



If you need help lodging your form, contact us		Office use only	
Email	cemeteries@northernbeaches.nsw.gov.au	Form ID	4045
Phone	1300 434 434	TRIM Ref	C001827
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated July 2021
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit Property
		Application No.	<input type="text"/>
		Receipt No.	<input type="text"/>

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>	

Part 1: Details of Deceased

Title	Mr	Mrs	Ms	Other	Gender		
First Name(s)							
Last Name							
Address of Deceased						Post Code	
Date and place of birth (dd/mm/yyyy)							
Date of Death (dd/mm/yyyy)						Age	
Cause of death							
Place of Death	Home (as above)					Nursing Home	
	Hospital					Other	
Place of Death Address (if not home)							
Funeral Director						Date of cremation	
Crematorium							

Part 1: Details of Deceased - Continued

Religion		Veteran?	Yes	No
Former occupation		Service Number		
Current Location of Ashes		Marital Status		
Do you wish to be present when ashes are placed?		Yes	No	

Part 2: Intended location of Ashes

Intended Location			
Niche section	Site number	Plaque size (mm)	
SO Reynolds Memorial Wall - <i>See note below</i>	AA, AB, AC, AD	137 x 102 or 178 x 102	
Pittwater Memorial Wall Panel	MPA, MPB, MPC, MPD	110 x 110	
Pittwater Memorial Wall Niche	GRA, GRB, GRC, GRD	185 x 185	
Pittwater Memorial Garden Old Gumtree Grove Memorial Gardens	GNA, GNB, GNC, GND, GNE, GNF, GNG, GNH	178 x 102 or 185 x 185	
Pittwater Family Rock Memorial	FRB, FRC, FRD	178 x 102	
Manly Garden of Remembrance Columbarium Columns	CA, CB	230 x 152	
Manly Garden of Remembrance Columbarium Walls - Single or Double	WA, WB, WC, WD	184 x 152 or 338 x 152	
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, OR The ashes are to be collected by <i>(please print full name)</i>:</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	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:	
Material:	Cardboard	Plastic	Other:

PLEASE NOTE:
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.

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

Order Form & Details for intended Memorial Plaque			
Niche Section & Number (Number will be engraved upon bottom right hand side)			
Niche - New Position		OR Niche - Position next to family member (match plaques)	
Desired Text - Please indicate CAPITALS or Upper and Lower Case			
Eg: In Loving Memory Of, In Loving Remembrance Of, Cherished Memories Of, In Memory Of			
Given Names:			
Family Name:			
Date of Birth eg 1.1.2019, 1st January 2019		Date of Death	
General Text			
Eg: Loved and Adored Father Of, Devoted Wife Of, Cherished Grandfather Of...			
Epitaph			
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...			

Additional Items - may incur an additional cost.	
Borders	We recommend a simple line border for the majority of plaques. Additional styles/designs maybe available upon request.
Fonts	We recommend Times New Roman or Helvetica to make plaques easy to read. Other fonts maybe available upon request.
Decorative Emblems	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.
Perpetual Flowers	A variety of beautiful painted bronze flowers are available.
Vases	A variety of bronze vases are available to be attached to the plaque OR on the wall next to the plaque.
Special Requests/Notes	

OFFICE USE ONLY	
Stone Orchard Updated	
Cemetery Invoice Raised	
Account Paid	
Forms Scanned	
Draft Plaque Prepared	
Layout sent for approval	

Approval received and order placed			
Invoice for extras raised			
Plaque received	Date:		
Family advised			
Installed	Date:		
Letter/regulations sent	Date:		