office use only	
Email	cemeteries@northernbeaches.nsw.gov.au	Form ID	4111
Phone	1300 434 434	TRIM Ref	
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095	Last Updated	Sept 2021
	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>	

Do you already own a site/s at Manly or Mona Vale General Cemetery? <i>*If yes - there is a State Government imposed limit of 2 unused burial sites per person from 3 March 2011</i>	No	Yes
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1. Proposed Location

Location	Manly	Mona Vale
Interment Right for Monumental Site	Interment Right for Memorial Position	Interment Right for Headstone Lawn Site
Area/Denomination eg. Catholic, non-sectarian, memorial garden		
Site Section eg. T, U, B		
Site No/s		
Name of Deceased	N/A	

2. Applicant Details

Name/s listed below will become the "Holder" of the Interment Right and will have sole authority over interments/placements and future memorialisation for the site/s concerned. If more than two applicants, please attach additional details.

Title	Mr	Ms	Mrs	Dr	Other
Name					
Address					
Phone (H)				Phone (M)	
Email					
Relationship to Deceased				N/A	Date of Birth

Title	Mr	Ms	Mrs	Dr	Other
Name					
Address					
Phone (H)				Phone (M)	
Email					
Relationship to Deceased				N/A	Date of Birth

3. Secondary Contact /Next of Kin

This person has no claim over the Interment Rights - but may assist Council to contact Holder if address or other details have changed in the future.

Title	Mr	Ms	Mrs	Dr	Other
Name					
Address					
Phone (H)				Phone (M)	
Email					
Relationship to Applicant				Date of Birth	

4. Instructions For Future Interments

Do you wish to nominate who can be interred in this grave in the future?	No – no nomination	Yes – as per details below
Name		Date of Birth
Name		Date of Birth
Name		Date of Birth
Name		Date of Birth
Name		Date of Birth
Name		Date of Birth
Name		Date of Birth
Name		Date of Birth

5. Payment Details

Please refer to [Cemetery Fees and Charges](#)

Purchase date				
Right of Interment fee				
Interment fee <i>Note - interment (burial) or placement of ash remains fees cannot be pre-paid i.e. these fees are only payable at the time of need</i>				
Sundry fees				
Balance Payable				
Payment Details	Lump Sum			
	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Monthly instalment</td> <td style="width: 33%; text-align: center;">20% Deposit of \$</td> <td style="width: 33%; text-align: center;">11 payments of \$</td> <td style="width: 15%; text-align: center;">per month</td> </tr> </table>	Monthly instalment	20% Deposit of \$	11 payments of \$
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6. Key Terms and Conditions

Please refer to ["Cemetery Regulations"](#) for full terms and conditions available on Council's website

1. An Interment Right is a contract with the cemetery operator that allows interments of human remains to take place in a particular location in a cemetery. **There is no entitlement to any real estate.**
2. **The Interment Right application fee does not include extras, e.g. interment site digging fees, maintenance fee, memorial permit fees, or other administrative charges.**
3. The interment rights for a monumental burial site include a 2 in-coffin interments and up to 6 containers of ashes. No monumental work is included.
4. The interment rights for a headstone lawn burial site include 2 in-coffin interments and a granite headstone (pre-installed) with space for two inscriptions but does not include the inscription plaque/s. The site can be used for up to 6 ashes interments but additional inscriptions must be attached to the supplied headstone at the discretion of the Cemetery Manager and must not encroach into adjacent grassed areas.
5. Fees must be paid in full before an interment is performed, or a plaque/headstone/monument is ordered. Council accepts cheque, VISA, MasterCard and Bpay payments. Credit card transactions incur an additional fee. Please note: if a purchase is for a service that is to occur within seven (7) working days, a personal or company cheque is not acceptable.
 - For lump sum payments, the Applicant will be issued an invoice and will be required to pay the full balance of the purchase price within 48 hours prior to a scheduled funeral service or within 30 days if not for immediate interment.
 - For pre-need purchases only, the Applicant may elect to pay via monthly installments and will be required to pay a deposit of 20% within 30 days and 11 monthly payments over a maximum of 12 months. The Applicant will be sent one invoice at the start of the 12 month period and must make arrangements to pay the installments on a monthly basis using the reference number noted on the invoice via the methods listed above.

If payment is not received in accordance with the above conditions, Council may cancel the application. If this occurs, Council will refund any payments already made (less cancellation fee).
6. Interment Rights issued to multiple applicants are held jointly. On the death of a joint holder of an Interment Right, it passes on to the surviving joint Interment Right holder/s.
7. A certificate will be issued to the Internment Rights Holder/s as proof of ownership and may be requested when booking an interment service. A replacement certificate may be issued if the original certificate is lost, stolen or destroyed, upon application and payment of Council's associated fee.
8. The Interment Right holders' preferred funeral director or other designated person is responsible for coordinating the interment and funeral arrangements (including compliance with Council's policies and applicable legislation and regulations).
9. A memorial to the deceased person can be erected upon the interment site, subject to the following:
 - a. The memorial is of a type allowed under Council's policy/procedures/requirements in that specific interment section;
 - b. No memorial may be erected without Council's prior written approval; and
 - c. No existing memorial may be altered or removed without Council's prior written approval
 - d. Front steps are permitted for new monumental work on the condition that they are not used to store flowers, plants or any other item.
 - e. At the present time, the maximum height of a new monument from top of foundation to apex of the headstone is 1.5m. An additional minor decorative element of maximum 30cm and width of 40cm may be permitted up to an absolute maximum of 1.8m.

10. Council may request additional supportive information or Engineer's Certification to verify that a monument meets the requirements of AS 4204-2019 or other applicable Australian Standard, code of practice or other regulatory requirement.
11. Council reserves the right to refuse permission for any proposed memorial construction or alteration in its absolute discretion without assigning any reason. Council has the right (but not the obligation) to remove any unapproved memorial or alteration without notice to any person.
12. Monument ownership and all the responsibilities therein, reside with the Interment Right holder/s or interred deceased's Executor/heirs and successors to the interment site where they have erected a monument. Monuments erected by Council are the responsibility of Council.
13. Council may accept and process any application concerning an Interment Right from any person/s declaring they are authorised to do so (upon provision of written or documentary evidence satisfactory to Council and payment of the associated fee).
14. Council may repurchase unused Interment Rights from the holder/s in accordance with Council's then current policy.
15. A living Holder's Interment Rights may be transferred, but only after consultation with Council. Transfer of the Interment Right is only operative upon successful approval of the Transfer of Interment Right Application.
16. Any unused Interment Rights of a deceased Holder can be transferred pursuant to the will or intestacy of a deceased Interment Rights holder. In this instance, the transfer of the Interment Right is only operative upon successful approval of the transfer application.
17. Council may revoke unused interment rights in accordance with the then current requirements of the Cemeteries and Crematoria Act or future equivalent.
18. A person must not do any of the following within a cemetery:
 - Damage, deface, interfere with or alter interment sites
 - Damage, deface, interfere with or alter monuments
 - Inter or exhume any human remains, whether cremated or not
 - Enter or remain in a cemetery between sunset and sunrise
 - Cause or permit an animal that is under the person's control to enter or remain in a cemetery (this does not prevent a person from riding a horse or leading or walking a dog on a leash)
 - Take part in any gathering, meeting or assemble, except for the purpose of religious, research, historical, educational or other ceremony of interment or commemoration
 - Engage in trade or commerce without Council's written consent
 - Distribute any circulars, advertisements, paper drawn or photographic materials without prior Council consent
 - Drive a vehicle at a speed of more than 10 kilometres per hour
 - Drive a vehicle or a vehicle and trailer having an unladen weight of more than three (3) tonnes
 - Drive a vehicle through a cemetery for the purpose of travelling between places outside of the cemetery
 - Park a vehicle on any known interment site, verge or plantation, or in a manner that is likely to impede traffic
 - Teach, learn or practice driving a vehicle
 - Camp reside on any cemetery land
 - Possess or consume an alcoholic or intoxicating beverage or substance
 - Urinate or defecate
 - Bring or leave any rubbish, refuse, scrap metal, rock, soil, sand or any other such substances
 - Remove any dead timber, logs, trees, flora, whether standing or fallen
 - Kill, capture or in any way interfere with any animal, bird, fish or other fauna whether native or introduced
 - Plant any tree, shrub, herbage or other plant without prior Council consent
 - Place artificial flowers in the cemetery portions unless they are securely fixed into a vase approved by Council
 - Place any artificial flowers in memorial garden areas of the cemeteries
19. Council 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.

7. Acknowledgement

<p>I have read, understood and accept the attached terms and conditions for the purchase of interment rights at the Mona Vale or Manly Cemetery and agree to abide by the cemetery regulations:</p>	
<p>1. as contained in this application; and</p>	
<p>2. as contained in the Northern Beaches Cemetery Regulations available at northernbeaches.nsw.gov.au or available from the cemetery operator upon request.</p>	
1. Name	
Signature	
Date	
2. Name	
Signature	
Date	
Notes	

Proof of identity

Is applicant a ratepayer?	Yes	No - Council Officer to tick and initial at least two types of ID sighted - one must be photo ID.
<input type="radio"/> Passport		<input type="radio"/> Drivers Licence
<input type="radio"/> Birth Certificate		<input type="radio"/> Credit Card
<input type="radio"/> EFTPOS Card		<input type="radio"/> Medicare Card
<input type="radio"/> Club Membership Card		<input type="radio"/> Tertiary Education Card
<input type="radio"/> Pension Card		<input type="radio"/> Healthcare Card

Office Use Only

<input type="radio"/> Stone Orchard updated	<input type="radio"/> ID checked
<input type="radio"/> Cemetery invoice raised & sent to Finance	<input type="radio"/> Document scanned
<input type="radio"/> Account paid	<input type="radio"/> New certificate issued