



If you need help lodging your form, contact us	
Email	cemeteries@northernbeaches.nsw.gov.au
Phone	8495 6127
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	C001827
Last Updated	July 2021
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	
<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					Postcode	
					Place of birth	
Date of birth (dd/mm/yyyy)					Age	
Date of death (dd/mm/yyyy)						
Cause of death						
Place of death	Home (as above)			Nursing Home		
	Hospital			Other:		
Address (if not home)					Postcode	
					Date of cremation	
Funeral director						
Crematorium						

Part 1: Details of deceased - continued

Religion		Is Veteran?	
Former occupation		Marital status	
Current location of ashes		Age	

Part 2 : Site location

*When the Internment Rights holder is not recorded or has deceased, an Application for Transfer of Internment Rights 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			

Part 3: Internment Rights holder details

Title	Mr	Mrs	Ms	Other	Gender		
First name(s)*							
Last name*							
Address						Postcode	
						Phone (M)	
Phone (H)						DOB	
Relationship to deceased							
Email							

Part 4: Proposed date and time

Do family wish to be present at ashes placement	Yes Contact cemetery for bookings (additional fees apply)	No	Proposed date and time:
If NO, place ashes:	ASAP		When plaque is ready
Size and shape of container	Size:	Shape: Rectangle Box	Cylinder
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			
Stone orchard updated		Ash remains placed	
Cemetery invoice raised		Forms scanned to TRIM	
Account paid	Yes	No	Confirmation letter sent