

Order for Interment - Funerals Mona Vale & Manly Cemetery 23/24



If you need help lodging your form, contact us	
Email	cemeteries@northernbeaches.nsw.gov.au
Phone	1300 434 434
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	4110
TRIM Ref.	
Last updated	September 2023
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>	

Part 1: Funeral Details

Full Name of Deceased			
Day & Date of Interment			
Time at Cemetery			
Chapel/Church Service	Yes	No	
Location of Chapel/Church		Time	
Funeral Director		Clergy/Celebrant	
Telephone			
Email			
Address			
Booked by		Date	

Part 2: Site Location

Denomination			
Section		Site Number	
New site	Reserved site	Reopen site*	
*Name of previous burial/s			
Coffin Size (incl. handles)	Length	mm x width	mm x height
or	Length	feet x width	inches x height
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
Special Requirements*	<p>Lowering Device (where possible) Use of lowering device is not available on graves with or surrounded by monuments and is at the discretion of the Gravedigger.</p> <p>Canopy Canopy and chairs will be placed as close as possible to grave but generally not above grave. Canopy not available in windy weather.</p>		
	Chairs	Other	
Details			

Part 3: Details of the Deceased

Title	Mr	Mrs	Ms	Other	Gender	
First Name/s						
Last Name						
Address of Deceased					Postcode	
Date of Birth (dd/mm/yyyy)					Place of Birth	
Date of Death					Age	
Cause of Death						
Place of death	Home	Nursing Home	Hospital	Other:		
Place of Death Address (if not home)					Postcode	
Is Veteran	Yes	No			NX Number	
Marital Status					Religion	
Former Occupation						
Funeral Director						

Part 4: Interment Rights Holder /Secondary Contact details

Title	Mr Mrs Ms Other	Gender	
First Name/s			
Last Name			
Address			Postcode
Relationship to the Deceased			Date of Birth
Home Phone			Mobile
Email			

Part 5: 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;

- It is of the type allowed under the Cemetery Operator's policy/procedures/requirements in that specific interment section
- No memorial may be erected without prior written approval of the Cemetery Operator
- 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					

Part 6: Cemetery Fees (All cheques to be made payable to "Northern Beaches Council")

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

7. Funeral Director Confirmation

I hereby confirm the above details

Funeral Director's Name	
Signature	
Date	

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

Form to be signed and 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 sighted by the 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

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