



If you need help lodging your form, contact us		Office use only	
Email	cemeteries@northernbeaches.nsw.gov.au	Form ID	4111
Phone	9970 1341	TRIM Ref	
Cemeteries	Manly Cemetery Griffiths Street, Manly NSW 2095	Last Updated	March 2020
	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 burial sites per person from 3 March 2011</i>	No	Yes - Location
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1. Proposed Location

Interment Right for Burial Site	Interment Right for Memorial	
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
Name				
Address				
Phone (H)			Phone (M)	
Email				
Relationship to Deceased			Date of Birth	

Title	Mr	Ms	Mrs	Dr
Name				
Address				
Phone (H)			Phone (M)	
Email				
Relationship to Deceased			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

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

4. Payment Details

Please refer to Cemetery Fees and Charges

Purchase date			
Right of Interment fee			
Interment fee Interment or Burial/Placement Fees cannot be pre-paid i.e. are only payable at the time of need			
Sundry fees			
Balance Payable			
Payment Details	Lump Sum		
	Monthly instalment	20% Deposit \$	11 payments of \$

5. Key Terms and Conditions

Please refer to "Cemetery Regulations" for full terms and conditions

1. An Interment Right is a contract with the cemetery operator that allows interments to take place in a particular location in a cemetery.
There is no entitlement to any real estate.
2. Fees must be paid in full before an interment or cremation is performed, or a plaque/headstone/monument is ordered. We accept cheque, VISA, MasterCard and Bpay payments. Credit card transactions may 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 30 days or at least 48 hours prior to a scheduled funeral service;
 - For monthly instalment payments the Applicant 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 instalments on a monthly basis using the reference number noted on the invoice.

If payment is not received in accordance with the above conditions, the Cemetery may cancel the application. If this occurs, the Cemetery will refund any payments already made (less cancellation fee).

3. 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 remaining joint Interment Right holder/s.
4. A certificate will be issued to the 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, on application and payment of the Cemetery Operator's associated fee.
5. The Interment Right application fee does not include extras, e.g. maintenance fee, memorial permit fee, interment site digging fees, other administrative charges.
6. The Interment Right holders' preferred funeral director or other designated person is responsible for coordinating the interment and funeral arrangements (including compliance with Cemetery Operator's policies and applicable regulations).
7. 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 the Cemetery Operator's policy/procedures/requirements in that specific interment section;
 - b. No memorial may be erected without the Cemetery Operator's prior written approval; and
 - c. No existing memorial may be altered or removed without the Cemetery Operator's prior written approval
8. 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.
9. 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 written or documentary evidence satisfactory to the Cemetery Operator and payment of the associated fee).
10. The Cemetery Operator may repurchase unused Interment Rights from the holder/s in accordance with the Cemetery Operator's then current policy.
11. A Holder's Interment Rights can be transferred, but only after consultation with the Cemetery Operator. Transfer of the Interment Right is only operative when a Transfer of Interment Right Application is submitted with payment of the associated fee, and approved and processed by the Cemetery Operator.
12. 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 when a Transfer of Interment Right Application is submitted with payment of the associated fee, and approved and processed by the Cemetery Operator.
13. The Interment Rights Holder/s is/are responsible for the care and maintenance of individual interment sites where they have erected a memorial.

5. Key Terms and Conditions Continued

14. Graves can usually be dug to a depth to accommodate two coffins. However, occasionally, due to rock or stability problems not evident prior to commencement of digging the grave, ground conditions may not allow for burial in an allocated plot. In these circumstances an alternate plot will be allocated.
15. 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.
16. 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.
17. Additional information is available in the Cemetery Regulations available at www.northernbeaches.nsw.gov.au or on request.

6. Acknowledgement

I have read, understood and accept the attached terms and conditions for the purchase of a grave or other memorial at the Mona Vale or Manly Cemetery and agree to abide by the cemetery regulations:

1. as contained in this application; and
2. as contained in the Northern Beaches Cemetery Regulations available at northernbeaches.nsw.gov.au or available from the cemetery operator upon request.

Name	
Signature	
Date	
Name	
Signature	
Date	
Notes	

Proof of identity

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"/> Plan marked
<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